

Mobile County Deputy Sheriff and Correctional Officer Foundation Tuition Reimbursement Policy & Procedures

Purpose:

To enhance services to the citizens of Mobile County by providing financial assistance to Deputies and Correctional Officers who successfully complete courses of instruction related to the employee's job responsibilities in their current positions. The tuition reimbursement program is designed to assist employees pursuing a degree. It is not intended for those interested in only one course, non-degree college training, workshops, seminars, etc.

Employee Eligibility:

Grants are competitive as funds are limited on yearly basis. Full-time employees under the appointing authority of the Mobile County Sheriff's Office, who receive all of their compensation through the Mobile County payroll, may be eligible to participate in the tuition reimbursement program if the following conditions are met:

- Employee is a full-time employee in active pay status (defined as not being on partial or full-time disability leave, workers' compensation leave, administrative leave or other leave of absence) on the first day of class and when final reimbursement paperwork is submitted. Employees who separate employment due to a layoff and who were preapproved to receive reimbursement will be reimbursed if all other requirements are met.
- Employee has completed applicable new hire probationary period.
- Employee must be a sworn Deputy Sheriff or Corrections Officer

Assistance Amount:

Tuition reimbursement amount will be up to 50% of tuition costs per class.

Eligible Courses:

In order to qualify for tuition reimbursement, courses must meet the following criteria:

- Courses must provide knowledge and/or skills that can reasonably be expected to relate to the employee's current position and job responsibilities and provide academic college credit for Associate, Bachelor's, or Graduate degree program in Criminal Justice Administration or Public Administration, or Corrections.
- Electives and prerequisites that are part of a degree program are eligible for reimbursement.
- Courses must be provided by an institution accredited by an agency recognized by the Mobile County Personnel Board.
- Note: Attendance at a pre-approved class is not part of an employee's job duties. Employees must attend class during their off duty hours, and must provide their own transportation.

Course Pre-Approval:

A completed Course Pre-Approval Application must be filed with the Mobile County Deputy Sheriff or Correctional Officer Foundation.

- The application must be signed by the employee's Supervisor and Warden or Chief Deputy.
- Applications will not be accepted after the first day of class; it is recommended that they be filed at least two weeks prior to the beginning of classes.
- Applications must include a copy of the official course description from the school's catalog or bulletin.
- Incomplete applications will not be considered and will be returned to the employee.
- Applicants will be notified of approval or disapproval within fifteen (15) days after the application deadline.

Reimbursement:

Reimbursement is available only for tuition costs, application fees, registration fees, and graduation fees.

Reimbursement is based upon the grade earned for each pre-approved course, as follows:

Undergraduate courses: 50% for grade of A, B or C

Graduate courses: 50% for grade of A or B

A completed Request for Reimbursement must be submitted to the Mobile County Deputy Sheriff and Correctional Officer Foundation within sixty (60) days following completion of a pre-approved course.

Requests must be accompanied by a copy of an official invoice or statement bearing the school's name and address and reflecting tuition costs and payment in full of such costs. Requests must also include documentation reflecting the employee's name, school term, course name and grade for the term corresponding to the invoice or statement. Electronic grade documentation is sufficient if from the school registrar.

Requests submitted more than sixty (60) days after completion of the class or incomplete requests will be denied.

All questions related to the Mobile County Tuition Reimbursement Policy should be directed to the Mobile County Deputy Sheriff and Correctional Officer Foundation.