



E-013

Richmond Heights Memorial Library EMPLOYEE EDUCATIONAL ASSISTANCE

The Richmond Heights Memorial Library recognizes that educational development can be beneficial to both the employee and Library. The employee gains in his or her career development and the Library gains a more productive employee. For these reasons, the following Employee Educational Assistance Policy is hereby established.

- The employee must be full-time in order to be eligible for tuition reimbursement. He or she must have completed the introductory period as a full-time employee and have received at least 2.6 or better on his/her last performance evaluation.
- The policy allows an employee to take a maximum of six (6) credit hours per semester, and eighteen (18) credit hours per calendar year.
- Tuition reimbursement will be in an amount equal to the tuition rates for the University of Missouri credit hours up to an annual maximum of \$1,500.
- The program of study must be approved by the Library Director; all requests for assistance must be submitted in writing to the Director by May 1 for use in the following fiscal year.
- The employee must attend a college or university that is accredited by the North-Central Association in order to be reimbursed for tuition cost.
- The employee must earn a grade of “B” or better for course work in order to be reimbursed. If a pass/fail or satisfactory/unsatisfactory system is used, “pass” or “satisfactory” will qualify for reimbursement.
- Tuition reimbursement shall apply to only that part of the tuition cost paid for directly by the employee after deducting tuition costs paid for by other reimbursement programs such as grants or scholarships.
- A tuition reimbursement letter of application must be submitted to the Library Director at least two (2) weeks before the course is scheduled to begin.
- An employee must complete at least twenty-four (24) months of service with the Library after satisfactory completion of the last course taken. Repayment to the Library of its reimbursement is prorated as follows if the employee voluntarily leaves Library service:
 - If the employee voluntarily leaves Library service before twelve (12) months of the completion date of the course, he/she shall repay the Library one-hundred percent (100%) of the total amount received for tuition reimbursement.
 - If the employee voluntarily leaves the Library service between twelve (12) and (18) months of the completion date of the course, he/she shall repay the Library two-thirds ($\frac{2}{3}$) of the total amount received for tuition reimbursement.
 - If the employee voluntarily leave Library service between eighteen(18) and twenty-four (24) months of the completion date of the course, he/she shall repay the Library two-fifths ($\frac{2}{5}$) of the total amount received for tuition reimbursement.

Adopted by the RHML Library Board of Trustees April 17, 2023