

20.0 - TUITION REIMBURSEMENT

20.1 - The City has a Tuition Reimbursement Program for employees to improve the effectiveness of the current job performance and for future career development.

20.2 - All regular full-time excluded employees, who have completed the probationary period satisfactorily, may receive reimbursement for tuition costs at an accredited educational institution or an accredited educational program. All other employees may receive reimbursement pursuant to applicable CBAs.

- a. To receive reimbursement the employee must complete a tuition reimbursement application available in the Human Resources Department.
- b. The educational program must be job-related and degree seeking. All tuition reimbursement applications must be pre-approved by the Human Resources Director.
- c. Reimbursement for excluded employees, CGEA and FOP-represented employees:

GRADE

A - C -- 100%

D -- 0%

F -- 0%

- d. Reimbursement for IAFF-represented employees:

GRADE

A -- 100%

B -- 90%

C -- 80%

D -- 0%

F -- 0%

- e. A grade of P in a "Pass-Fail" course will be eligible for 100% reimbursement (Employees covered by a CBA will receive reimbursement pursuant to that CBA).
- f. A maximum of \$1,500 per semester and \$6,000 per calendar year will be allowed per eligible employee.
- g. In order to receive reimbursement, the employee must show proof of grade with course receipt within 45 days of the completion of the course, to the Human Resources Department utilizing the appropriate City form.