



BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE ORDER

Number: AO-08
Cancels: 03/20/2015
Approved: 02/20/2019
Originator: Human Resources
Review: 02/20/2021

TITLE: Education Assistance Program

I. Purpose and Scope

To establish a method for reimbursing eligible Brevard County employees for tuition that qualifies under the guidelines of the Education Assistance Program policy.

II. Definitions and References

- A. Brevard County Ordinance No. 09-29, dated October 20, 2009
- B. Brevard County Code – Personnel Administration, Section 82-2. – Purpose and Intent
- C. Brevard County Policy Number BCC-08, Education Assistance and Licensing Fee Reimbursement Policy
- D. Form BCC-208a, Application for Reimbursement of Education Expense

III. Responsibilities

- A. Each employee seeking tuition reimbursement shall make application, utilizing Form BCC-208a, prior to registration for the course(s) for which reimbursement is being requested.
- B. No employee who has less than two years remaining in the Drop Program shall be eligible for Tuition Reimbursement.
- C. Each Department or Office Director shall review applications submitted by employees within his/her authority and certify if the course of study is relevant to the employee's career path and of benefit to Brevard County, as stipulated in Brevard County Ordinance No. 09-29.
- D. All County Departments and Offices shall be responsible for providing funding for tuition reimbursement for its employees and advising the Human Resources Director whether funds are available as each application is submitted.

- E. The Human Resources Director shall render the decision to approve or disapprove tuition reimbursement.
- F. Any decision rendered by the Human Resources Director may be appealed to the County Manager who will be the final arbiter of all decisions.

IV. Prior Written Approval of Tuition Reimbursement Requests

Eligibility for reimbursement must be established by obtaining written approval in the designated form prior to the first day of class.

V. Reimbursement Schedule

- A. Reimbursement will be made at the completion of the approved course in accordance with the following schedule:

<u>Letter Grade</u>	<u>Percentage Reimbursed</u>
A	100%
B	90%
C	75%
D or below	None
Pass (When used by school	100%
Fail in lieu of a letter grade)	None

- B. Tuition reimbursement shall be limited to a maximum of \$5,440.00 per fiscal year. Per IRS Publication 15-B – Employer’s Tax Guide to Fringe Benefits, Educational Assistance in excess of \$5,250 in a calendar year will be included as additional income to the recipient.

VI. Processing of Applications

- A. The employee shall submit his/her Application for Reimbursement of Education Expense to the Office of Human Resources via his/her Department or Office Director prior to the registration for a course(s) in order to ensure prior approval or rejection of such application.
- B. The Office of Human Resources will return the copy of the application to the employee indicating approval or rejection of the course(s) for which reimbursement is requested. The Department or Office Director will also be notified of approval or rejection of the application.
- C. The employee must pay tuition cost directly to the college/school sponsoring the course(s).

D. Official notice of grades and the original tuition receipt must be submitted to the Office of Human Resources within ninety 90 days of the completion of the approved course(s). At that time reimbursement shall be authorized.

VII. Reservation of Authority

The authority to issue and/or revise this administrative order is reserved to the County Manager.

 

Frank Abbate, County Manager Date