

City of Irving Policies and Procedures

Tuition Reimbursement

POLICY

Tuition reimbursement is intended to assist regular full-time and regular part-time employees in obtaining additional education to develop their careers within the City as well as improve performance in their current positions.

PROCEDURE

Requirements for Participation: In order to receive tuition reimbursement, an employee must have completed the 182-day orientation period prior to the beginning of the course. The employee must maintain regular full-time or regular part-time employment status from the beginning of the course until course completion after which reimbursement is made.

Application for Reimbursement: An official and current degree plan must be on file with Human Resources in order to receive reimbursement for applied coursework. In addition, the following documentation must be received by Human Resources no later than 30 days prior to the beginning of each semester:

1. A completed tuition reimbursement request form signed by the employee and the employee's Department Director.
2. A copy of the paid receipt itemizing tuition and fees.
3. A copy of the registration form listing the current semester's coursework.

An acknowledgement form will be sent to the employee informing him or her of the coursework tentatively approved. Employees are responsible for paying or making arrangements to pay the educational institution prior to the beginning of each course.

Reimbursement requests will be date stamped as they are submitted. Allocations will be made for such requests in the order they are received according to policy until the amounts budgeted for the operating year have been exhausted.

Eligible Coursework: The City will reimburse the cost of tuition as follows:

1. Pursuit of an associate's, bachelor's or master's degree that benefits the City.
2. Participation in individual coursework (e.g. computer courses) directly related to the position currently held by the employee. The employee must have prior approval of the Department Director.
3. Involvement in Spanish or GED courses (a degree plan is not required).
4. Participation in correspondence courses that meet the requirements of this policy taken from an accredited institution of post-secondary education as certified through a commission on higher education of a regional educational agency for colleges and universities.

Courses not stated in the above specifications, continuing education courses, as well as training or education necessary for an employee's continued employment are not eligible for this reimbursement.

Eligibility for Reimbursement: To be eligible for reimbursement, an employee must receive a grade of "C" or higher in an undergraduate course or a grade of "B" or higher in a graduate level course. Employees taking pass or fail courses will be reimbursed only for the courses passed. For courses where grades are not assigned, a certificate of completion by the institution will serve as proof of satisfactory course completion. A copy of the grade report (or certificate) should be submitted to Human Resources no later than 30 days from the completion of coursework or reimbursement may be forfeited. Reimbursements are made dependent upon the availability of approved funds. Reimbursements may be considered as taxable income as determined by federal tax laws.

Service Requirement: An employee must fulfill a 12-month service requirement with the City, which begins from the date of each reimbursement. This includes an agreement to repay the last 12 months of tuition reimbursement received if the 12-month service requirement is not fulfilled. If an employee voluntarily terminates employment with the City prior to fulfilling the service requirement, any reimbursements owed to the City shall be repaid either by personal check or, with prior authorization, from the employee's paycheck.

Maximum Reimbursement: Maximum reimbursement for full-time employees will be up to the full amount of tuition and applicable fees actually paid by the employee, with a maximum of \$1,500 for graduate courses and \$1,000 for undergraduate courses, for up to six credit (not audit) hours per semester. Maximum reimbursement for part-time employees will be up to 50 percent of the full amount of tuition and applicable fees actually paid by the employee, with a maximum of \$750 for graduate courses and \$500 for undergraduate courses, for up to six credit (not audit) hours per semester. Semesters are considered the standard three semesters of spring (January through May), summer (June through August), and fall (September through December). Reimbursements are limited to three semesters annually.

Books, late fees, parking, interest for delayed payments, and other non-class-related miscellaneous fees are not reimbursed. The maximum reimbursement will be reduced by any amount received from other third party sources such as a grant, scholarship or tuition reimbursement from another employer, but does not include student or short-term loans.

The City reserves the right to modify, amend, suspend or terminate this policy, its standard practices, and its administrative procedures at any time, at its sole discretion. Payment of reimbursement does not constitute an agreement of continuation of employment with the City.