



TUITION REIMBURSEMENT POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

This policy provides guidelines regarding tuition reimbursement available to McMillan Memorial Library employees. The library encourages education and training in order to improve the qualifications of employees in their positions and to prepare them for advancement in service to our community.

Tuition Reimbursement:

Library employees may be eligible for tuition reimbursement, depending on the availability of budget funds and the applicability of the proposed educational opportunity. Consideration will be given to coursework which will further the growth and advancement of the employee within the library.

All tuition reimbursement requests must be submitted, in advance, to the Library Director and must include a plan of study, along with a completed [McMillan Memorial Library Tuition Reimbursement Form](#).

Approval of tuition reimbursement funds in no way obligates the McMillan Memorial Library to change an employee's job description, work assignment, provide salary adjustments or reclassifications within the management pay plan.

Eligibility Requirements:

1. All non-represented employees (.5 FTE status or higher) with more than one year of service are eligible for participation. However, if deemed in the best interest of the library, the Library Director can require training for an employee prior to the employee's completion of one year of employment.
2. Educational courses must be taken at an accredited college, university, high school, business, professional institutes / organizations or technical school.
3. The educational opportunity must be beneficial to both the library and the employee in terms of increased knowledge, abilities and skills.

Scheduling Coursework:

Customarily, coursework is taken on an employee's own time. If the employer determines that the needed coursework is available only during the employee's scheduled hours of work, a program of proportional compensatory time may be arranged, provided there is no disruption of

the normal work activity. Time-off work must be approved by the employee's supervisor and the Library Director.

Rates of Reimbursement:

Customarily, no more than one course, up to five credits, or a training equivalent in any academic term (e.g., a semester, summer session, or an equivalent) should be reimbursed. Additional coursework, however, may be authorized by the Library Director.

No reimbursement will be paid after an employee voluntarily ends employment with the library or is dismissed from employment. An employee who voluntarily leaves McMillan Memorial Library employment within one year after successful completion of any course shall reimburse the library in full for any tuition reimbursement they received from the library. Employees voluntarily leaving the library within two years after successful completion of any course shall reimburse the City 50% of the tuition reimbursement they received from the City.

Adopted by the McMillan Memorial Library Board of Trustees, September 20, 2023