



Educational Assistance

Last modified MAY 27 2021

It is the policy of the Rowan County Public Library (“the Library”) to provide educational assistance to its employees in accordance with the guidelines established below.

Educational assistance in the form of tuition fees will be provided only for accredited courses in library and information science or courses directly related to an employee’s position and associated duties.

QUALIFICATIONS FOR ASSISTANCE

Requirements for educational assistance include the following:

- All full-time employees are eligible.
- Educational assistance will be provided in an amount not to exceed the annual budget allocation.
- An employee must have completed at least one (1) year of continuous service with the Library. The employee must continue employment while participating in the course of study.
- The employee agrees to maintain a position with the Library for a period of no less than one (1) year following the completion of an associate's degree, two (2) years for a bachelor's degree, or three (3) years for a master's degree. If the employee leaves their employment with the Library before the requisite period has elapsed, they will be required to pay back any tuition reimbursements on a prorated basis.
- The Library will reimburse up to three-fourths ($\frac{3}{4}$) or 75% of the costs for each course, including books, lab fees, and tuition. The library will reimburse up to four (4) courses per calendar year or 12 equivalent credit hours, subject to the limitations of the budget as adopted by the Board of Trustees for that calendar year. If requests for reimbursement exceed the Library's budgeted amount for educational assistance, funds will be distributed equally among those requesting reimbursement.
- Any reimbursement for educational costs will be calculated and paid at the in-state rate, and shall not exceed the cost of tuition from the University of Kentucky's School of Library and Information Science.



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- Participation in the educational assistance program is subject to the scheduling of work and approval of the employee's supervisor and the Executive Director.
- In order to guarantee reimbursement of education costs, the Executive Director must approve requests for educational assistance prior to enrollment. Employees should have the support of their supervisor before submitting the request.

All requests for educational assistance must be made in writing to the Executive Director and shall be subject to the approval of the Board of Trustees. A request must include the name of the institution into which the employee intends to enroll, the name and number or other appropriate identifier(s) of courses for which reimbursement is being requested, a description of course content, and the cost of the course(s).

In considering a request for educational assistance, the Library will consider, but is not limited to, the following factors:

- The nature and purpose of the course of study; and
- the benefits to be received by the employee and the Library, presuming successful completion of the course; and
- the level or responsibility and length of service of the requesting employee; and
- the estimated cost; and
- the time or productivity that may potentially be lost while the employee attends the course.

Class attendance and completion of study assignments are to be accomplished outside of the employee's regular working hours, with one (1) exception: Up to one (1) hour per day of paid time off, not to exceed a total of three (3) hours per week, will be granted for full-time employees to facilitate participation in an approved course of study.

It is expected that educational activities will not interfere with the employee's work, and unsatisfactory job performance during enrollment may result in forfeiture of educational assistance and further disciplinary action.

Upon completion of an associate's degree, the employee will receive an additional \$1.00 per hour increase in salary. Upon completion of a bachelor's degree, the employee will receive an



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additional \$1.50 per hour increase in salary. Upon completion of a master's degree, the employee will receive an additional \$2.00 per hour increase in salary.

Upon completion of the course, the employee must submit to the Executive Director a certified transcript of grades received and receipts of expenses incurred. The Library will then reimburse the employee for applicable expenses. However, employees who take courses at the specific written request of the Library may be reimbursed for all costs in advance.

Reimbursement for educational assistance requires the employee to maintain a 3.0 grade point average. There will be no assistance for a grade lower than a "C."

An employee who voluntarily leaves the Library or is terminated for cause prior to completing a course will not be reimbursed for any expenses associated with the course.

Records will be maintained in the personnel file of each employee for all education programs completed.

Educational assistance may be suspended in times of budgetary crisis.