



RESOLUTION R-058-25

A RESOLUTION OF THE WALKER COUNTY BOARD OF COMMISSIONERS TO ESTABLISH A TUITION REIMBURSEMENT PROGRAM FOR COUNTY EMPLOYEES

WHEREAS, the Walker County Board of County Commissioners recognizes the value of professional development and continuing education for its employees; and

WHEREAS, providing tuition assistance will improve the skills, knowledge, and abilities of county employees, increasing the quality of service provided to the public; and

WHEREAS, an employee tuition reimbursement program serves as an incentive for current employees and a tool for the recruitment and retention of high-quality personnel; and

WHEREAS, the establishment of this program is in the best interest of Walker County and its citizens;

THEREFORE, BE IT RESOLVED that the Board of Commissioners of Walker County, Georgia, that the Tuition Reimbursement Policy, attached hereto marked "Exhibit A," and incorporated by reference, is hereby adopted and shall be implemented immediately.

SO RESOLVED AND ADOPTED this 2nd day of October, 2025.

ATTEST:

WALKER COUNTY, GEORGIA



LISA RICHARDSON, County Clerk



ANGELA TEEMS, Chairwoman/CEO



The foregoing Resolution received a motion for Approval from Commissioner Blakemore, second by Commissioner Hart, and upon the question the vote is 4 ayes, 0 nays to adopt the Resolution.



Walker County Government
Office of the Commissioner
Human Resources Department

TUITION REIMBURSEMENT

SUMMARY

The Walker County Government recognizes the value of investing in the professional development of its employees. To foster career growth, skill enhancement, and continuous learning, the county offers a tuition reimbursement program for employees who wish to further their education at accredited institutions. This program is designed to support employees pursuing relevant coursework that benefits both their personal development and the objectives of the county government.

II. Eligibility Criteria

1. Employee Status:

- The employee must be a full-time, permanent employee of the Walker County Government for at least 3 years before applying for tuition reimbursement.
- Up to 10 employees per fiscal year are eligible to receive tuition reimbursement.
- Tuition reimbursement may be paused or canceled if an employee is placed on a Performance Improvement Plan (PIP) or receives disciplinary action, depending on the circumstances.

2. Academic Institution:

- The course(s) must be taken at an accredited college or university recognized by the U.S. Department of Education.
- Online courses from accredited institutions are eligible for reimbursement as long as they meet the criteria outlined in this policy.

3. Relevant Coursework:

- The course(s) must directly relate to the employee's current job responsibilities or be in a field that "contributes to the county's goals and objectives".
- Degree programs or certification programs are eligible as long as they are work-related.

III. Reimbursement Amount and Limits

1. Maximum Reimbursement:

- A maximum of \$5,000 per fiscal year will be allocated for tuition reimbursement per eligible employee. This amount includes tuition fees, books, and other course-related expenses, as outlined below:
 - **Tuition Fees:** Direct costs for enrollment in a course or degree program.
 - **Required Books/Materials:** Expenses for textbooks, course-specific materials, and other necessary supplies required for the course.



Walker County Government
Office of the Commissioner
Human Resources Department

TUITION REIMBURSEMENT

2. Reimbursement Schedule:

- Reimbursement will only be provided after the course has been completed successfully with a grade of "C" or higher (or its equivalent).
- The employee must submit proof of completion (e.g., transcript or grade report) and receipts for the course-related expenses before reimbursement can be processed.

3. Employee Contribution:

- The employee is responsible for paying the full cost of the course upfront. Reimbursement will be provided by the Walker County Government after the employee has submitted the necessary documentation.
- All coursework will be completed outside of working hours and will not impact on job responsibilities.

4. Limit on Number of Employees:

- Reimbursement will be available for up to 10 employees per fiscal year. Once the 10 available slots are filled, no additional reimbursements will be considered until the next fiscal year.

IV. Application Process

1. Pre-Approval:

- Employees must submit a Tuition Reimbursement Application Form to the Human Resources (HR) Department for approval prior to enrolling in any course or program.
- The application form must include course details, the name of the accredited institution, and a brief explanation of how the course will benefit the employees' role in the county government.

2. Submission of Documents:

- Following course completion, employees must submit the following to HR:
 - Official grade report or transcript showing a passing grade (C or higher).
 - Receipts for all eligible course-related expenses.
- Employees must submit documentation within 30 days after the course has ended.

3. Reimbursement Processing:

- HR will review all submitted documentation and process the reimbursement within 30 days of receiving the necessary paperwork.

V. Repayment Clause

If the employee voluntarily or in-voluntarily leaves the employment of Walker County Government within 2 years of receiving tuition reimbursement, the employee may be required to repay a prorated amount of the reimbursement. The repayment schedule will be as follows:

- **Less than 1 year:** 100% repayment of the reimbursement amount.



Walker County Government
Office of the Commissioner
Human Resources Department

TUITION REIMBURSEMENT

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- **Less than 2 years:** 50% repayment of the reimbursement amount.

VI. Exclusions

1. Non-Eligible Expenses:

- The following expenses are not eligible for reimbursement:
 - Travel, lodging, or meal expenses related to the course.
 - Personal items are not required for the course.
 - Fees for voluntary courses, workshops, or seminars not affiliated with an accredited institution.

2. Non-Eligible Courses:

- Non-accredited institutions or courses that are unrelated to the employee's current job or the county government's goals will not be reimbursed.

VII. Responsibilities

1. Employee Responsibilities:

- Ensure that all tuition reimbursement requests are submitted and approved in advance.
- Maintain and submit all necessary documentation to HR after course completion.

2. Human Resources Department:

- Review and approve or deny applications.
- Maintain records of the tuition reimbursement program and ensure the program is administered fairly and consistently.

3. Department Heads/Supervisors:

- Support employees in their educational pursuits and provide relevant feedback for course selection to ensure alignment with job duties.

VIII. Program Termination or Modification

Walker County Government reserves the right to modify or terminate this tuition reimbursement program at any time. Employees will be notified of any changes as soon



Walker County Government
Office of the Commissioner
Human Resources Department

TUITION REIMBURSEMENT

as possible, and all reimbursement claims will be honored if submitted before the program is modified or terminated.

IX. Contact Information

For additional questions or assistance with the application process, employees should contact the Human Resources Department.