
Tuition Reimbursement Program

- I. **Purpose.** The City's Tuition Reimbursement Program is intended to encourage and support educational programs which provide employees the opportunity for professional career development which directly benefits the City by increasing the technical and managerial competency of its staff. As a result, the City will offer a reimbursement annually towards these educational programs for all regular part-time and full-time employees in accordance with the applicable bargaining unit memorandum of understanding (MOU).
- II. **Background.** The City of Pinole Tuition Reimbursement Program reimburses the tuition and textbook expenses for approved courses that the City deems to be related to the employee's current position or another City position to which the employee may reasonably expect to be promoted to in the future. This policy is applicable to all regular part-time and full-time employees covered by an MOU.
- III. **Policy Statement.** After completing one (1) year of service with the City, an employee is eligible to participate in the Tuition Reimbursement Program. To be eligible, an employee must satisfactorily complete three (3) or more semester units in accredited qualifying job-related courses as approved by the Department Head and the City Manager.

Upon completion of the course(s) with a passing grade of "C" or better, or "pass" if taken as pass/fail, the employee shall receive reimbursement for tuition, books and related expenses (i.e. required student union, parking permit fees) to a maximum annual amount stated in the employee's MOU. Equipment and tools such as computers, laptops, iPads, calculators, and software expenses are not eligible for reimbursement.

If the employee receives other governmental benefits such as a GI Bill, grants, and/or scholarships to pay for the tuition, books, and related expenses, the City shall only reimburse the balance the eligible expenses not covered by other governmental benefits, grants, and/or scholarships up to the maximum annual amount stated in the employee's MOU.

To receive reimbursement, the employee must complete the Tuition Reimbursement Request form, submit copies of receipts for eligible expenses, and proof of their final grade. All education or other training courses approved under this program shall be completed on an employee's own time and at their own expense.

The City's Human Resources Department shall oversee the Tuition Reimbursement Program. Program costs shall be accounted from each individual department budget.

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- IV. **Procedures.** If participation in the course(s) is dependent upon receiving incentive pay, an employee shall submit a "Tuition Reimbursement Request" (Appendix A) form outlining the course or program and anticipated costs within seven (7) days after course enrollment and shall obtain their Department Head's and City Manager's approval. If participation is not dependent upon receiving incentive pay, the employee shall submit the Tuition Reimbursement request and eligible expenses upon proof of final grades.
- a. The Department Head shall determine whether the course is job-related or related to another position to which the employee may reasonably expect to apply for in the future. Courses taken to satisfy a degree requirement may be approved, provided that the degree goal is in a field of interest to the City. The City Manager shall consider approval of the Department Head's recommendation and return the Tuition Reimbursement Request to the Department Head.
 - b. The Department Head shall give notice to the employee of the final decision by an approval signature or a notation of disapproval on the Tuition Reimbursement Request within 14 days of receiving the request. In either case, the Tuition Reimbursement Request will be returned to the employee. If the employees' request is not approved, the employee may request an opportunity to discuss the decision with the Department Head or City Manager.
 - c. An employee shall complete a college or university or other approved training course(s) with a letter grade of "C" or higher or a grade of "pass" to be eligible for reimbursement. Upon completion, the employee attaches their grade report, receipts for tuition, textbooks, and eligible expenses, to the approved application and presents it to the Human Resources Department.
 - d. Human Resources will review and verify the courses completed and the grades attained. Finance will then receive the Tuition Reimbursement Request form and issue reimburse employee.
 - e. Employees wishing to be reimbursed for education expenses shall have up to 60 days after completion of the course or the fiscal year in which the course was taken to submit their request for reimbursement for courses taken that calendar year.



BENEFITS: Tuition Reimbursement Request

EMPLOYEE NAME (LAST, FIRST, MI)	DEPARTMENT	POSITION/BARGAINING UNIT
I am enrolling in the course(s) below which relate(s) to my present position, a higher position within the City, or will count toward my degree in:		
The course(s) will benefit me and the City because		
Will any tuition, books, or related expenses be paid for with other governmental benefits, such as a GI Bill, grants, and/or scholarships? ☐ Yes ☐ No If yes, please specify:		
School:	No. of Units:	
Course Title(s):	Course Date(s):	
Employee Signature:		Date:
<u>Please attach course description(s) and number of units. If your participation in the course(s) is dependent upon receiving incentive pay, this form must be submitted for approval within seven (7) days after course enrollment.</u>		

		☐ Recommend Approval ☐ Recommend Denial
Department Head Signature	Date	
		☐ Recommend Approval ☐ Recommend Denial
City Manager Signature	Date	
RETURN COMPLETED FORM TO EMPLOYEE		

<u>EMPLOYEE: Complete the section below upon satisfactory completion of the above course(s) and submit to the Human Resources Department for review.</u>	
Attached is/are my grade(s) for the above courses and receipts for eligible expenses. I hereby request that I be reimbursed for eligible expenses incurred in accordance with the MOU between the City and my bargaining unit.	
Employee Signature	Date
HR Director Signature	Date