

SUBJECT: TUITION SUPPORT

EFFECTIVE DATE: JUNE 15, 1991

## PURPOSE/SCOPE:

This regulation establishes procedures for obtaining approval of requests for tuition assistance, prescribes parameters which must be met to receive reimbursement for tuition, sets limits on the dollar amounts that the City will contribute toward tuition, sets service requirements which must be met before tuition assistance becomes available and requires a service pay back for tuition assistance that is granted. This regulation is applicable to all City employees.

## REFERENCES:

City Code, Section 8B, Personnel Procedures  
Ordinance No. 1989-32, Administrative Regulations  
AFSCME, Local 3399 Contract  
United Food & Commercial Workers Union, Local 400 Contract

## DEFINITION:

For the purposes of this regulation, employee is defined as any person employed by the City who works on a continuous basis for a minimum of twenty (20) hours per week and has successfully completed the required probationary period.

## POLICY:

Depending upon the availability of funds, the City shall provide tuition support to employees, as defined above, who wish to matriculate at an accredited institution of higher learning and whose course of study is related to their City job. The same support shall be provided to employees wishing to acquire a high school diploma or its equivalent where tuition payments are required.

Tuition support will be made in the form of a reimbursement upon completion of the course. Support will be limited to:

1. The actual cost per credit hour or the cost per credit hour at the University of Maryland, whichever is less.
2. Reimbursement is limited to the cost for two courses of 6 credit hours per semester. Correspondence courses do not qualify for reimbursement.

PROPOSED: \_\_\_\_\_  
PERSONNEL OFFICER

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
CITY MANAGER

DATE: \_\_\_\_\_

3. Reimbursement will not be made if the employee withdraws from the course prior to completion or receives less than a grade of "C" or its equivalent.
4. Reimbursement will not be made for nontuition items such as books, supplies, registration fees, parking or travel.
5. Reimbursement is contingent upon the employee agreeing to remain in city service for a period of time which shall be no less than three (3) times the period of time during which the employee received tuition assistance or reimburse the City for the tuition assistance which was provided. EXAMPLE: An employee who receives tuition assistance for a semester course of four months duration, must remain in city service for 12 months following course completion or be liable to the City for the full amount of tuition assistance which was provided. Monies due to the City will be deducted from the employee's final pay and any due vacation.

To qualify for tuition support, the employee shall complete the documentation required by this regulation. Approval must be obtained from the City Manager at least thirty (30) days prior to the start of a course if reimbursement is desired.

#### PROCEDURES

Employees wishing to use the tuition support program shall complete a "Request for Tuition Support", see Appendix A. The completed form must be approved by the department head and forwarded through the Personnel Officer for final approval by the City Manager. The application should be submitted to the Personnel Officer at least thirty (30) days prior to the start of the course.

Upon completion of the course(s), approved reimbursements may be obtained by submitting a copy of the approved "Request for Tuition Support" to the Personnel Officer, along with a copy of final grades, copy of the receipts showing the actual amount of tuition paid, and a properly completed "Purchase Order". After review by the Personnel Officer, the request for reimbursement shall be sent to the Accounting Office who will issue a refund check.

The procedures and instructions contained in Appendix A are provisions of this regulation.

END