

**CITY OF CORAL SPRINGS  
ADMINISTRATIVE POLICY MANUAL**

**CHAPTER: 06 HUMAN RESOURCES POLICIES**  
**SECTION: 04 BENEFITS**  
**SUBJECT: 09 Tuition Reimbursement Program**

**POLICY #: 06.04.09**

**OFFICE/DEPARTMENT: PERSONNEL**

**EFFECTIVE DATE: 10/1/06**

**CITY MANAGER: Mike Levinson**

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## **PURPOSE**

To encourage and assist employees to improve their educational qualifications in subjects and fields of endeavor which are directly related to the City's operations, activities, and objectives and which will place the employee in a position to improve his/her job performance and professional development.

## **ELIGIBILITY**

1. To be eligible employees must be full-time in a regular budgeted position for twelve (12) consecutive months. If the twelve month anniversary date falls within a term of coursework, the employee will be eligible to receive tuition reimbursement based on the approval of the Department Director and the concurrence of the Human Resources Department.
2. The course must be related to the needs of the City in that it has the potential to improve the performance level of the employee in the employee's present function or develops an employee's ability and knowledge to meet the needs of future assignments within the City.
3. The number of courses in which an employee may enroll for each term requires the Department Director's recommendation.
4. Tuition Reimbursement applications must be received in the Human Resources Department prior to the first day of class.

## **POLICY PROCEDURES**

### **A. Educational Planning**

1. Each department is responsible to project the number of employees participating in the Tuition Reimbursement Program in their department for each fiscal year. Such costs will be budgeted at the department level.

2. An employee should discuss the proposed course of study with the appropriate supervisor to determine the employee's eligibility and the funding availability.
3. The employee is required to submit to the appropriate supervisor a Tuition Reimbursement Form for each course semester. This form may be obtained from the respective departments or from the Human Resources Department.
4. The Human Resources Department shall review the request to determine the acceptability of the course and the institution and to determine funding availability.
5. The completed form will be returned to the employee's department for notification to the requesting employee.

**B. Provisions**

1. The costs of the course will be initially paid by the employee.
2. To receive reimbursement, the employee must, within sixty (60) calendar days after published course completion date, provide the Human Resources Department with itemized receipts of tuition, books and evidence of satisfactory completion of courses taken from the educational institution.
3. The educational institution must be accredited by an accreditation agency recognized by the United States Department of Education.
4. The Human Resources Department shall forward the documentation provided by the employee to the Director of Financial Services for payment.
5. Administrative operating procedures as determined by the Director of Human Resources for this policy shall be applicable. Procedures may be amended by the Director of Human Resources from time to time as appropriate.

**C. Limitations**

1. The City shall limit tuition reimbursement as follows:
  - a. Employees will be reimbursed 100% of tuition and books. Other required materials will be paid for by the employee.
  - b. Tuition reimbursement shall not exceed \$175\* per course credit for undergraduate courses and \$300\* per course credit for graduate courses. (\*Does not include cost of books.)
2. A passing grade of "C" or its equivalent is required for the employee to be reimbursed.

**Effective Date: October 1, 2006**

3. All tuition reimbursements will be **subject to taxation** per applicable Federal law.
4. Termination of employment, for any reason, prior to completion of course will make the employee ineligible for reimbursement.
5. Should an employee terminate from the City within one year after the most recent published course completion date, the City will deduct from the employee's final paycheck the full tuition reimbursement.

### **ADMINISTRATIVE REPEAL**

The provisions contained herein shall supersede and replace all prior Tuition Reimbursement Policies as Administrative Policy 06.04.09.

Approved: \_\_\_\_\_  
Michael L. Levinson, City Manager

Date: \_\_\_\_\_

**Effective Date: October 1, 2006**