



4. HIGHER EDUCATION REIMBURSEMENT.

- A. General Policy. Tremonton City encourages employees to obtain a higher education. Under certain eligibility requirements enumerated in this policy the City shall reimburse tuition fees, materials, and other necessary and approved expenses, up to a maximum of \$2,000 for a Full-time Employee per fiscal year, based upon the City Council appropriation of funds. The employee shall remain a Full-time employee with Tremonton City for a minimum of eighteen (18) months following the completion of the course. Failure to remain with the City for a minimum of eighteen (18) months shall require the employee to reimburse the City on a pro-rata basis.
- B. Request & Agreement for Tuition Reimbursement. The employee shall sign the Request & Agreement for Tuition Reimbursement (see Appendix 37) and submit the request to their Department Head. The Department Head will submit the Request & Agreement for Tuition Reimbursement to the City Manager or HR Clerk if budgeted funds are approved. Approved Request & Agreement for Tuition Reimbursement shall be filed in the employee's personnel file.
- C. Employee Eligibility Requirements. To be eligible for higher education reimbursement the employee shall meet the following requirements:
- (1) A Full-time Employee who has successfully passed new hire probation.
  - (2) Rated "Satisfactory" or above on their annual evaluation.
- D. Courses Eligibility Requirements. To be eligible for higher education reimbursement the Department Head shall give advance approval for courses. Courses shall meet the following requirements:
- (1) Courses shall be related to the employee's job and current responsibilities or provide the employee with future growth opportunities with the City.
  - (2) Courses shall not be conducted during regular work schedule except as otherwise approved by the Department Head. The Department Head shall have the right to disapprove courses that will interfere with the employee's regular work schedule.
- E. Course Completion Eligibility Requirements. To be eligible for higher education reimbursement the employee shall provide one of the following as documentation of successful completion of the course:
- (1) A certificate indicating successful course completion, if applicable.
  - (2) A grade point average of 2.7 or higher on a 4.0 (A, B, C, D) scale.
  - (3) A grade of pass on a pass/fail grading system.
- F. Procedures for Reimbursement. Upon successful completion of the higher education course and the other requirements contained in this policy, employees shall be reimbursed for tuition fees, materials, and other necessary and approved expenses upon presentation of proper receipts up to a maximum of \$2,000 for a Full-time Employee per fiscal year. The HR/Payroll Clerk and City Manager shall be responsible for approving reimbursements with the confirmation of the following:
- (1) Proof of successful completion of the course.
  - (2) The employee has not exceeded the \$2,000 annual maximum reimbursement amount.

Upon confirmation the City Manager shall send the Request & Agreement for Tuition Reimbursement and other documentation to the Accounts Payable Clerk for reimbursement. The City shall retain copies of the reimbursement payment in the employee's personnel file.

- G. Higher Education Benefit. As part of an employee's compensation package and upon the City Council budgeting funds an employee may be granted a higher education benefit that supersedes the higher education reimbursement policy. Higher education courses shall be related to the employee's job and current responsibilities or provide the employee with future growth opportunities with the City. Such a benefit shall be the subject of an agreement signed by the Mayor and employee that defines the limits of the benefit and employee obligations associated with receiving the benefit. The term of the employee receiving the benefit shall not exceed beyond the duration of the fiscal year in which the City Council has appropriated funds for such a higher education benefit.