



Tuition Reimbursement Program

The City encourages all employees to seek additional training and development of their job skills and knowledge. When possible, the City will provide periodic training to assist employees in developing their professional skills and knowledge.

TUITION REIMBURSEMENT

Eligibility

To be eligible for tuition reimbursement, an employee must:

- Be a regular full-time, employee of the City at the time of enrollment in course(s)
- Obtain prior written approval for the course from her/his Department Director and the City Manager
- Enroll at an accredited college or university for courses taken for credit

Regular part-time employees may request to participate in the Tuition Reimbursement Program. Approval is at the discretion of the City Manager. If approved by the City Manager, the maximum reimbursable amount would be pro-rated.

Criteria

In order to be approved, the course(s) must be:

- Scheduled on the employee's own time, and
- Either (A) directly related to the employee's work, or (B) required for an academic degree in a field of endeavor directly related to the employee's work, or of clear benefit to the City, at the discretion of the City Manager.

Tax Issues

Tax consequences of participating in the City's Tuition Reimbursement Program depend on current IRS regulations and are ultimately the responsibility of the employee, not the City.

Reimbursement

When an employee has demonstrated completion of the approved course with a Grade of "B" or better ("B-" will not be accepted), or "pass" if the course is offered on only a "pass or fail" basis, the employee can submit the Reimbursement Claim Form to the Human Resources Division.



Tuition Reimbursement Program Pre-Approval Form

Prior to enrolling in any degree program, you must submit a Tuition Assistance Pre-approval form to your Department Head who will review the degree or program you intend to pursue & forward to the City Manager with a recommendation. If your request is approved, the form will be returned to you. Upon completion of the coursework please attach this pre-approval and supporting documentation with the Reimbursement Claim Form to receive reimbursement.

To be eligible for Tuition Reimbursement you must meet all of the following criteria: 1) be a regular, full-time employee, 2) obtain pre-approval, 3) enroll at an accredited college or university for courses taken for credit, 4) course or curriculum must relate directly to your work.

1. EMPLOYEE INFORMATION				
First Name	Last Name	Department/Division	Today's Date	
Address	City	State	Zip	Day Phone Number ()

2. COURSE INFORMATION			
Semester/Year	Course Title/Description	Start Date	End Date

3. DEGREE OR PROGRAM PLAN INFORMATION	
Degree or Program:	Type of Degree or Program: <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
Institution's Name:	Cost:

In the comments section below explain briefly why you feel the course(s) that you have selected will improve your present job performance and/or prepare you for advancement.

Content applies to my current position.

Relates to a future job goal within the City of Oakley.

Comments:

4. SIGNATURES

All the information that I have disclosed above is correct and accurate. My participation in the Tuition Reimbursement Program in no way guarantees a change in or advancement of my position. I hereby apply for participation in the Tuition Reimbursement Program covering the course(s) listed above. I have read and understand the policy, rules, and guidelines of the program and agree to comply with them.

Employee Signature

Date

APPROVAL DETERMINATION

Recommendation of Approval:

Yes No

If No, why: _____

Department Head Signature: _____

Approval:

Yes No

City Manager Signature: _____

Approved Date: _____



Tuition Reimbursement Program Claim Form

Name: _____

Department/Division: _____

Date	Course Title/Description	Total
Total Reimbursement Request (receipts attached):		

Fund	Dept.	Division	Object

I hereby certify that the above is a true statement of expenses incurred by me for all the courses previously approved.

Signature: _____

Date: _____

Approved for Payment by: _____

Date: _____