

**LEGISLATIVE**

**#120736B**



## Human Resources Policies

## Number B-1

## Tuition Reimbursement Program

It is the policy of the City to offer a tuition reimbursement program within the limits funded by the City Commission. Such a program provides an employee the opportunity for training and development that may prepare him/her for career advancement. This program is to assist employees with tuition costs from recognized and accredited institutions of higher learning by the Department of Education (DOE). An attempt will be made to distribute funds so they are available for each school term.

The use of these funds will be restricted to tuition and will be limited to 100% tuition reimbursement for no more than 18 credit hours (including lab fees) per employee each fiscal year, but not for supplies or other expenses in connection with the course(s) to be taken. Books will be limited to twenty-five dollars (\$25) per class, per employee. The amount of reimbursement will be equal to the actual cost, not to exceed the State of Florida university system credit-hour rate for undergraduate or graduate courses, as applicable, as determined by the Human Resources/Organizational Development Department (HR/OD). This rate will be adjusted and posted annually by HR/OD based on changes to the base state rate as of October 1<sup>st</sup> each year.

City employees appointed to regular full-time and regular part-time positions who have completed their initial probation period will be eligible to apply for and participate in this program provided they are in a paid status. Regular part-time employees will be eligible for a proportionate share of the tuition reimbursement based on the budgeted and authorized FTEs for their positions in relationship to a 40-hour workweek.

All classes will require the advance approval of the employee's Department Head and must ~~be relevant to the employee's current position or be related to a City job to which the employee can reasonably aspire.~~ meet one of the following:

- be required as part of a degree program;
- be relevant to the employee's current position; or
- be related to a City job.

This policy is exclusive of City in-house training classes.

Effective Date: 10/01/66

Date Issued: 10/01/66

Date Revised: 06/07/76

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Number B-1

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