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**OFFICE OF THE COMMISSIONERS**  
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Policy Title:	Tuition Reimbursement – County Attorney's Office
Policy Number:	2021-
Purpose:	To promote retention of attorneys
Effective Date:	February 11, 2021
Revision Date:	
Reference(s):	

## **POLICY**

It shall be the policy of Carroll County to reimburse attorneys employed in the Carroll County Attorney's Office up to \$1,500 annually for student loan payments. This reimbursement is subject to budgetary approval by the Carroll County Delegation.

## **PROCEDURE**


No later than December 1 of each year, attorneys (hereafter referred to as 'employee') seeking \$1,500 in student loan reimbursement should file such request, in writing, with the county attorney.

In order to qualify for the reimbursement, the employee shall meet the following criteria:

- The employee must provide proof of payment of at least \$1,500 in tuition loan payments during the calendar year.
- The employment position must require a graduate-level degree from an accredited institution.
- The position must require a regulated license to practice.
- The employee must be ineligible for other County-funded education reimbursements.
- The employee must have been employed, on a full-time basis, on January 1 of the calendar year for which they are applying and have been employed on a full-time basis for the entirety of the year.
- The employee must have verifiable student loan expenses attributable to the graduate-level degree. Undergraduate loans do not qualify nor do any loans for graduate education not required for the position.
- The employee is not eligible for the reimbursement if he/she has given notice of intent to resign their position prior to December 1 of the application year.

  
Terry McCarthy  
Chairman

  
Matthew Plache  
Vice-Chairman

  
Kimberly J. Tessari  
Clerk