



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.
- To participate in the program employees will need to complete the Career Development / Job Enhancement Enrollment Request 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/training/reimbursement.htm to get more information on program eligibility and requirements, complete an Enrollment Request Form or learn about the procedure for reimbursement.

Who can I call to get more information?

- Call Carol Strickland, in Training & Development, at 727- 464-3796.



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What are Pinellas County employees saying about the Tuition Reimbursement Program?

“I am enrolled in the career development program. I have utilized this wonderful county benefit since 2008. In a time when the economy is tough, it's nice to know I have \$2,800.00 available to me for continuing my education.” – Tony Contarino

“Pinellas County has an awesome benefit package! One benefit I have recently taken advantage of is the tuition assistance program ... the process is extremely easy and with reimbursement requests managed directly through OPUS, nearly painless ... a nearly flawless system has been developed to financially assist full time County personnel seeking to further their education.” – Chris Brodeur

“I was able to complete my degree by utilizing the Tuition Reimbursement Program. It's a great benefit for all County employees. I would encourage everyone not to put off pursuing those advanced degrees and certifications. I'm so glad I did it!” – Cassandra Williams

“My passion for public service led me to going back to school. The Tuition Reimbursement Program allowed me to do that. I am happy that it was available ... Accomplishing my educational goals has given me the confidence to continue growing within the Pinellas County family. ” – Alexandra Dolce

“I graduated ... I could not have done it without Pinellas County's generous tuition reimbursement program. I hope to continue to utilize the program ...” – Jason Anderson

“I appreciate the opportunity that the Tuition Reimbursement Program allowed me to complete this milestone. I could not have accomplished this without the support and encouragement from my family, friends, coworkers and mentors.” – Bonnie Desmond