

Tuition Reimbursement Policy adopted November 17, 2023

The East Hampton Library will provide tuition reimbursement to an employee of 50% of the tuition and fees, not to exceed \$3,500 per year, for courses required for a master's degree in library and information through an accredited program.

An employee must secure a passing grade to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade received.

Eligibility

Full-time & Part-time employees are eligible under this policy.

Employment Requirement

Employees receiving tuition reimbursement shall continue in regular employment with the East Hampton Library, maintaining satisfactory performance, for a minimum of 24 months after the completion of funded tuition reimbursement.

Employees who cease East Hampton Library employment, either voluntarily or involuntarily, prior to twelve months after completion of their funded coursework are required to repay the tuition reimbursement amount received by the employee to the library within six months of ceasing employment. The employee shall meet with the Executive Director to establish a written repayment plan before ceasing employment.

Exceptions

The employee will not be required to repay the costs for any tuition reimbursement received in the event of the employee's death, disability or involuntary termination resulting from a reduction-in-force or layoff.

*Disability is defined as any physical or mental disorder, impairment, or condition which prevents the employee from working at the library for a period of six (6) months or longer.