

Education Tuition Assistance:

1. Purpose

- a. To encourage the confidential employees of the Department to take college courses and special training courses which will better enable them to perform their present duties and prepare them for increased responsibilities.
- b. To provide financial assistance to eligible confidential employees for education and training.
- c. To establish eligibility requirements, conditions, and procedures whereby such assistance may be provided.
- d. To provide for continuing education for the purpose of obtaining mandated certificates.

2. Eligibility

- a. Applications for tuition or continuing education reimbursement will be considered only from full-time, permanent, confidential employees who have completed probation.
- b. Reimbursement is not authorized for courses for which the confidential employee is receiving financial assistance from other sources such as the GI Bill, Scholarships, etc.
- c. Applications will be approved for courses related to the confidential employee's job or to a promotional position within the Department or related to the operations/functions of the Department.
- d. Courses not ostensibly related to the above, but which are required to qualify for a related degree may be reimbursable with documentation indicating these courses are necessary for the degree being pursued.
- e. Prior to receiving tuition reimbursement, confidential employees must submit documentary proof of having received a grade of not less than "C" for the course. If objective ratings are not rendered for a specific course, then a certificate or other applicable documentation must be submitted.
- f. Approval will be limited to courses given by accredited colleges, universities, or city colleges. Workshops, seminars, conferences, and similar activities not identifiable as a formal course of instruction or continuing education do not fall within the purview of this program but may be authorized and funded by the interested Division upon approval of the Deputy General Manager.
- g. When a confidential employee is required by his/her Division Director to attend a particular course or seminar, the expense shall be borne entirely by the Department.

3. Reimbursement

a. Reimbursement will be for the cost of tuition or registration fees, mandatory fees such as student fees, health fees, etc., and the required texts and related material for each course. Additional expenses such as meals and parking fees are not reimbursable.

b. Copies of receipts of required materials purchased must be submitted for reimbursement.

c. Seventy-five percent (75%) of tuition or registration fees and the required text and related material for each course are reimbursable up to a maximum of \$2,400 annually (calendar year). To maximize this benefit, a confidential employee will need to have a total of \$3,200 in eligible expenses.

4. Procedures

a. A confidential employee who desires to seek tuition reimbursement under the provisions of this Section must complete an application for educational reimbursement form as prescribed by the Department and submit it to his/her Division Director for advance approval.

b. The Division Director will recommend approval or disapproval and forward the form to Human Resources, who will forward the form to the Deputy General Manager for final action.

c. Human Resources will return a copy of the approved/disapproved application to the confidential employee. The confidential employee must complete the entire approval process prior to the inception of the course.

d. The confidential employee will submit a copy of the approved application to Human Resources for reimbursement within three (3) months after completion of the course and final grade has been received in the case of college course work. The confidential employee must submit official verification of his/her final grade with appropriate receipts for tuition and textbook costs. These will be returned to the confidential employee upon request. Approved applications not submitted to Human Resources within three (3) months following completion of the course will not be reimbursed.