

## SECTION 6.2 - TUITION REIMBURSEMENT

It shall be the policy of the City to encourage its employees to further their education in the fields related to their job requirements through the institution of a Tuition Reimbursement Program. The city Manager shall promulgate such rules as may be necessary to effectuate this policy.

- (a) Any regular, full-time employee who has been employed by the City at least twelve months is eligible to participate in the program.
- (b) Any employee desiring to receive such reimbursement shall receive approval from their Department Director and the City Manager or designee prior to enrolling in the courses.
- (c) The payment of tuition reimbursement shall be subject to the following guidelines:
  - (1) The course or courses shall be taken from an accredited or approved college, university, secondary school, technical institute, business institute or trade school;
  - (2) The course or courses shall be directly related to the employee's current position or a promotional position for which the employee is eligible, or shall be part of a degree program related to the employee's current position or a promotional position;
  - (3) The city shall pay up to five thousand dollars (\$5,000) in tuition and fees as reimbursement for any course in which a grade of "C" or above is attained, within a calendar year;
  - (4) The employee shall receive the appropriate amount of reimbursement following the submission of proper documentation attesting to the satisfactory completion of the course. No reimbursement for tuition and/or fees shall be granted for any class completed after termination of employment for any reason. (Revised 3/13/18)