



## ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 809: EDUCATIONAL ASSISTANCE

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### A. General Provisions

1. The continuing education and development of all employees is most desirable. In order to encourage such advancement, an Educational Assistance Program is offered. The City will pay 80% of the tuition, necessary fees and textbooks, for courses related to the development of a regular full-time employee. An employee is eligible for this assistance only when no other source of funding is available. The Director of Human Resources may apply this concept to cover fees and costs of training programs which he/she determines to qualify as an appropriate employee benefit.
2. To be eligible to participate in this program, the employee must complete a Request for Educational Assistance form (available from the Human Resource Department or on the City's intranet) for each course and the form must be approved by the employee's Department Director and the Director of Human Resources. Employees should submit one copy of the form and receive approval prior to starting any course.
3. Upon satisfactorily completing the course, the employee must provide the Finance Department with proof of satisfactory completion, as well as a copy of proof of tuition and necessary fee and textbook payments from the educational institution, in order to receive reimbursement.
4. At his/her option, an employee eligible to participate in the City's Educational Assistance Program by having completed and received approval on a Request for Educational Assistance form, may request advance reimbursement of the City's portion of tuition and necessary fee and textbook costs, prior to completion of the educational course. To exercise this option, the employee must complete and submit for approval of the Finance Director a Request for Advance Tuition Reimbursement form (available in the Finance Department or on the City's intranet) along with proof of payment for such costs.
5. An employee eligible to participate in the City's Educational Assistance Program and having

exhausted funds available for the current calendar year may also request an advance of monies that are normally reserved for a future year's educational expenses. To exercise this option, the employee must already have submitted and received approval of the Request for Educational Assistance and the Request for Advance Tuition Reimbursement forms. In addition, the employee must complete and submit for approval of the Department, Human Resource and Finance Directors, a Request for Future Years Tuition Reimbursement form (available from the Finance Department or on the City's intranet) together with an estimate of the necessary funds to be advanced for this purpose.

6. The Finance Department is responsible for maintaining those records necessary for the financial administration of this Program.
7. Employees who terminate within two years of completion of a course will be required to return the City's outlay on a pro-rated basis. The Director of Human Resources is authorized to waive this requirement under unusual and justifiable circumstances.
8. The maximum annual reimbursement, is established by the Personnel Ordinance.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Manager and Department Directors.

Approved:

11/14/22  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

11.14.2022  
Date

Jenny Smith  
Jenny Smith  
Director of Human Resources