



Administrative Policy Manual

Policy No: A-26

Date: 11-6-19;  
(previous revision 07-22-08)

Approved: Mark Scott

**SUBJECT:** TUITION REIMBURSEMENT FOR COLLEGE/UNIVERSITY COURSES

**PURPOSE:** To encourage employees to enhance their professional knowledge by attending approved college/university courses.

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**GENERAL POLICY:**

Employees will be reimbursed 80% of the costs associated with college/university courses; tuition, registration, books and parking, up to \$3,000.00 per fiscal year, budget permitting.

**SCOPE:**

This procedure is applicable to all employees in all departments.

**ELIGIBILITY REQUIREMENTS:**

1. Employees receiving scholarships, grants or other subsidies will be reimbursed 80% of costs not otherwise covered.
2. An employee must have completed his/her probationary period to be eligible to participate in the Tuition Reimbursement Program.
3. Reimbursement shall be made only when evidence of satisfactory completion with a grade of "C" or better for both undergraduate or post-graduate course work. Certification of a "pass" or "satisfactory" will be deemed as evidence of satisfactory completion in courses where no grade is given.

**GENERAL PROVISIONS:**

1. If an employee separates from City service for any reason prior to receiving reimbursement or within a period of six months after tuition has been reimbursed, the employee shall repay to the City the amount of the reimbursement.
2. All approved courses must be taken outside of regularly scheduled working hours. Any exceptions must be approved by the Department Head.

3. Reimbursement will be made only for courses taken for credit from an accredited college/university.

#### METHOD OF APPLYING FOR APPROVAL OF COURSES:

1. Requests for reimbursement of tuition shall be made on the forms provided by the City. The employee will indicate the college/university at which the course is to be taken, title of the course, number of quarter/semester/trimester hours, and the estimated cost. A brief statement of how the course(s) will be applicable to the employee, and/or enhance performance of his/her duties shall be submitted with the reimbursement request.
2. The completed Tuition Reimbursement Request Form shall be forwarded to the employee's Department Head. The Department Head shall indicate approval or disapproval and forward the form to the Human Resources Office for City Manager's approval.

#### METHOD OF PAYMENT:

1. It is the responsibility of the employee to provide proof of satisfactory completion of the course(s) and receipts for tuition, books, registration, parking, and other related expenses.
2. Reimbursement will be made when authorized by the Human Resources Office.

#### INTERPRETATION AND IMPLEMENTATION:

Any questions relative to the intent or application of this policy may be directed to the Human Resources Office.