

TUITION REIMBURSEMENT POLICY & PACKET

CITY OF FAIRFIELD: The City of Fairfield encourages continuing education among its employees. Therefore, financial assistance is provided to ***non-probationary** employees who satisfactorily complete approved courses at accredited institutions. Courses for which reimbursement is available are at the discretion of department heads in conjunction with the Human Resources Department and the City's guidelines.

ELIGIBILITY FOR TUITION REIMBURSEMENT: An applicant must:

1. Be a ***non-probationary**, full-time or pro-rata employee of the City of Fairfield.
2. Possess at least a high school diploma or its equivalent.
3. Have department head **and HR** approval.
4. Enroll at an accredited college or university for courses taken for credit (rather than audit).

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

1. Scheduled on employee's own time.
2. Either: (A) related to the employee's work, or (B) required for an **academic degree in a field of endeavor related to the employee's work**.

Under no circumstances will employee be reimbursed for life/work experience course credits.

REIMBURSEMENT: When you have **completed and passed** (with a grade of C or better) an approved course, you will be reimbursed for seventy-five (75) percent of out-of-pocket expenses covering tuition, registration fees, textbook fees, parking fees, required laboratory and mandatory fees, with a maximum set by the employee's bargaining unit. Pro-rata employees reimbursement will be adjusted depending on pro-rata level. No other associated expenses (i.e., meals, travel, credit) will be considered. Reimbursement is for the year the class begins. (i.e. 1. Class begins in December 2002, class ends in January 2003; reimbursement will be applied to 2002. 2. Class begins in January 2003, employee pays cost in December 2002, reimbursement will be applied to the year 2003). Amounts not used are not carried over to the next calendar year. Courses the employee either drops or receives an "incomplete" will not be reimbursed.

Reimbursements are based on a calendar year.

NO REIMBURSEMENT: will be considered in the event the employee terminates employment at the City of Fairfield prior to satisfactorily completing the course.

PROCESSING PROCEDURE:

1. Employee completes SECTION 1 of Application/Reimbursement **at least** two (2) weeks prior to registration for class; and **immediately** submits the complete packet to department for approval.
2. Department completes SECTION 2. The department discusses with the employee the reason for any denial of Application/Reimbursement if applicable. After approval, department submits entire packet to Human Resources for approval. HR will initial if approved and immediately return packet to Employee.
3. After successfully completing and passing the class, the employee attaches all necessary documentation (copy of report card and copy of receipts for covered expenses, as outlined above) to the approved Application/Reimbursement form and submits them to the Human Resources Department for reimbursement processing. HR reserves the right to request the original receipts and report card.
4. **Except under extraordinary circumstances, all requests for reimbursement must be submitted no later than sixty (60) days after completion of the approved course.**

GENERAL INFORMATION:

- The City of Fairfield reserves the right to amend or modify the Program at any time. Under such circumstances, all commitments made up to that time will be honored by the City.
- It must be recognized that participation in the Program is intended to assist employees to improve their knowledge and skills in order that they may perform their present and future job assignments in a more proficient manner. However, advancement at the City of Fairfield is predicated upon many factors; therefore, participation in the program is not, by itself, a guarantee of advancement or promotion.
- The City's determination that reimbursement constitutes a nontaxable working condition fringe benefit is subject to overruling by the Internal Revenue Service in which case the employee is responsible for any taxes due.
- Any questions relating to the program should be directed to the attention of the Human Resources Department.

*** Non-probationary** refers to employees who have completed their initial probation with the City of Fairfield. Employees who are placed on probation due to a promotion are eligible for tuition reimbursement.

City of Fairfield - TUITION APPLICATION REIMBURSEMENT REQUEST

SECTION 1 – APPLICATION - EMPLOYEE COMPLETES

A. Employee Name: _____ Payroll #: _____

Dept: _____ Job Title: _____ Phone _____ Ext.: _____ Workstation: _____

B. Submit at least two (2) weeks prior to course registration.

<u>Course Title</u>	<u>Credits</u>	<u>Total Est. Tuition</u>	<u>Est. Cost of Books/Lab</u>	<u>ESTIMATED TOTALS</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

• CREDITS are: ☐ semester hours ☐ quarter hours or ☐ units

Name of School: _____

Date classes begin: _____ Date classes end: _____

Reason for taking course: _____

C. Total reimbursements received for classes beginning this calendar year = \$ _____

D. After completing and signing this section, attach course(s) description and submit complete packet to your department for approval. If Department Head approves, packet will be sent to HR for approval and then packet will be returned to you .
After completing classes, submit form with receipts and certification of grade to the HR for reimbursement.

 Employee Signature: _____ Date: _____

SECTION 2 – APPROVAL - DEPARTMENT COMPLETES

E. The tuition application is: ☐ Approved ☐ Denied - _____

F. On the Basis of: ☐ Job Related ☐ Required for a degree / major in _____

G. Annual Reimbursement for classes beginning in this calendar year are not to exceed \$ _____

H. After completing and signing this section, department forwards packet to: HUMAN RESOURCES.

I.  _____
Department Head Signature Date

Human Resources – Approval:

J. Tuition application is: ☐ Approved _____ ☐ Denied - _____ HR Initial _____

SECTION 3 – REIMBURSEMENT AUTHORIZATION – HUMAN RESOURCES COMPLETES

K. Total tuition, registration, textbooks, required lab & mandatory fees: \$ _____
x 75%

TOTAL REIMBURSEMENT: \$ _____

Tech: _____ Pay on Paydate of _____ / _____ / _____ Payroll Code: 530/C 630/P