

	Policy: Tuition Assistance Policy	Effective Date: May 19, 1992,
		Revision Effective Date: January 1, 2008
	Policy Number: HR-14	Page 1 of 1
	<hr/> Craig Meadows, City Manager	<hr/> Human Resources Responsible Party

PURPOSE

Full-time employees who have completed their initial probation may apply for tuition reimbursement for courses taken on their own time at an accredited institution of higher education or specialized instruction. The courses taken should improve their skills for their current job or prepare them for promotional opportunities within the City.

Tuition, registration, fees, laboratory fees, and student fees are eligible expenses. Employees may be reimbursed for all of the first \$350 of eligible expenses and one-half of any remaining eligible expenses per fiscal year. The City will reimburse one-half the cost of required textbooks. Satisfactory completion of the courses (a grade of “C” or better) will be required for reimbursement. Requests for tuition assistance shall be submitted to the department head prior to course registration and are subject to the review and approval of department heads and the Human Resources Director.

It is anticipated by both the employee and City that the employee will remain in City service for a minimum of two years following the completion of any course work for which partial reimbursement or full payment is received. However, if the employee leaves City service prior to the completion of coursework, or prior to the completion of this two year service requirement, all funds paid by the City pursuant to this Tuition Assistance Policy must be repaid to the City. Employees further understand that if they leave City service prior to the completion of any required course of study, any funds received must be repaid. Any waiver of this provision must be reviewed by the Human Resources Director and approved by the City Manager.