



Pinellas County Human Resources Tuition Reimbursement Program

Pinellas County believes that its employees are its greatest resource, so it invests in them. The Tuition Reimbursement Program provides a way for eligible Pinellas County employees to advance, improve or acquire a new skill set for promotion within their department, advancement across the organization or for improvement at their current job.

Who is eligible to participate?

- Pinellas County Classified employees, full-time or part-time, who have completed 1 year of permanent service or Exempt employees are eligible to participate immediately.
- To participate in the program, employees will need to complete the Tuition Enrollment Form.

How much funding can I receive?

- With approval, Pinellas County full-time employees can receive up to \$2,800 per fiscal year and part-time employees can receive up to \$1,400 per fiscal year. (*Note: Fiscal year limits are based on the end date of the course.*)

What can I use the funds for?

- Funds can be used to cover your tuition for a course and any supplies that are required exclusively for the course. (*Note: Notebooks, pencils and pens are not covered, while books are covered.*)

When can I take a course?

- All courses are taken on a Pinellas County employee's own time, before or after work.

How do I get reimbursed?

- Employees will need to retain all receipts for covered expenses (registration, tuition & books).
- The employee must complete the course with a grade of 'C' or better for undergraduate courses or 'B' or better for graduate courses.
- Once the course has been completed, employees will complete the iExpense template for Tuition Reimbursement in OPUS. (*Note: If you don't have iExpense access please submit the materials via interoffice mail.*)

Where can I go online to get more information?

- Visit www.pinellascounty.org/hr/learning/reimbursement.htm to get more information on program eligibility and requirements, complete an Tuition Enrollment Form or learn about the procedure for reimbursement.

Who can I call to get more information?

- Call Organizational & Talent Development at 727-464-3796, or email learning@pinellascounty.org.

Human Resources
Helping U Succeed