

TUITION REIMBURSEMENT

Rockford Public Library realizes that its future success and long-term growth depend in part on the development of its employees. Education benefits employees and the Library. Employee education is supported through the Library’s Tuition Reimbursement Program. This program strives to balance both personal development and ongoing business needs by reimbursing tuition for course work directly related to an employee’s current position or a Library science degree. Approval of tuition reimbursement does not imply that an employee will be transferred or promoted as a result of these studies.

Rockford Public Library’s tuition reimbursement program is available to full-time staff with at least one (1) year of service and part-time staff with at least two (2) years of service. Each year, Administration will review the budget and determine the amount of funds that will be allocated to the Education/Training budget. The Library will then provide reimbursement for 50% of tuition charges up to a maximum of \$1,600 per employee per year, with the following provisions:

- Courses must be approved by employee’s department manager and the Associate Director of Public Services or Executive Director prior to enrollment.
- Courses must be offered by an accredited school, college, or university.
- Courses must be taken during non-work hours.
- Courses must be a credit class; no pass/fail courses will be approved.
- All graduate courses must be related to current position or to library science.
- Initial charges must be paid by employee; proof of payment must be provided upon completion of course.
- Employee must be employed at the Library upon completion of course to receive tuition reimbursement.
- Costs for supplies, books, and transportation, are not eligible for reimbursement; lab fees included in tuition cost will be approved for reimbursement.
- Application deadline is August 31 for the succeeding year; requests will be considered on a first come/first served basis.
- Educational Assistance Forms requesting reimbursement for a Master’s Degree in Library Science (MLS) will supersede all other tuition reimbursement requests.

Reimbursement Chart*	
A (+ or -)	100%
B (+ or -)	90%
C (+ or -)	50%

** Reimbursement will be calculated at 50% of tuition (up to \$1,600/year), and allocated based on final grade.*