



Renville County Tuition Reimbursement Policy Agreement

This agreement made between Renville County (hereafter known as “County”), and _____ (hereafter known as “Employee”), is entered into for the purpose of continued professional development of the Employee. It is agreed that:

- The course(s) will be taken on the Employee’s personal time. If the Employee needs to absent him or herself from work and with the consent of the Employee’s supervisor, the Employee may use accrued compensatory or vacation time.
- The college level course is relevant to the Employee’s current job position or has the potential for developing the Employee for promotional opportunities within the County organization.
- The County will reimburse the Employee, at the completion of the course, up to 70% of tuition expense (to an annual maximum of \$5,250 per calendar year) upon receipt of the tuition statement and proof that the Employee attained a grade of “C” or better. (The annual maximum available will be pro-rated for regular part-time employees scheduled to work fewer than 40 hours/week.)
- The Employee agrees to remain with Renville County as an employee of Renville County for at least two years after receipt of tuition reimbursement.
- Employee will repay the tuition reimbursement within thirty (30) days if the Employee’s employment ends prior to two (2) years after receiving tuition reimbursement, through payroll deduction or personal check, based on the following schedule:
 - o Up to 1 year – 100% of the tuition reimbursement
 - o 1 year, but less than 2 years – 50% of the tuition reimbursement

Name and address of School: _____

Course(s)	Credits	Completion Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total anticipated reimbursement amount: \$ _____

Employee’s Signature: _____ Date: _____

Certification of Course Relevancy:

I certify that I have examined the above courses and have determined that these courses meet with my approval as being relevant to the Employee’s current job position or have the potential for developing the Employee for promotional opportunities within the County organization.

Department Head County Administrator

Approved by the Renville County Board on the _____ day of _____, 20____.

County Board Chair