



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~~fifty dollars (\$~~25~~50) 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 1st 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 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

Date Revised: 01/05/87

Date Revised: 07/28/97

Date Revised: 10/04/12

Date Revised: 02/07/13

Date Revised: 04/03/14



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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 fifty dollars (\$50) 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 1st each year.

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Human Resources Policies

Number E-7

Replaces Policy 17

Outside Employment or Business Activity

- I. Regular full-time employment with the City is primary employment of City employees. An employee shall not engage in any outside employment or business association without first obtaining written approval from his/her Department Head on the official "Outside Employment or Business Activity" form. Failure to comply with the policy may result in disciplinary action.
- II. Approval for outside employment will be limited by any of the following provisions:
 - A. Outside employment shall not interfere with or be in conflict with the proper performance of employee's duties with the City.
 - B. Association with any business considered as having a questionable reputation that would reflect unfavorably upon the employee or the City.
 - C. Association with any firm owned or operated by another City employee within the same division.
 - D. Employee shall not be a principle or in a position of influence in a firm doing business with the City.
 - E. Employee shall not have or hold any employment or contractual relationship with any business entity or agency which engages in business or contractual agreement with the City.
 - F. The number of hours worked per week in outside employment shall not normally exceed one-half ($\frac{1}{2}$) of the employee's regularly scheduled workweek with the City. However, management has the prerogative to approve additional or fewer hours in said outside employment dependent upon the work schedule (hours) of outside employment and the nature of the work involved when compared to the employee's job classification.
- III. Prior to receiving Department Head approval, the employee must agree to two additional provisions:
 - A. All injuries received while engaged in outside employment must be reported to the employee's Department Head prior to the employee's next scheduled working day, or sooner, if possible.

- B. Employee must not use accumulated sick leave or Personal Critical Leave Bank hours earned as an employee of the City for any injury sustained while engaged in outside employment and a Leave Bank may not be established.
- IV. Final approval is subject to the review and approval of the Charter Officer or authorized designee. It is further understood that approval may be cancelled at anytime by the Charter Officer or authorized designee upon ten (10) days written notice to the employee. The request for outside employment or business activity must be renewed by January 31st of each year.

Effective Date: 11/21/67
Date Issued: 11/29/67
Date Revised: 01/09/78
Date Revised: 11/24/09
Date Revised: 02/01/11
Date Revised: 04/03/14



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