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|  <p style="text-align: center;">ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p> | APPLICABILITY: All Authorized Personnel | |
| | POLICY NUMBER: #639 | EFFECTIVE: 10/20/07 REVIEWED: 3/12/20 |
| | TITLE: Continuing Education ACA Standard 7B-17 | |
| | AUTHORIZED BY: ORLANDO L. HARPER SIGNATURE: <i>Orlando L. Harper</i> | |

POLICY

The Allegheny County Bureau of Corrections encourages all eligible employees to continue and further their education by utilizing the Allegheny County Training, Employee Assistance and Tuition Reimbursement Policy.

PROCEDUAL GUIDELINES:

1. Employees must request and receive pre-approval for benefits within thirty (30) calendar days prior to the first day of classes. Tuition will not be reimbursed for courses completed prior to the pre-approval.
2. The request for pre-approval must be submitted in writing to the Warden or his/her designee. It must include the following documentation:
 - a. Name of the accredited institution and proof of registration of course and/or degree program.
 - b. Name and description of degree program, if applicable, listing of required courses, and possible electives.
 - c. Title and brief description of each course.
 - d. Upon receipt of the employees request the Warden or designee will review the request and fill out the "Request for Course Approval" form. The form must be sent to Human Resources for final approval.
 - e. To obtain reimbursement for tuition, the employee must submit to the Warden evidence of having satisfactorily completed the course along with proof of payment. Satisfactory completion is a "C" or higher grade for graduate level courses.
 - f. Upon receipt of the completion, the Warden shall submit a "Request for Reimbursement" form to Human Resources along with prove of payment and grade.

- g. Once approved through Human Resources, the request will be forwarded to the Controller's Office for payment.