

## Tuition Reimbursement Program

### 1. Conditions for Approval and Payment:

- A. The City will reimburse employees for the cost of those courses, which meet all the following criteria:
1. Courses must be from a recognized and accredited institution.
  2. Employee must receive credit hours.
  3. Employee must submit grades, invoice or other proof of payment and Tuition Reimbursement Request Form for payment within 30 days from the day grades are posted.
- B. The City will pay 100% of the cost of tuition (including lab fees) for no more than 18 credit hours per employee, per fiscal year and \$50 per class for books (no receipt required), but not for supplies or other expenses in connection with the course(s) to be taken. The amount reimbursed shall not exceed the State of Florida rate for graduate or undergraduate courses as set out in Policy B-1.
- C. The City will not duplicate tuition reimbursement fees, which have been paid by other sources such as scholarships, grants or other subsidies. Non-compliance with this procedure may subject an employee to disciplinary actions under Rule 21 of Policy E-3. In the event of a partial scholarship or grant, reimbursement will supplement, but not exceed the expense to the employee.
- D. To be eligible for reimbursement, an employee must be in a regular, non-probationary status and present a transcript to Human Resources/Organizational Development (HR/OD) with a passing grade of at least a "C" or equivalent.
- E. All classes will require the advance approval of the employee's Department Head and must meet one of the following:
- be required as part of a degree program;
  - be relevant to the employee's current position; or
  - be related to a City job.

### 2. Application Procedure:

- A. Employee must sign application.
- B. Requests for reimbursement of tuition must be made on the Tuition Reimbursement Request Form. These forms can be obtained at the Human Resources/Organizational Development Department or on the Gainesville Corporate University internet website at <http://gcu.cityofgainesville.org>.

- C. The request shall be submitted with a copy of an invoice or other proof of payment and transcript/grades and forwarded to HR/OD.
- D. Upon receipt of the Tuition Reimbursement Request Form from the employee, the HR/OD Department will determine eligibility based upon the considerations set forth in section 1 above.

**3. Method of Payment:**

If conditions for reimbursement have been met, HR/OD will process the request for payment and reimbursement will be added to the employee's paycheck.

**4. Required Courses:**

If an employee is required, as part of his/her job, to take a course, the employee's department shall pay 100% of the cost of the charges except as provided herein. Payment shall be made at the time the employee enrolls in the program. All required courses shall first be approved by the employee's Department Head or Designee as appropriate.

**5. Classes on City Time:**

A. The only time that an employee may be permitted to take approved courses during what would otherwise be their regular work hours, will be when the employee submits a request in writing to the appropriate Department Head or Designee and the employee has received written permission to take the class during what would otherwise be their regular work hours, or where the course is required by management. Once permission has been granted, the employee will charge his/her time to one of the following three options: 1) paid annual leave; 2) leave without pay in accordance with the leave provision; or 3) make up time, if management determines the work environment permits this flexibility. All such arrangements shall be approved in advance, by the appropriate Department Head or Designee.

B. When a situation arises in which more than one employee in a work area has been approved to take a specific required or voluntary class and only one employee may be permitted to leave the work area at a time, the Department Head or Designee will decide which employee will attend using an objective non-discriminatory method.

**6. General Provisions:**

A. An employee who receives tuition reimbursement shall be obligated to remain in the employ of the City for one year after receiving the tuition reimbursement. Failure to remain for one year for any reason, except death, disability or involuntary termination, shall obligate the employee to reimburse the City for any payments the employee received within 12 months of the employee's termination of employment.

B. An employee who has completed an approved course and who is on leave of absence at the time tuition reimbursement would be paid, will receive reimbursement of the amount due upon return to active employment with the City.

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