

Policy No. 104: Tuition Reimbursement

- A. Each permanent, full-time employee shall be eligible for reimbursement of tuition. Tuition must be for courses of instruction taken towards a job-related degree or job-related courses not necessarily within the degree program at an accredited school, college or university. Tuition will be reimbursed up to three thousand dollars (\$3,000) per calendar year per covered employee.
- B. All courses must be taken during non-working hours. All scheduled hours of courses must be filed and approved by the Department Director and City Administrator. Any situation which, in the discretion of the Department Director and City Administrator would require an employee's presence on the job, shall take complete and final precedence over any time scheduled for courses.
- C. Financial assistance from governmental or private agencies available to a covered employee, whether applied for and regardless of when assistance may have been received, shall be deducted in the entire amount from the total tuition. When the employee's tuition is fully covered by another governmental or private agency, the employee is not entitled to reimbursement.
- D. All course work subject to reimbursement shall be approved in advance by the appropriate Department Director and City Administrator. An employee shall make application for approval of reimbursement at least 15 days before the start of the course of study.
- E. Reimbursement shall be made upon successful completion of the course with a grade of "C" (2.00) or better. The employee shall submit an official transcript or certificate demonstrating successful completion of the course and a receipt from the institution confirming the employee paid for tuition and fees. The employee will only be reimbursed for tuition, fees and books. No incidental expenses such as paper, supplies, mileage, parking, meals and/or other expenses will be paid. (Ref. SCO 32.18)

The appropriate responsibility and authority to administer this Policy is hereby conferred on the City Administrator and Department Directors.

Approved:

Date

City Administrator

Date

Mayor

Revised 9/18/18