

COUNTY OF BERGEN



Tuition Reimbursement – Course Approval Request Form

This form must be completed prior to course registration. Please read the requirements below and *fill in the information requested on the back of this page*.

Requirements:

Unless otherwise specified by Labor Agreement, the following applies:

1. An employee shall have been employed, in a full time capacity, by the County of Bergen for six (6) months before program eligibility.
2. The employee must receive a passing grade in the course. A grade of "D" is not acceptable.
3. If the employee terminates his/her employment with the County of Bergen or is removed not in good standing within six (6) months after attaining payment for the course, s/he shall pay back all monies received from the County for tuition reimbursement, or have such monies withheld from accrued payments due the employee.
4. Reimbursement to employee is initiated by submitting: proof of payment; evidence of successful course completion; and a copy of this approved Request Form to the Treasurer's Office.

PLEASE TURN OVER

COUNTY OF BERGEN



Tuition Reimbursement – Course Approval Request Form

Employee Information:

Name _____
Last First Middle Initial

Title _____ SSN: (last 4 digits) _____

Division/Department _____

Home Address: _____

Length of Service with County: Years: _____ Months: _____ (Must be Full-time)

Course Information: (Attach any/all related documents)

College/University _____

Course(s) Title/Semester: _____

Course(s) Description: _____

How is course content related to current job responsibilities? _____

Cost per credit \$ _____ Total credits _____ Total cost \$ _____

PLEASE ATTACH DOCUMENTATION INDICATING PER CREDIT COST

Reimbursement requested (not to exceed applicable annual Labor Agreement limits) \$ _____

Employee's Signature Date

Recommended for approval by:

Division Director Date

Department Director Date

Personnel Review/Final Approval

Bargaining Unit _____ Per Credit Max. _____ Annual Max. _____

Amount approved (subject to prior annual reimbursement maximum) _____

Director of Personnel Date Edward J. Trawinski, County Administrator Date



COUNTY OF BERGEN
Tuition Reimbursement Schedule
Labor Agreement Summary

Labor Agreement	Contract Term	Contract Year	Annual Max.	Per Credit Max.
755 White	1/1/08-12/31/12	2012	\$2,700	\$300
655 Blue	1/1/08-12/31/12	2012	\$2,700	\$300
Parks 108 White	1/1/08-12/31/11	2011	\$1,800	\$200
Parks Spvr- P	1/1/08-12/31/11	2011	\$1,800	\$200
1 - Spt. of Elections - White	1/1/08-12/31/11	2011	\$2,700	\$300 (NTE 9 credits per year)
203 -- Weights & Measures	1/1/08-12/31/11	2011	\$750	\$125
1 -- Prosecutor's White	2011,12,13,14	2012	\$300	\$50 (NTE 6 credits per year)
221 -- Superior Officers	1/1/08-12/31/12	2012	\$300 per semester per the Prosecutor's Policy Manual -- not referenced in Labor Agreement.	
221 -- Inv/Det/Sgt	1/1/09-12/31/13	2012	\$300 per semester per the Prosecutor's Policy Manual -- not referenced in Labor Agreement.	
49 -- County Police	1/1/10-12/31/14	2012	Not referenced in Labor Agreement.	
134 -- Sheriff	1/1/06-12/31/10	2010	\$210	\$35 (NTE 6 credits per year)
134A -- Sheriff	1/1/08-12/31/11	2011	\$210	\$35 (NTE 6 credits per year)
32 -- Sheriff White & Blue	1/1/07-12/31/11	2011	½ the cost of college or graduate school credits NTE \$2000 in a calendar year.	