



POLICY AND PROCEDURE MEMO

NO. 3.003
DATE: 9-20-18 revised

SUBJECT: EDUCATIONAL REIMBURSEMENT INCENTIVE
POLICY


CITY MANAGER

I. PROCEDURE

The following Educational Reimbursement Incentive Policy will apply to all City employees after one (1) year of service. The City agrees to provide reimbursement for courses if all of the following are met:

1. The course is approved in advance by the Department head, Finance Director and City Manager;
2. The course is related to the employee's job or as part of a career development program;
3. There is sufficient funding in the budget for that purpose;
4. No more than \$5,250.00* in reimbursements or three (3) courses per calendar year, whichever is greater in value, unless approved by the *City Manager*;

**Tuition reimbursements above \$5,250.00 (the limit stipulated in the IRS' tax code) are subject to Federal Tax withholding and are to be reported on the W2.)*

5. Reimbursement for only the cost of the course will be as follows:
 - 100% for an A grade;
 - 90% for a B grade;
 - 70% for a C grade;
 - 100% or 0% for "pass" or "fail" graded courses
6. Proof of course completion and grade attainment must be submitted before reimbursement;
7. Provisions contained in applicable collective bargaining agreements supersede this policy.

See Attached Form(s):
Tuition Reimbursement Pre-Approval Form

- END OF PROCEDURE -