

1. Employees will be reimbursed for one hundred percent (100%) of the cost of tuition fees and books for educational courses taken if all the following conditions are met;
 - (a) The course is directly related to their present job or future career with the County.
 - (b) The course is given by a recognized educational institution including a correspondence school.
 - (c) The course is approved by the Department Head.
 - (d) The course is completed successfully and documentation of this fact is submitted to the Department Head with a receipt for the tuition fee.
 - (e) Probationary employees who take approved courses will be reimbursed for such courses upon successful completion of their probationary period.

2.
 - (a) Any work-related educational courses or seminars not covered by the above may be granted with prior approval of Department Heads.
 - (b) All expenses relating to Section 10.20 must have Department Head approval.