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## Reimbursement for Training & Tuition Expenses

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Effective: November 27, 2007

Revised: \_\_\_\_\_

### I. PURPOSE:

- A. West Chester Township retains only highly qualified employees for providing services to its residents. A great deal of effort and expense is invested in hiring, training and retaining employees. In order to ensure the Township is protected from monetary losses and is able to realize a favorable return on its workforce investment, employees must agree to reimburse such expenses if, under certain conditions, their employment is ended.

### II. SCOPE:

- A. All Township full-time employees are eligible to participate in the Township Tuition Reimbursement Program. The reimbursement may be considered a taxable fringe benefit pursuant to IRS guidelines.

### III. POLICY:

- A. Prior to a purchase order being created and approved, an employee will be presented a "Contract for Reimbursement of Training Expenses" defining the conditions for which reimbursement from the employee will be required. The Contract will also define the formula for calculating the reimbursement and the manner in which the funds will be collected. As a condition of employment, all West Chester employees will be required to sign the acknowledgement that they are aware and accept the terms of this policy. This policy may be waived in cases of hardship or other appropriate circumstances as determined by the Township Administrator.
- B. The Township will reimburse employees on hundred percent (100%) of the tuition cost up to \$3,000 inclusive for eligible annual expenses at the conclusion of a successfully completed course. To be eligible for tuition reimbursement under this policy an employee must a full-time employee, have completed a year of service, and be on payroll when the course is completed. Proof of payment and copy of final grades must accompany request for reimbursement.
- C. Among other requirements, employees must receive approval for their course from their Department Director or the Township Administrator prior to course enrollment to be eligible for tuition reimbursement.
- D. Classes may not interfere with an employee's job responsibilities/duties and must be arranged around work schedules.

- E. If employment at the Township ends within one (1) year of the completion of the course for which a tuition reimbursement has been provided, the employee is required to refund the full amount of the tuition reimbursement to the Township.