

RESOLUTION NO. 75-06

**A RESOLUTION AUTHORIZING CHAPTER 11, EDUCATIONAL ASSISTANCE, TO THE MASON COUNTY PERSONNEL POLICIES**

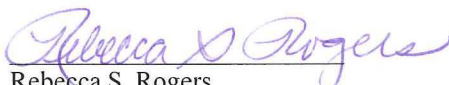
WHEREAS, Mason County has reviewed CHAPTER 11, EDUCATIONAL ASSISTANCE, for addition to the Mason County Personnel Policies;

NOW, THEREFORE, The Board of County Commissioners hereby resolves to add CHAPTER 11, EDUCATIONAL ASSISTANCE, to the Mason County Personnel Policies.

ADOPTED this 25th day of July 2006.

BOARD OF COUNTY COMMISSIONERS

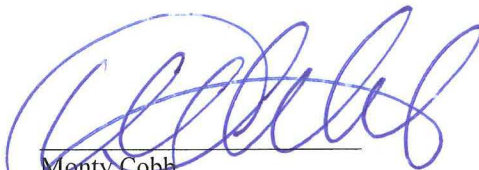
ATTEST:

  
Rebecca S. Rogers  
Clerk of the Board

  
Lynda Ring Erickson, Chairperson

  
Jayni L. Kamin, Commissioner

APPROVED AS TO FORM:

  
Monty Cobb  
Chief Civil Prosecuting Attorney

  
Tim Sheldon, Commissioner

## **CHAPTER 11**

### **EDUCATIONAL ASSISTANCE**

#### **11.1 INTRODUCTION**

If budgetary considerations permit, Mason County may reimburse full-time regular employees for education costs for courses approved by the respective Elected Official or Department Director. Approval for reimbursement will be dependent upon the course and its relevance to the employee's current position. Approval must be obtained prior to commencement of each course per semester. Attendance at all course offerings will be outside the employee's regular duty schedule.

#### **11.2 OBJECTIVE**

The objective of this policy is to assist employees in furthering their education in an effort to enhance current skills for the benefit of the County and the general public.

#### **11.3 PROCEDURES:**

1. Educational assistance will be authorized only when the budget of the Office or Department contains sufficient funds to support this policy AND the course of study will be of benefit to the Office or Department. Access to educational assistance will be solely determined by the Elected Official or Department Head, as appropriate.
2. ~~If approved, reimbursement for coursework relevant to the employee's current position is~~ subject to the limitations in paragraphs 8 and 9, below. Approval of a course of study by the Elected Official or the Department Director is required prior to approval of the courses required in that course of study. Accordingly, the Elected Official or Department Director will review employee applications for educational assistance on a course-by-course basis.
3. All relevant bachelor's degrees and associate's degrees, assuming that the employee does not already have a bachelor's or associate's degree, may, upon approval of the Elected Official or Department Head, be reimbursed subject to the limitations in paragraphs 8 and 9, below. This would apply regardless of the position the employee holds.
4. Certificates or continuing education units (CEU) required for continued certification may be reimbursed at 100 percent.
5. A second degree directly relevant to the employee's current position as determined by the Elected Official or Department Director to be in the best interests of the County may be reimbursed subject to the limitations in paragraphs 8 and 9, below, only if: 1) the first degree is not directly applicable to the employee's position; or, 2) it is an advanced degree in a field of study relevant to the employee's current position.
6. There is no limit to the number of credit hours eligible for reimbursement per semester/quarter. Employees are encouraged to be prudent in the selection of the number of courses attempted each semester. Employees must be in paid status when reimbursement is sought. For the purpose of this policy, paid status is defined as working the employee's regular schedule or on approved vacation leave.
7. Employees must satisfactorily complete the course work to be considered for reimbursement. Satisfactory completion is defined as award of a grade of "C" or higher, or the equivalent, in the coursework for which reimbursement is sought.

8. Reimbursement will be up to the tuition rate at the University of Washington or Washington State University, whichever institution offers the course of instruction concerned. If both Universities offer the course of instruction, the reimbursement rate will up to the lower rate of the two universities. This rate will apply to courses of instruction at private universities, correspondence programs or other high cost programs.
9. All required fees may be reimbursed at the designated approval percentage. Books, lab and building use fees will be reimbursed at 50 percent, regardless of the course of study.
10. Initial approval of a course of study does not obligate the County to future/continued approval of courses in that course of study. Course approvals are only valid for the course and semester/quarter given.