

	City of Cedar Park Human Resources Policy Manual		
	Educational Reimbursement Program		
	Number: F-4	Revision: 1	Effective Date: 5/10/2018

1.0 Policy

It is a policy of the City to encourage employee development through formal education in order for an employee to maintain and improve job-related skills or prepare for advancement within the City. Therefore, the City shall reimburse the cost of tuition and mandatory fees for courses, which an employee takes through an accredited or recognized institution, and as provided in this policy.

2.0 Procedure/Rule

- 2.1 This policy applies to a regular, full-time employee with at least twelve consecutive months of service with the City.
- 2.2 In order for a course to be eligible for reimbursement, it must first be approved by the Department Head upon a finding that it will increase an employee's competence in his/her present job, prepare him/her for advancement in the City, or culminate in a certificate or degree.
- 2.3 The maximum benefit per semester per applicant for reimbursement shall be equal to the cost of tuition and mandatory fees for eligible courses, not to exceed **\$400 per class** and a maximum reimbursement of **\$1,200** per twelve months. This program is subject to available funding as determined in a one-year time frame during the annual budget process.

The program reimburses the cost of tuition and mandatory fees only and does not include the costs of books, supplies, travel or late fees. In addition, the City shall not pay the cost of tuition and mandatory fees which are paid by other sources, such as scholarships, grants, veterans programs, U.S. Military Reserves, aid programs or other subsidies.

- 2.4 Class attendance shall not disrupt business operations, and completion of study assignments shall be accomplished outside of the employee's regular working hours. Unsatisfactory job performance during enrollment may result in forfeiture of educational reimbursement.
- 2.5 While educational assistance is expected to enhance an employee's performance and professional abilities, the City cannot guarantee that

participation in formal education will entitle the employee to automatic advancement, a different job assignment or a pay increase.

2.6 Reimbursement Process:

- 2.6.1 Prior to enrollment, an employee shall submit a written request for education reimbursement (See attached Education Reimbursement Program Request For Reimbursement form) to his/her immediate supervisor, who shall request approval from the Department Head. The supervisor shall then forward a copy of the request to the Human Resources Department for review. Enrollment in a class does not guarantee reimbursement if it has not been approved by the Department Head and Human Resources.
- 2.6.2 An employee shall receive a grade of "C" or better to be reimbursed. If the course uses a pass/fail system of grading, the employee shall receive a 'pass' to be reimbursed.
- 2.6.3 Upon completion of the course, the employee shall obtain and submit to the Human Resources Department receipts for tuition and the employee's official school grade report for reimbursement.
- 2.6.4 The program does not apply to training or courses that are required by the City. It also does not cover professional licensing and professional development seminars. Any course, training, licensing or certification required by the City shall be covered by the training funds within each department. (Also refer to *Training Policy*.)
- 2.6.5 The City Manager or designee retains ultimate discretion to approve requests for reimbursement.

**THE CITY OF CEDAR PARK
EDUCATION REIMBURSEMENT PROGRAM
REQUEST FOR REIMBURSEMENT**

TO BE COMPLETED AND TURNED IN PRIOR TO ENROLLING FOR CLASS(ES)

EMPLOYEE NAME: _____ DEPARTMENT: _____

JOB TITLE: _____ SUPERVISOR: _____

SEMESTER APPLYING FOR: _____

NAME OF INSTITUTION OFFERING COURSE: _____

CLASS/COURSE TITLE: _____ TIME: _____ LOCATION: _____

CLASS/COURSE TITLE: _____ TIME: _____ LOCATION: _____

CLASS/COURSE TITLE: _____ TIME: _____ LOCATION: _____

Is this course(s) job-related? Yes No

Please explain relation to job: _____

Is this course(s) taken towards the completions of a certificate or degree? Yes No

If Yes, please identify certificate or degree: _____

Will you receive financial assistance for your courses from other sources? Yes No
If yes, please specify the source(s): _____

Amount(s): _____

Employee Signature: _____ Date: _____

APPROVAL SIGNATURES:

Supervisor's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____

RETURN TO HUMAN RESOURCES OFFICE WITH COPY OF TUITION/FEE SCHEDULE

REVIEWED BY:

Human Resources Director: _____ Date: _____

*****No funds will be reimbursed without grade confirmation or official grade report submitted to Human Resources upon class completion which verifies passing grade of at least a "C".*****