

## Resolution To Reimburse Employee's Tuition Expenses

**WHEREAS**, the Board of Trustees of the Mooresville Public Library has decided to reimburse employees for 100% if tuition costs related to certification requirements and

**WHEREAS**, employees must complete each course with a grade of B or higher prior to reimbursement, and

**WHEREAS**, reimbursement costs will be based on the cost of current accredited library courses, and

**WHEREAS**, reimbursement will be granted when library funds are available, and

**WHEREAS**, reimbursement is contingent upon prior approval by the library director, and the employee agrees to the following based on employment at the Mooresville Public Library:

Termination of employment

within:	Percentage of Payback
1-4 months	100%
5-8 months	80%
9-12 months	60%
13-16 months	40%
17-20 months	20%
21-24 months	10%

**DULY ADOPTED & REVIEWED** by the Board of Trustees of the Mooresville Public Library at its regular meeting held on the 6th day of May, 2019, at which meeting a quorum was present resolve that reimbursements will be paid from benefits to employees in the current operating budget (a benefit taxable by the State of Indiana).

## Application for MLS Tuition Reimbursement

Name \_\_\_\_\_ Date \_\_\_\_\_  
Position \_\_\_\_\_  
School Attending \_\_\_\_\_  
Degree: MLS \_\_\_\_\_  
Schooling \_\_\_\_\_  
Completed \_\_\_\_\_  
Projected Completion Date \_\_\_\_\_  
Class Title and content \_\_\_\_\_  
Grade for Above Class \_\_\_\_\_  
Period for Request Reimbursement \_\_\_\_\_ to \_\_\_\_\_  
Cost Per Class \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Reimbursement \_\_\_\_\_  
Requested \_\_\_\_\_

Employee must provide proof of stated tuition expenses and must receive a minimum grade of 3.0/B to be considered for tuition reimbursement by the library. Receipts for tuition costs and record of grades for a specified period must be attached to this request form.

I AGREE NOT TO TERMINATE EMPLOYMENT WITH THE MOORESVILLE PUBLIC LIBRARY FOR 24 MONTHS FOLLOWING TUITION REIMBURSEMENT; UNLESS THE ADMINISTRATION OF MOORESVILLE PUBLIC LIBRARY DECIDES SUCH TERMINATION IS IN THE LIBRARY'S BEST INTEREST. IF I CHOOSE TO TERMINATE EMPLOYMENT, I UNDERSTAND THAT I WILL BE RESPONSIBLE FOR REPAYMENT OF TUITION REIMBURSEMENT TO THE LIBRARY ACCORDING TO THE FOLLOWING SCHEDULE:

Terminate within:	Percentage of Payback
1-4 months	100%
5-8 months	80%
9-12 months	60%
13-16 months	40%
17-20 months	20%
21-24 months	10%

Employee Signature \_\_\_\_\_

Approval by Library Director signature \_\_\_\_\_

Amount \$ \_\_\_\_\_

Approved by Library Board.

Signature of Board President: \_\_\_\_\_