

MISSOULA COUNTY TUITION REIMBURSEMENT INFORMATION

Tuition Reimbursement is provided to Missoula County personnel under the collective bargaining agreements and non-union Missoula County Human Resources Policies.

- a) You need to be considered a regular employee and have COMPLETED PROBATION to be eligible to receive reimbursement.
- b) The amount provided in reimbursement varies by collective bargaining agreement, but most provide up to \$600 in reimbursement for a full-time (40 hours per week) employee with the amount pro-rated for part-time employees that work 20- 39 hours per week.
- c) Tuition reimbursement runs on the fiscal year- July 1 through June 30.
- d) Pre-approval forms for the upcoming fiscal year are accepted beginning June 1.
- e) Reimbursement means you pay up-front. Once you have completed your class you are required to submit payment receipt and proof of completion to receive reimbursement.
- f) Requires ADVANCED APPROVAL by your supervisor and Human Resources. Funds are limited and available to all employees. Once you receive approval in a fiscal year, funds are held and available for you.

To be eligible for tuition reimbursement, classes must be at a post-secondary accredited institution, meaning an accredited institution of higher learning. For example, the University of Montana or Missoula College or New Hampshire University, etc. Whether the courses are on-line or in the classroom does not matter. The only other two institutions that are NOT post-secondary where tuition reimbursement is provided by Missoula County is for courses at the Lifelong Learning Center and the Red Willow Learning Center.

Classes do NOT need to be work related for reimbursement. From the Missoula County Training Policy: "Missoula County supports and encourages training and education for employees in areas related to job duties, professional development, safety, personal growth and educational advancement." The one caveat is that classes taken for personal development rather than professional development are not tax-exempt. The reimbursement will appear in your paycheck, rather than as a check to deposit.

Graduate Certificate in Public Administration

Tuition reimbursement of up to \$1,000 per fiscal year is available for employees taking classes at the University of Montana as part of the Graduate Certificate in Public Administration program. This program is administered like regular tuition reimbursement with the same requirements. An employee taking classes under this graduate certification program are also eligible for regular tuition reimbursement (up to an additional \$600 as described above) if funds are available.

Both tuition reimbursement and Graduate Certificate in Public Administration programs are **subject to budgeted funds available and on a first-come, first-serve basis**. Wait lists for requests are maintained by HR in case budgeted funds are not fully utilized or if other funding becomes available.

There is one form for both programs located here:

<https://www.missoulacounty.us/government/administration/human-resources/policies-forms-documents>.

For Questions contact:
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