

FINANCE DEPARTMENT TUITION AND EDUCATION COMMITTEE (TEC)

Tuition and Education Committee

The Finance Officer and Division Directors serve as the Finance Department Tuition and Education Committee (TEC).

Costs of this program will be funded from the training budget of the Finance Department.

Every permanent, non-probationary employee within the Finance Department is eligible for a maximum of \$2,500 per year for tuition reimbursement per calendar year for undergraduate courses and \$1,500 per year for graduate courses. The Committee has the discretion to determine reimbursement levels for courses, but no employee may receive more than \$2,500 per calendar year in TEC funds.

The Finance Officer has the authority to create and modify TEC program rules.

Qualifying Courses

Post-high school courses of accredited colleges and universities that either (i) directly related to an employee's current job duties, or (ii) help the employee qualify for a promotional job at the City, or (iii) are part of an employee's plan to seek a two or four year degree.

Directly related means that the course would improve a job skill that is a) mentioned in the employee's job description; or b) is not in the employee's job description, but has been included in a departmental training curriculum, or noted on the employee's performance evaluation as an area which needs improvement, and the employee's immediate supervisor agrees that improvement is needed.

Non-academic credit training reimbursement may be requested if the Division does not have funding available for its employees. Courses may include traditional classes, seminars and conferences not directly related to an employee's current position, but which help qualify the employee for a promotional job at the City.

Requirements for TEC Reimbursement

1. Permanent Finance Department employees who have completed probation are eligible to request reimbursement.
2. The employee must notify his/her supervisor in writing that he/she is enrolled in a qualifying course to apply for TEC funds upon completion of the course.
3. Employees may not take courses during work time unless the course is unavailable at any other time and the Division Director has approved the absence. Any work time missed must be covered by earned compensatory time, vacation, temporary alteration of work schedule, or leave without pay.
4. Reimbursement for academic courses will not be processed until both a grade report and a payment receipt have been submitted to the Committee. For graduate credits, a grade of A or B must be received. For undergraduate credits, a grade of A, B or C (or equivalent) must be received. A "pass" grade when the class was taken on a "pass/fail" basis shall be counted as a "B or better" grade for purposes of reimbursement.
5. No reimbursement will be given for technical training that is also available through City staff or City-sponsored programs.

6. Reimbursement is not available for transportation, activity, registration or late fees, or other incidental expenses.
7. The annual maximum for this program is \$2,500 per employee for undergraduate courses and \$1,500 for graduate courses.
8. City-wide or union professional development, training or career development policies shall supersede these policies and procedures in the event of inconsistency.

How to Apply for Reimbursement

Upon completion of the course and receipt of the grade report, the employee must send a memo requesting reimbursement along with the following items to Diana Saenger, 325M City Hall.

1. A copy of a memo from your supervisor approving the course.
2. A completed "Employee Reimbursement Form"
http://citytalk/forms/employee_reimbursement_form.doc
3. A copy of the registration or fee statement showing the course name(s) and charge(s)
4. A copy of the receipt for payments of required books.
5. A copy of the receipt for the payment of the course.
6. A copy of the grade report for academic classes and certificates.

Please call Cheryl Cline at 673-2079 if you have any questions about the program.