

<b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 35.1 through 35.7	Page 1 of 3
	<b>SUPERSEDES:</b> January 1, 2006	<b>DATE ISSUED:</b> July 17, 2013
<b>SUBJECT:</b>  Self Improvement & Educational Program	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors July 16, 2013; to become effective immediately.	

### 35.1 General Provisions

Prince George County believes in helping employees in their jobs by encouraging them to attend job related courses during their off duty hours. Classroom schedules, however, must not conflict with the employee's work schedule. The employee's job shall always take precedence over schooling, which is considered a fringe benefit.

### 35.2 Educational Reimbursement

The County Administrator has the authority to approve County payment for any course, including tuition, books, and other materials, provided the applicant is not receiving benefits under any other aid program. Courses recognized for educational assistance are:

1. Job Improvement Courses  
 Course directly related to the employee's assignment that will improve his/her skills, knowledge, and ability to perform his/her duties and increase, through more advanced technology, his/her potential for promotion.
2. In-Service Training Courses  
 Courses in management and supervisory development. All County employees are encouraged to participate in this type of training.

### 35.3 Eligibility for Participation

All regular full-time employees who have successfully completed their probationary period are eligible for participation in the County's educational program. The amount of reimbursement is limited to \$2,000 per employee each fiscal year. All course work must be completed during the fiscal year in which reimbursement is made. Educational expenditures above that amount in a given fiscal year are the responsibility of the employee.

Employees receiving payment for their educational expense from other sources are not eligible.

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**35.4 Application Procedure**

An employee interested in participating in the County's educational program shall submit an application to his/her Department Director requesting approval for program participation. If approved by the Department Director, the application shall be forwarded to the County Administrator for approval. The County will not provide reimbursement for any course initiated prior to the date of approval of the application.

**35.5 Completion of Courses & Reimbursement of Expenses**

Upon successful completion of the course, the employee's personnel record will be documented with his/her educational achievement, and the Office of the County Administrator will arrange for reimbursement to the employee expenses for tuition, books, and other course materials, based on the following:

Letter grade "C"	50%
Letter grade "B" or better	100%

Reimbursement for courses in which letter grades are not issued will be in the following manner:

Satisfactory	100%
Unsatisfactory	0%

**35.6 Reimbursement to County for Educational Expenses**

Should an employee leave County employment after completion of course(s), and prior to compliance with the terms of his/her agreement to remain in County employ for at least two (2) additional years, he/she shall reimburse the County within six (6) months after his/her termination for courses completed within two years of termination. Payment shall be taken from the employee's benefits, if any, accrued at the time of his/her termination. Any amount due to the County over and above said benefits shall be repaid in monthly installments (principal and interest) subject to prior arrangement with the County Administrator. Upon termination of an employee who is indebted to the County, the County Administrator will issue an official County invoice to the employee to be made payable to Prince George County and shall be deposited in the funds of the County. The Department of Finance shall be responsible for maintaining records on each employee's education account.

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### **35.7 Employee Development**

Department Directors may request administrative salary adjustments of up to five percent for employees who further their education or obtain certifications related to and demonstrably enhance their performance in their current position, as approved by the County Administrator. The justification for such requests should take into consideration whether the certification or educational classes were paid for or reimbursed by the County, if classes were attended on County time, and the direct benefits of the educational achievement for the department and/or the enhancement of services to the citizens of Prince George County. Administrative adjustments are subject to the availability of funds within the department's budget.