

## **255.00 Tuition Reimbursement**

**Stakeholder Review: 03/25/26-04/24/26**

### **Refer:**

- Multnomah County Administrative Procedure FIN 2, Section VIII
- Multnomah County Personnel Rule 4-20-080
- Multnomah County Fringe Benefit Recipient Form

### **Definitions:**

- Reimbursement – The action of repaying a person who spent money.

### **Policy:**

1. The Multnomah County Sheriff's Office (MCSO) supports the efforts of members to strengthen their job-related skills and knowledge by acquiring the education necessary to enhance their skillset and/or prepare for career-related promotional opportunities.
2. Tuition Reimbursement allows for increased workforce morale, career satisfaction, increased efficiencies and performance, and retention of the Sheriff's Office most valuable asset – its members.
3. All MCSO members are eligible for benefits under this policy except:
  - 3.1. Members regularly scheduled to work less than twenty (20) hours per week, or .5 FTE, unless required by state or federal law.
  - 3.2. Members on probationary status.
4. Determination of a course's relevance to a career at MCSO and final approval shall be made by the HR Manager.
5. The procedure below is meant to be a general interpretation. In the event of a conflict, the member's collective bargaining agreement or applicable County personnel rule will take precedence.

### **Procedure:**

1. Limitations:
  - 1.1. Members may be reimbursed for up to 1,500 dollars per calendar year, for any course of study taken on the member's own time, which is:
    - 1.1.1. Related to the member's job duties or another career path within the MCSO.
    - 1.1.2. Within existing budget limitations and priorities,
    - 1.1.3. Complies with the IRS Taxable Fringe Benefits Rules,
    - 1.1.4. At an accredited college or university.
2. Covered Expenses:

- 2.1. Expenses eligible for reimbursement include certification program costs, college-level tuition, professional development course fees, or books required for the course.
  - 2.1.1. Colleges or universities may grant credit hours for prior training or experience (e.g., military service, lifetime learning). Similarly, college credit hours can be obtained through a prior learning assessment (test-out). Credit hours attained as described herein do not meet the criteria for tuition reimbursement.
- 2.2. Other miscellaneous expenses such as parking, supplies (except for those noted in Section 2.1.), athletic fees, computer access charges, etc. are not reimbursable under this policy.
- 2.3. Members who receive application-based sources of financial aid such as grants, scholarships, or benefits, which do not require repayment, may not seek reimbursement under this policy for said course work or expenses paid by such financial aid.
  - 2.3.1. If other financial aid does not fully cover such expenses, the member may seek reimbursement under this policy for the amount not covered by the financial aid.
3. Pre-Approval:
  - 3.1. Members must apply for funding at least thirty (30) days prior to the proposed enrollment, or as soon as the member becomes aware of the opportunity.
  - 3.2. All members must submit their request for pre-approval to the MCSO HR Manager. The request must be in writing and include a copy of the course description.
  - 3.3. Members will be notified of the HR Manager's decision within fourteen (14) calendar days of receipt.
4. Reimbursement:
  - 4.1. If the member receives approval for Reimbursement, the approved member will be directed to pay for the course.
  - 4.2. Reimbursement is generally not provided until after the course has been completed and documentation is received. However, in any case where the money is advanced to the member prior to the completion of the class, the member will be required to sign an agreement allowing the County to deduct the amount of the advance from the member's pay or use other means to collect the amount of the advance in case the member does not successfully complete the course or the member separates from the County.

- 4.2.1. Such an advance must be consistent with County financial and operational needs and priorities.
- 4.3. No later than thirty (30) days following the completion of the course the member will submit:
  - 4.3.1. A grade report to the HR Manager and the Training Unit showing the member's name, term attended, and grade earned, which must be a "C" or above or a passing grade as defined by the institution, or a Certificate of Completion showing the member's name, name of class/event.
  - 4.3.2. A receipt to the Human Resources Manager showing the member's name, the institution's name, date, amount, and proof of payment.
- 4.4. The HR Manager will review the documentation in 4.3., ensure it is complete, and forward it to Central Accounts Payable, along with a completed Multnomah County Fringe Benefit Recipient Form.

**History:**

- Originating Policy:
- Next Review:
- Review By:

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