



BOARD OF COUNTY COMMISSIONERS

POLICY

Number:	BCC-08
Cancels:	08/14/2018
Approved:	12/03/2024
Originator:	Human Resources
Review:	12/03/2027

TITLE: Education Asst. Program & Licensing Fee Reimbursement Program

I. OBJECTIVE

For The purpose of improving the level of service rendered to the public and to encourage continued education of its personnel, the Brevard County Board of County Commissioners hereby establishes a tuition reimbursement program and a licensing fee reimbursement/payment program.

II. DEFINITIONS & REFERENCES

- A. Brevard County Ordinance NO. 09-29, dated October 20, 2009
- B. Chapter 82, Brevard County Code – Personnel, Section 82-2 – Purpose and Intent
- C. Form BCC-208a, Application for Reimbursement of Education Expense
- D. Form BCC-208b, Licensing Fee Reimbursement /Payment Application
- E. F.S. Section 112.063

III. DIRECTIVES

The Human Resources Director is authorized to approve, subject to arbitration by the County Manager, tuition reimbursement and licensing fee reimbursement/payment requests under the following eligibility guidelines:

A. Participant Eligibility

Eligible participants must be full time, permanent employees with a satisfactory job performance record over the past twelve (12) months with Brevard County.

B. Reimbursement Coursework

1. Course work must be directly related to the duties of an employee's current position or must directly enhance the knowledge, skills, and abilities relating to official duties which an employee performs.
2. Educational facilities must be institutions that are accredited and recognized by the U.S.

Department of Education and listed in the Database of Accredited Post-Secondary Institutions and Programs.

C. Availability of Funds

Funding for tuition reimbursement will be achieved through all allocation of a portion of the general fund training budget. If a commitment of all allocated funds occurs prior to the end of the fiscal year, no additional requests shall be approved until additional funds are allocated.

All agencies which are not supported by general fund revenues shall be responsible for providing funding for tuition reimbursement and advising the Human Resources Director whether funds are available as each application is submitted.

D. Reimbursement Schedule

Reimbursement will be made at the completion of the approved course in accordance with the following schedule:

<u>Letter Grade</u>	<u>Percentage Reimbursed</u>
A	100%
B	90%
C	75%
D or below	None
Pass (When used by school	100%
Fail in lieu of a letter grade)	None

- E. Tuition reimbursement shall be limited to a maximum of \$5,440.00 per fiscal year. Any tuition reimbursement paid above the limit set forth in IRS Publication 15-B – Employer's Tax Guide to Fringe Benefits in a calendar year will be included as additional income to the recipient.

F. Limitation on Reimbursement

Employees entitled to educational benefits under other programs or legislation (i.e.; G.I. benefits, scholarships, grants, etc.) shall not be approved for tuition reimbursement until such benefits have been expended.

Employees receiving assistance from another source separate and apart from the County will be reimbursed only in proportion to the total amount of tuition paid by the employee and not reimbursed from another source. No employee will receive tuition reimbursement greater than actual expenditures paid by the employee.

Reimbursement shall be made for tuition and student lab fee costs only, and shall not include student activity fees, books, materials, travel, packing fees or any other expenses.

Reimbursement will not be made unless the receipt for tuition payment and final grades are submitted no later than ninety (90) days following completion of the course(s) for which reimbursement is being requested.

G. Service Obligation

Employees receiving tuition reimbursement must agree to remain in the employ of the County for at least three (3) years following course completion. Employees who separate from employment for any reason other than disability or reduction in force, within the three (3) year period shall reimburse the County for tuition benefits applicable to courses completed during the affected period. Reimbursement shall be in an amount proportionate to the three (3) year period of employment not completed, rounded to the nearest month.

H. Reimbursement/Payable Licensing Fees

To be eligible for licensing fee reimbursement/payment, the following guidelines must be met:

1. The license requirement must be a prerequisite by the State of Florida for an employee to maintain his/her professional, skilled craft, or technical status to perform his/her job duties and responsibilities.
2. Employees receiving licensing fee reimbursement/payment shall reimburse the County on a pro rata basis if he/she leaves County employment or utilized his/her license for an employment or other for-profit purpose other than County employment during the period of time for which the license is applicable.
3. Funding for licensing fee reimbursement/payment shall be provided by the Agency for which the employee works.
4. An eligible licensing fee may be paid directly by the County for employee, provided the employee submits his/her application in sufficient time to allow for approval and processing of payment to the appropriate licensing agency. The County shall not be responsible for any penalty or other fee which may be assessed due to late payment of the licensing fee.
5. Requests for reimbursement must be submitted within 90 days from the date of the transaction or the end of the current fiscal year, whichever occurs first.

IV. RESERVATION OF AUTHORITY

The authority to issue and/or revise this policy is reserved to the Board of County Commissioners.

Rachel Sadoff, Clerk

Rob Feltner, Chairman

Board of County Commissioners
Brevard County, Florida

As Approved by the Board on _____