

New Lenox Public Library District

Tuition Reimbursement Request

**New Lenox Personnel Policy:** The Library believes that an employee’s continuing education and development are beneficial to the employee and the Library. Employees with one year of service and who work an average of at least 15 hours per week (750 hours per year) are eligible to apply for reimbursement for job-related courses and programs of study. This reimbursement will be available only if funded by the Board of Trustees in each annual budget.

Employees who are planning to enroll in a degree program must discuss their intentions with the Library Director well in advance of the Library’s fiscal year, so the expense can be budgeted for. Employees must receive the Board’s approval before the beginning of each course in order to receive reimbursement upon completion. The Library will reimburse half the cost of the course when the employee submits a paid tuition receipt and a grade “*C*” or better or a “pass” grade, where applicable. Maximum reimbursement per year is $1500.00 per employee. Employees interested in pursuing advanced programs of study will be considered on a case by case basis.

Employees will not be reimbursed for lab fees, books, parking or other fees and costs associated with continuing education and development.

If employment with the Library is terminated, either voluntarily or involuntarily after an employee has received tuition reimbursement, the employee shall be responsible for repaying the Library the full amount. The amount due would be reduced by 1/12 for each month worked after the transcript is submitted to the Library Director. This re-payment will be discussed in the terminated employee’s exit interview.

Employee Name: Date:

Department:

Educational Institution: Program:

Course Title(s):

Total Tuition Cost:

Amount Requested:

Board Approval for Course (Date):

If reimbursement is awarded, I agree to the terms stated above in the New Lenox Library Personnel Policy.

 Employee Signature Date