

MEMORANDUM

TO: City Council

FROM: David J. Deutsch
City Manager

SUBJECT: Educational Reimbursement Policy

DATE: August 16, 2010

During the discussion regarding Council training expenses at the August 2nd Meeting, Councilmember Valentino-Smith requested information regarding employee training. Listed below is the education reimbursement policy. This covers college courses. Other trainings, including conferences and seminars, are budgeted in the departments' budgets under Travel and Training. As I have indicated to Council, about a year ago I instituted a new form that must be submitted to me for all travel and training requests. Most are approved because they are indeed budgeted and appropriate. Some are not approved for various reasons.

Educational Assistance

The City urges employees to further any education that will assist them in the performance of their current job and/or better their potential for future advancement within the City. To receive educational assistance, the course(s) must be related to the employee's current job or be part of the curriculum of a degree which is related to use by the City. In addition, individuals must be a regular full-time employee (37.5 hours or more) and have successfully completed their Probationary period.

a) Provisions

1. Education/Tuition expense reimbursement will be considered for courses that are City government or professional specific related, and for courses which are required for a degree that is related to city administration or profession specific. The City must approve the course prior to its beginning. Educational assistance for courses that are not directly job related may be taxable. Classes must be taken other than during normal working hours.

Requests for education/tuition assistance should be directed to your Supervisor and the Office of Human Resources.

2. Education/Tuition for courses that provide specific job training, once approved, may be reimbursed for up to two-thirds of the cost of tuition, books, fees and other approved costs at the discretion of your Supervisor, Department Director and/or Human Resources Director. Courses or certifications required for employment will be paid in full by the City.
3. Upon completion of the approved class(es), you must submit your grade(s) to the Office of Human Resources for reimbursement. If an employee fails to complete a course for any reason other than medical, he/she will also be responsible for reimbursement of the tuition paid.
4. To receive approval and future payment for courses, employees must complete an Educational Assistance Form and submit it to the Office of Human Resources through your Supervisor at least two weeks prior to enrolling in the course. They must also receive a grade "C" or better.
5. Within 30 days of course completion, the grade must be submitted to the Office of Human Resources for reimbursement. Any applicable taxes will be withheld in the next pay period or as soon as possible.