

Educating for the future...



To provide an environment that facilitates individual growth and enrichment, the City has implemented a tuition reimbursement program. This program reimburses full-time and permanent part-time employees up to \$1,500 per fiscal year to further his/her education. Reimbursement ceiling for permanent part-time employees will be prorated based on the number of hours worked.

Eligibility

To qualify for this program, an individual must have completed his/her probationary period. In addition, the course(s) must be career/job related and taught at accredited colleges, junior colleges, universities, or approved adult or trade schools.

Conventions, seminars, workshops, short courses, institutes, etc. are not eligible for reimbursement. Attendance to these types of programs will be handled on the basis of Department Head recommendation and City Manager approval.

Application Process

To participate in the Tuition Reimbursement Program, an employee must complete an application (available in the Human Resources Department) and have it approved by his/her department head prior to class registration. Final approval must be granted by the Human Resources Department.

Getting Reimbursed

Approved courses must be completed with a “C” or better at the undergraduate level or a “B” or better at the graduate level. Upon completion, the employee must submit a Reimbursement Request Form (available in TEN) and provide original receipts for tuition/books and a copy of his/her final grade to the Human Resources Department for review prior to reimbursement.

Continuation of Employment Requirements

Following the completion of a course, the employee must maintain employment with the City for one year. Should he/she leave prior to this time period, the reimbursement amount will be deducted from the employee’s final compensation.

Please refer to the Tuition Reimbursement Program Guidelines for more detailed information.