

SUBJECT: TUITION REIMBURSEMENT POLICY

I. Policy

It is the policy of the City of Cottonwood to provide employees in the city service with tuition payback for tuition and books for post-secondary courses.

II. General Reimbursement Principles

- A. The City of Cottonwood will provide up to \$2,000 reimbursement per employee per fiscal year towards their education. Education is not required to be job related or part of a specific degree or certification program.
- B. Program funding for this City-wide program is through the Finance Department and must be budgeted during the budget preparation process for the program to be operational within a fiscal year.
- C. This policy is subject to modification depending on current economic conditions of the City and budgetary constraints.
- D. Reimbursements will only be allowed for tuition, books and lab fees, no travel will be authorized.
- E. Any violations to the policy will subject the employee to disciplinary action, up to and possibly including termination.

III. Procedure

Prior approval of the Financial Services Director and City Manager or their designee is required before reimbursement is authorized. Approval of an educational request is completely within the discretion of a Financial Services Director and/or their designee and City Manager. The Employee shall have no grievance or appeal rights from the decision to recommend or not recommend courses.

- A. Employees shall submit a "Tuition Reimbursement Request" form requesting authorization for reimbursement for tuition/books before they enroll in the course.
- B. The Financial Services Director must certify fund availability and compliance with this policy prior to authorization.
- C. The signed "Tuition Reimbursement Request" will be forwarded to the City Manager.
- D. The City Manager or their designee shall review the request, and if approved, signed copies will be forwarded to the Human Resources Department for distribution to the employee and finance department, with the original placed on file in the employee's personnel file.

IV. Upon Completion

- A. Employee shall submit a "Confirmation of Tuition Expenses" and all pertinent receipts for tuition/books upon successful completion of the course to Human Resources.
- B. The Human Resources Director or designee shall assure all the pertinent documentation, including the employee's report card or transcripts are included in the package.
- C. Human Resources will process the check requisition to the Finance Department for payment.

Upon successful completion of such course work, the City of Cottonwood shall reimburse the employee the costs of tuition up to \$2,000 per fiscal year. Successful completion will be defined as a letter grade of "C" or better. In courses where no letter grade is given, a report of successful completion signed by the instructor or an official of the institution must be obtained.

IV. Tuition Reimbursement Agreement

The "Tuition Reimbursement Agreement" is available for City employees interested in obtaining additional education and degree opportunities.

TUITION REIMBURSEMENT REQUEST

Name of Employee: _____

Name of Educational Institution: _____

Requested Courses for Enrollment:

Course	Description	Location	Number of Days
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An estimated cost for taking the course(s) is/are:

TUITION:	_____
BOOKS:	_____
TOTAL	\$ _____

I would like to enroll in the above courses through the above educational institution and hereby request approval for tuition reimbursement upon completion of the course(s). I understand that in order to obtain a reimbursement, this request must be submitted and approved prior to enrolling in a course. Without prior approval, reimbursement is not guaranteed. I further understand that the City will only reimburse me for my qualified expenses relating to tuition and books upon submitting a reimbursement request with proof of a passing grade of "C" or better and receipts of qualified expenses.

Employee Signature

Date

Approvals:

FINANCE:

This employee HAS HAS NOT exceeded the maximum amount allowed by policy for tuition reimbursement and there is sufficient budgetary allocation to accommodate this expenditure.

Financial Services Director Signature

Date

CITY MANAGER:

APPROVED DISAPPROVED

City Manager Signature

Date

HUMAN RESOURCES:

Distribute a copy of this request to the employee and to the employees Department Head/Supervisor. The originals shall be maintained in the employee's personnel file.

REQUEST FOR REIMBURSEMENT AND CONFIRMATION OF TUITION EXPENSES

TO: HUMAN RESOURCES DEPARTMENT

FROM: _____

In accordance with "Tuition Reimbursement Request" approved on _____,
I hereby request reimbursement for my completed courses.

Attachments:

- Qualified tuition and book expense receipts
- Proof of passing grade in course

Signature of Employee

Date

TO: FINANCE

Reimbursement Check Needed:

Charge to Account Code: 01-1200-650010 Date: _____

Amount: _____

Payable to: _____

Approval for Payment: _____

RE: Tuition Reimbursement Program

TO: HUMAN RESOURCES

Distribute a copy of this request to the employee and the department. The originals shall be maintained in the employee's personnel file.

TUITION REIMBURSEMENT AGREEMENT

This agreement is made effective the _____ day of _____, _____, between the City of Cottonwood, a political subdivision of the State of Arizona ("City"), and _____, hereafter referred to as "Applicant."

WHEREAS:

1. The City of Cottonwood employs individuals to serve the residents of the City of Cottonwood and the public in general; and
2. With training and education, such individuals may better fulfill the duties of their employment positions; and
3. It has been determined that it is in the City's interest to have such individuals obtain additional education and degrees, and to attract and retain quality employees by providing educational opportunities; and
4. The City wishes to benefit from the further education and degrees obtained by its employees.

NOW, THEREFORE, the parties to this agreement, in consideration of the mutual covenants and stipulations set forth herein, agree as follows:

1. The City shall reimburse the Applicant for tuition paid by Applicant to obtain further education and degrees.
2. Such reimbursement shall only be paid to Applicant on a course by course basis.
3. The City shall reimburse Applicant for a course only if a letter grade of "C" or better is obtained. If a course is not offered with letter grades, City shall reimburse applicant upon successful completion of the course as defined by the educational institution offering the course.
4. The tuition amounts reimbursed to Applicant by City shall be entered onto the attached Exhibit "B" which is hereby incorporated by reference.

