

TUITION REIMBURSEMENT

I. PURPOSE

To establish a policy for reimbursement of tuition and related expenses for eligible courses.

II. POLICIES AND PROCEDURES

City of Harlingen's regular full-time employees are eligible to apply for reimbursement for tuition, eligible fees and required textbooks for eligible courses including on-site, on-line, or correspondence courses.

A. ELIGIBILITY

In order to apply for reimbursement, employees must have completed one year of full time employment. In order for a course to be eligible for reimbursement, it must be from an accredited school, college, university, or technical school. Accreditation and other questions will be handled on a case-by-case basis and in the sole judgment of the Human Resources Director.

Employee must apply within 10 days of registration in order to get approval.

Job-related seminars, workshops or other courses, which are short term, are ineligible for tuition reimbursement. Instead, these short-term courses should be funded through a department's training fund and applied for through the respective departments.

Schedules of tuition and required fees for Texas residents at state-supported colleges and universities will be the official guidelines in determining eligible fees.

B. GRADES REQUIRED

Employees will be reimbursed soon after the application is submitted to Human Resources, approved by Human Resources Director and forwarded to the Finance Department. If an employee drops the course or does not receive a "C" or better, it will be the responsibility of the employee to make up the course. The employee will be ineligible for further City participation until he/she makes up the course.

C. REIMBURSEMENT COST

Reimbursement shall be for tuition, eligible fees and required textbooks. The City will participate in these costs up to a maximum of \$250.00 per course with a total FY maximum of \$750.00 per employee.

Course times and schedules that interfere with daily work routines must be approved by the Department Director. Any change needed in work time in order to fit class schedules must first comply with the needs of the department and the City. This policy in no way guarantees someone time off or schedule rearrangement.

If an employee wishes to get his/her GED, the City will pay the base fee. This will be limited to two (2) tests per person.

TUITION REIMBURSEMENT

D. REIMBURSEMENT PROCEDURES

Employees will submit an original Tuition Reimbursement Application form (Appendix A), attach a copy of the fee receipt (s) to the form and give to the employee's supervisor. Section 2 of the application will be completed and approved/disapproved by the employee's supervisor and Department Director. All paperwork is then forwarded to Human Resources **(no later than 10 days after registration)**. If approved, the request for reimbursement to the employee will be submitted to the Finance Department. Upon completion of the class, the employee must submit a copy of the grade sheet to the Human Resources Department.

Any employee who receives "Tuition Reimbursement" and leaves City employment within twelve months of receiving the Tuition Reimbursement (due to voluntary or involuntary termination), shall repay the City all "Tuition Reimbursement paid to them within the twelve months prior to actual date of termination. As a recipient of "Tuition Reimbursement", the employee authorizes the City to deduct the balance owed for "Tuition Reimbursement" from his/her paycheck or any other final payments due to the employee. The employee understands that, if sufficient funds are not available to satisfy the "Tuition Reimbursement" owed to the City, the employee will pay the balance owed to the City by personal check, cash, or money order.

III. APPENDIX

- A. Request for Tuition Reimbursement Form/Tuition Reimbursement Policy

TUITION REIMBURSEMENT APPLICATION

Instructions for using this form:

- Fill out the Section 1. Attach a copy of the fee receipt(s) to this form and give it to your supervisor.
- Section 2 will be completed and approved/disapproved by supervisor and Department Director. All paperwork is then forwarded to Human Resources (no later than 10 days after registration).
- If approved, request for reimbursement to the employee will be submitted to the Finance Department.
- *Upon completion of the class, a copy of your grade sheet must be sent to Human Resources.

SECTION 1. PERSONAL/COURSE INFORMATION

Name _____ SSN _____ Degree Plan _____
Current Position Title _____ Dept/Div _____ Supervisor _____
School Name _____ Semester _____

Course Title(s)	Cost
(1) _____	_____
(2) _____	_____
(3) _____	_____
Total Reimbursement Requested This Semester	_____

I certify that I have not received any assistance (see #5 on reverse side) for the amount I am requesting to be reimbursed and that I do not qualify to be reimbursed for these expenses from any other source during this fiscal year.

Employee Signature

SECTION 2. DEPARTMENTAL APPROVAL

I ____ **approve** ____ **disapprove** reimbursement for these courses.

Supervisor Signature

Date

Department Director Signature

Date

SECTION 3. FOR HUMAN RESOURCES USE

Grade(s) (1) _____ (2) _____ (3) _____

Reimbursement: ___ **Approved** - Amount of this reimbursement \$ _____ Reimbursement FYTD \$ _____
___ **Disapproved** - No reimbursement until failing subject is retaken and proof of grade submitted.

Human Resources Director Approval

Date

Date Forwarded to Finance _____ **By** _____

CITY OF HARLINGEN

Tuition Reimbursement Policy

Purpose

To provide an educational reimbursement program for employees in order to encourage personal and professional growth. The completion of a course or attainment of a degree does not in any way obligate the City to move the employee to a higher pay range or different classification; however, such additional qualifications will be considered during evaluation of the employee's qualifications when opportunities for advancement occur.

Eligibility

All regular, full-time employees who have worked for the City at least one (1) year are eligible for educational reimbursement. The courses must be taken at an accredited college, university, or technical school.

General Provisions

1. Reimbursement shall be for tuition, eligible fees and required textbooks. The City will participate in these costs up to a maximum of \$250.00 per course with a total FY maximum of \$750.00.
2. Employee must apply within 10 days of registration in order to get approval.
3. Employee will be reimbursed soon after the approved application is submitted to Human Resources and forwarded to the Finance Department. If employee does not received a "C" or better, it will be the responsibility of the employee to make up the course. The employee will be ineligible for City participation until he/she makes up the course.
4. Employee must be employed by the City at the time of reimbursement unless absent through no fault of the employee (i.e. layoff, military service).
5. Any employee who receives "Tuition Reimbursement" and leaves City employment within twelve months of receiving the Tuition Reimbursement (due to voluntary or involuntary termination), shall repay the City all Tuition Reimbursement paid to them within the twelve months prior to actual date of termination.
6. Assistance from other sources such as scholarships, grants, or subsidy programs (i.e. G.I. Bill) must be disclosed and will be deducted from total associated costs first before reimbursement is made.
7. Basic certifications, short courses, and other training sessions fall under Department Training Programs and are not covered by this program.
8. Course times and schedules that interfere with daily work routines must be approved by the Department Director. Any change needed in work time in order to fit class schedules must first comply with the needs of the department and the city. This policy in no way guarantees someone time off or schedule rearrangement.
9. If an employee wishes to get his GED, the City will pay the base fee. This will be limited to two (2) tests per person.