

Chapter 43

Issue 3 10/01/98

Date

SUBJECT: TUITION REIMBURSEMENT FOR COLLEGE/UNIVERSITY COURSES

I. PURPOSE

The purpose of this procedure is to set forth the conditions under which tuition reimbursement for approved college and university courses will be made to employees of the City.

II. POLICY

It is the policy of the City of Lompoc to encourage employee development and excellence of performance by sharing in the cost of college and university educational courses. The City, within budgeted limitations, will participate in the cost of those courses which are determined to be directly related to the duties of the position held by the employee applying for reimbursement, or to the duties of a position to which the employee might reasonably be expected to progress in the normal course of advancement.

III. SCOPE

This procedure is applicable to all City departments. Where any section, subsection, sentences, clause or phrase of this procedure is found inconsistent with an approved memorandum of understanding enacted between the City and a recognized employee organization, the current memorandum of understanding shall prevail. Exceptions to this procedure shall only be allowed when approved by the City Administrator.

III. ELIGIBILITY REQUIREMENTS

A. For qualifying employees the City will reimburse 50% of the cost of required tuition or registration fees of College courses (all bargaining groups). For Community College courses 75% of registration fees plus \$75.00 maximum for required course books per semester (applicable only to MSC, Teamsters and Unrepresented units). Supplies, travel or other expenses in connection with courses to be taken are not subject to reimbursement

B. The City will not pay the cost of tuition which may have been advanced from other sources such as scholarships, grants or other subsidies. In the event of a partial scholarship or grant, reimbursement will be based on the lesser of 50% of tuition or an amount, combined with scholarship or grant funding, which does not exceed 100% of tuition costs.

When, with approval of the City Administrator, an employee is required to attend a particular course, the expenses

including books and incidental costs shall be paid entirely by the City. Under such circumstances, all books shall become the property of the City.

C. Only those courses which were approved by the department head or the Human Resources Director prior to registration shall be eligible for reimbursement.

D. Employees shall be limited for purposes of reimbursement to a maximum of two collegiate level courses of no more than a total of six (6) units per semester or four (4) units per quarter.

E. An employee must have completed probation to qualify for tuition reimbursement.

F. Reimbursement shall be made only when evidence of satisfactory completion with a grade of "C" or better is furnished. Where no grade is given in a course, satisfactory completion means certification of approval for the employee's work.

IV. GENERAL PROVISIONS

A. No blanket approval of programs shall be granted. Only specific courses for a particular semester shall be approved.

B. If an employee resigns or is terminated for any reason prior to receiving reimbursement or within a period of one hundred eighty days (180) after tuition has been reimbursed the employee shall repay to the City the amount of the reimbursement.

C. All approved courses must be taken outside of regularly scheduled working hours.

D. Reimbursement will be made only for courses taken for credit from an accredited college or university. Employees, whenever possible, are encouraged to attend public educational institutions.

V. METHOD OF APPLYING FOR APPROVAL OF COURSES

A. Requests for reimbursement of tuition shall be made on forms entitled "Tuition Reimbursement Request - City of Lompoc, California". The information on the form to be completed by the employee shall indicate the college or university at which the courses are to be taken, the semester in which it is to be taken, the catalog number of the course, the title of the courses, the number of semester hours, and the estimated cost.

A brief statement of how the courses will be applicable to the work of the employee and of benefit to the performance of the employee's duties with the City shall be completed,

together with such other information as may be applicable.

B. The "Form" shall be completed in triplicate and forwarded to the employee's department head. The department head shall indicate his approval or disapproval and forward the forms to the Human Resources Department. After reviewing the request, one copy of the form shall be kept by the Human Resources Department, one copy shall be returned to the department for its files, and one copy shall be returned to the employee, who will retain the copy until completion of the courses.

VI. METHOD OF PAYMENT

A. Upon successful completion of the courses, it will be the responsibility of the employee to obtain the information regarding cost and grades.

B. Reimbursement will be made by the Finance Department only after notice of official grade and receipt for payment of the tuition by the employee have been received and verified by the Human Resources Department.

VII. INTERPRETATION AND IMPLEMENTATION

Any questions relative to the intent or application of these procedures shall be directed to the Human Resources Director.

Authorized: _____

City
Administrator
Effective Date

TUITION REIMBURSEMENT REQUEST

City of Lompoc, California

THIS SPACE FOR USE OF EMPLOYEE MAKING REQUEST

Name Department Position Date

Date of Employment School applied to School Year Semester/Quarter/Term

COURSES CATALOG NO. COST SEMESTER QUARTER TERM HOURS

-
-
-
-
-
-
-
-
-
-

State briefly how this program will benefit you in your job performance and how it pertains to your employment with the City of Lompoc.

-
-
-
-
-

Previous Education beyond High School level

-
-
-
-
-
-

Will the cost of the above courses be paid by any scholarship or subsidy?

If so, to what extent?

I understand that the City is willing to reimburse me for:

50% of these fees for College classes (All Bargaining Groups)

75% of these fees for Community College classes, and \$75.00 maximum reimbursement for required Community College books (Applicable only to MSC, Teamsters and Unrepresented Units)

Maximum reimbursement is for up to 6 units per semester or 4 units per quarter.

The above reimbursement will be provided only if I remain in the employment of the City of Lompoc for 180 days after completion of the above course for which I have received reimbursement from the City.

If I voluntarily terminate my employment prior to 180 days after completion of the course I hereby agree to repay the City all monies received from the City as reimbursement for the fees and charges described above.

Date Signature: _____

Employee: _____

Approved: _____

Date Signature: _____

Department Head: _____

Date Signature: _____

Human Resources Director: _____

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TO BE COMPLETED AT CONCLUSION OF COURSE WORK

Fees and Charges: (Attach paid receipts or statements)

Registration or Enrollment Fees \$ _____

Other Fees (Explain). \$ _____

Tuition \$ _____

TOTAL COST. . . \$ _____

Less % Paid by Employee \$ _____

Total Reimbursable Cost \$ _____

Attach Final Grade Report

Reimbursement is authorized in the amount of for the fees and charges listed above.

Date Signature

Human Resources Director