

## TRAINING, PROFESSIONAL DEVELOPMENT AND TUITION REIMBURSEMENT POLICY

1. **POLICY.** It is the policy of the City of the Village Indian Hill ("City") that all Employees are properly licensed, trained, and educated to perform their respective assignments in a professional manner. It is also the policy of the City that Employees, who are pursuing an associate, bachelors, or master's degree programs from an accredited college or university, will be eligible to receive tuition reimbursement under the terms and conditions of this policy.
  
2. **DEFINITIONS.** The following definitions shall apply to the terms used in this policy:
  - A. **Accredited College or University:** A post-secondary educational institution which is certified as accredited by an accreditation agency recognized by the U.S. Department of Education.
  - B. **Degree Program:** A program of studies offered at an accredited college or university which, when pursued to completion, results in the award of a specific associate, bachelors, or master's degree.
  - C. **License:** Any professional certification required under the laws of the State of Ohio or the U.S. Government for employment in a particular job classification.
  - D. **Mandatory Training:** Any employment training or certification required by the City, the State of Ohio, and/or the U.S. Government as a condition of employment.
  - E. **Successful Completion of Academic Grading Period:** The completion of an academic quarter or semester with a reported grade of no less than a "C" (2.0 on a 4.0 scale).
  - F. **Textbook/Study Material Costs:** Any cost associated with the purchase of required books and/or study materials for Employee participation in mandatory or voluntary training or in the pursuit of a college or university degree.
  - G. **Travel Expenses:** Transportation costs associated with an Employee's participation in mandatory or voluntary training.
  - H. **Tuition:** Fees and costs associated with participation in mandatory or voluntary training or in a college or university course offering in a degree program.
  - I. **Voluntary Training:** Any non-mandatory job related training opportunity for which the attendance of an employee is authorized by the Department Head.
  - J. **Available Funding:** Funds appropriated by City Council in the Tuition Reimbursement Fund as approved by the Department Head and City Manager.
  
3. **MANDATORY LICENSING AND TRAINING.** The City will pay directly or reimburse Employees for all tuition, textbooks/study material or travel expenses incurred for attendance at any mandatory licensing or training program they are required to attend.
  
4. **VOLUNTARY TRAINING.** Any Employee desiring to participate in voluntary job-related training programs may submit a request to participate in such job related training

to their respective Department Head. The Department Head shall determine if the requested training qualifies as a job related training program and whether the requesting Employee and the department will derive a benefit from the training program. The Department Head will also determine whether the departmental work load and schedule will allow the Employee to participate in the requested training. If the Department Head approves the Employee's request for voluntary training, the City will pay directly or reimburse the Employee for all tuition, textbook/study material, or travel expenses incurred for attendance at the training program.

5. **REIMBURSEMENT FOR COLLEGE OR UNIVERSITY COURSES.** The City will provide partial reimbursement for tuition and textbook/study material expenses for Employees who are attending accredited college or university courses in pursuit of an associate, bachelors, or master's degree. The percentage of such reimbursements will be determined by the City Manager, based upon available funding and the following reimbursement schedule:

- A. Approval for an Employee's participation in the tuition reimbursement program, including a confirmation of the percentage of eligible reimbursement, must be received in advance of the commencement of any coursework for which a reimbursement is being sought by an employee.
- B. A full-time Employee who is pursuing an associate, bachelors, or master's degree in a field that is directly related to his or her job classification may, upon the recommendation of the Department Head and the approval of the City Manager, be eligible to receive a reimbursement of up to 75% or a maximum of \$5,000 per year, whichever is less, of the actual expenses incurred for tuition and textbook/study material for such coursework after the successful completion of any academic grading period.
- C. A full-time Employee who is pursuing an associate, bachelors, or master's degree in a field that is not directly related to his or her job classification, but may, in the opinion of the Department Head and with concurring approval of the City Manager, represent a benefit to the City, may be eligible to receive a reimbursement of up to 50% or a maximum of \$5,000 per year, whichever is less, of the actual expenses incurred for the tuition and textbook/study material for such coursework after the successful completion of any academic grading period.
- D. A full-time Employee who is pursuing an associate, bachelors, or master's degree in a field that is not related to his or her job classification, and which, in the opinion of the Department Head and with the concurrence of the City Manager, does not represent a direct benefit to the City, may be eligible to receive a reimbursement of up to 25% or a maximum of \$5,000 per year,

whichever is less, of the actual expenses incurred for the tuition and textbook/study material for such coursework after the successful completion of any academic grading period.

- E. This benefit shall not exceed a total of \$25,000 for any Employee during his or her employment with Indian Hill.
- F. Any Employee who receives tuition reimbursement and either (1) voluntarily leaves his/her employment within five (5) years of such reimbursement or expenditure; or (2) is terminated for cause within five (5) years of such reimbursement or expenditure, shall return all funds upon resignation or termination.
- G. In any instances where the provisions set forth in this policy related to training, professional development and tuition reimbursement are inconsistent with the provisions set forth within the applicable collective bargaining agreement, the provisions set forth in the collective bargaining agreement shall prevail and be applicable to employees in any positions governed by said collective bargaining agreement.

APPROVAL: \_\_\_\_\_



City Manager

DATE: \_\_\_\_\_

7/10/22

EFFECTIVE: 01/01/2004

REVISED: 01/06/2004, 07/10/2017