

**Chapter 9 – Benefits**

**9.4 Tuition Assistance**

Employees wishing to take job related courses on the employee's own time may be reimbursed between 50 and 75% of the total cost of eligible tuition (based on applicability of the course content) and 100% of the total cost of supporting books and study materials upon completion of the courses with a grade of B or better. Grade verification is to be provided to the Town from the educational institutions registrar, and itemized receipts are required for materials.

The employee shall submit a written request for tuition assistance, which includes detailed course descriptions, and a written description of how the taking of such courses will positively impact the employee's job performance on behalf of the Town. For extensive courses of study, the employee shall submit a written employment commitment to the Town that is commensurate with the amount of assistance provided, and a pro-rated re-payment plan if the employee leaves Town service before their employment commitment term is complete. In example, an employee offers an employment commitment to the Town of Luray of one full year of guaranteed employment after course completion for each \$5,000 reimbursed.

The Town will pay for employees to take any course, or license test, including manuals, tutorials and books, for any water or sewer operator's license issued by the State of Virginia. Such licenses must be a requirement of the Town, and/or have a direct impact on the employee's job performance with the Town. Some activities, such as testing, may be completed during the employee's work day. The employee shall make such a request in writing to their Department Head, who will then confer with the Town Manager.

The Town will pay for any employee to pursue a Commercial Driver's License (CDL) – Class A or B, when required by the Town, or when such CDL will support and/or enhance the employee's job performance within their department. Payment will include all prep materials, testing and fees. Some activities, such as written exams and driving tests at the DMV, may be completed during the employee's work day. The employee shall make such a request in writing to their Department Head, who will then confer with the Town Manager.

The Town will only pay for any grade of stated license (water, sewer, CDL) a maximum of two (2) times. After that, the employee must pay all costs themselves, and complete such testing and/or licensure on their own time.

The Town Manager will review and approve all such reasonable reimbursement requests in writing that are in the best interest of the Town of Luray. The Town Manager will confer with the Department Head regarding the suitability of such requests. Written plans, upon comment by the Town Manager, may be revised and re-submitted by the employee. The Town Manager may, at his discretion, deny any such request that is not deemed to be directly beneficial to the Town of Luray.

Funding for any approved course reimbursement shall be included in the fiscal year budget for the appropriate department. Therefore, all requests for reimbursement shall be based on the Town's fiscal year of July through June. All requests for tuition reimbursement or licensure plans shall be submitted in writing by January 1 of each year in order to be eligible for funding reimbursement authorization beginning in July of that year. Courses or licenses submitted for reimbursement can therefore not take place before July of that year. The Town will not retroactively reimburse employees for courses or licenses 1.) taken without prior authorization from the Town Manager, 2.) that deviate from the approved tuition reimbursement plan, or 3.) that are taken before July 1 of the fiscal year in which reimbursement was authorized and will be granted.