

## Personnel Policy Employee Education Reimbursement

### Section 1. Training

Employees are expected to take advantage of opportunities for training offered by the city to better understand their jobs and develop new skills.

The city may require certain employees to attend training courses as deemed best to meet the educational needs of the employee and to improve the general efficiency and safe deliver of city services. The city will pay the cost of the required training. If an employee desires to attend other training and educational programs, the city may help defray some of the cost of job related courses and approved and authorized the Library Director.

### Section 2. Educational Reimbursement

#### A. Tuition Refund

When an employee enrolls in approved courses on his/her own time, the city will consider paying full or partial tuition costs per course. The Tuition Refund Program should not be considered a right of the employee, but a privilege afforded those who are determined to be eligible and qualified. Reimbursement is for tuition only; charges for books and other supplies are not reimbursable.

All decision regarding reimbursement are at the sole discretion of the Library Director. All reimbursement is subject to availability of funds.

#### B. Rates of Reimbursement

1. Courses directly elated to the employee's present position or potential development in the city will be reimbursed at 100% of tuition.
2. Course costs only will be reimbursed. The cost of books, supplies and other course materials shall be the responsibility of the employee.

#### C. Eligibility Requirements

1. Must be a regular, full-time employee
2. Educational training must be taken at an accredited college, university, high school, business, professional institutes/organizations or technical school.

3. Courses taken must be directly related to the employee's job or of some direct value to the city.
4. Successful completion and verification of the course completion with at least a rating of "satisfactory" or a Grade of "C" or better.
5. No duplicate payments for the same courses will be made if reimbursement from any other source is received.
6. Approval is to be secured in writing from the department head prior to registration for the course. No exceptions.
7. Employees will use off-duty time to attend any course(s) of instruction for which they are requesting tuition reimbursement.
8. Employees who drop a class or receive a Grade of "D" or "F" are not eligible for reimbursement.

**D. Required Employment periods**

If an employee voluntarily terminates employment before satisfying a specified period of time following completion of a course, the employee will be required to repay the city a pro-rated portion of the reimbursement. The length of time is based on the number of college semester (or Quarter) hours for the course or length of training. College quarter hours will be converted to semester hours equivalents for the purpose of this policy.

The specified look-back employment times are cumulative in that the more hours reimbursed. The longer the employee is required to remain in the city's employ. However, all time worked following reimbursement for a course is counted toward the specified employment time, even though the employee may currently re enrolled in a course to be reimbursed. In other words, the mandatory employment is continuously being reduced.

Employees that voluntarily terminate employment prior to satisfying the Specified employment period are required to repay the city a prorated portion of the reimbursement, based on the amount of time left to be reimbursed. The city reserves the right to withhold the dollar value of the pro rated portion from the employee's final pay check (to include monies from pay out for the accrued vacation and sick leave) at time of separation of employment with the city.

The following schedule will be observed in determining the length of specified look-back employment period for tuition reimbursement per

reimbursement incident (or Term). Semester hour equivalents are the basis of reimbursement.

<u>Reimbursement for:</u>	Length of Service Required
1-3 hour course	2 months
4-9 hours	4 months
10-18 hours	6 months

The length of look-back employment period shall from the ending date of the class.

**E. Procedure to Apply for Tuition Reimbursement**

1. Prior to registering for the course, the employee must inform the department head of his/her intentions to request reimbursement with the Tuition Reimbursement Form. The form requests course, title, location, course schedule, course credits, acceptance to a degree program and tuition costs. To assist the department head with budgeting department expenditures, the employee should provide a tentative continuing education lender and costs coinciding with the city's fiscal year (January 1 – December 31). The employee request should be to the department head by October 15 so that due consideration can be made of the request during the annual budget process.
2. The department head shall receive a copy of the above-mentioned request form for his/her approval and determine the amount of reimbursement.
3. The Library Director will check for the employees eligibility and the job relatedness of the course before making a recommendation, which would include the amount of reimbursement.
4. The Library Director will inform the employee of the final decision. At that point the employee may register for the course assured of being reimbursed for the stated amount.
5. After completion of the course, the employee should submit paid tuition statement for the course and his/her grade to the Library Director.
6. The Library Director will check for a satisfactory grade in the course and present a bill for reimbursement to the Library Board and forward the claim to the City Treasurer for payment. The fee statement shall be attached to the check request. **Reimbursement will be base on in-state tuition fees.**
7. This procedure will apply for each course or class term for which tuition is being reimbursed.

Approved by the Waupaca Area Public Library Board of Trustees December 10, 2002