Revised January 1, 1997

TUITION REIMBURSEMENT POLICY

The purpose of the Tuition Reimbursement Policy is to assist employees in participating in training experiences that will improve their performance on their current job and to allow for career growth within the City Civil Service positions.

Eligibility: Any full-time classified or unclassified employee of the City of Saint Paul who works 32 hours or more a week for 26 pay periods per year and who has been regularly employed for six consecutive months or employed as an unclassified employee is eligible to apply for tuition reimbursement. Any part-time classified or unclassified employee who works 20 – 31 hours per week for 26 pay periods per year and who has been in City employment for 6 consecutive months is also eligible for reimbursement at a reduced rate. Determination of employment status is based on the employee's full or part-time status for a majority of the fiscal year. Excluded are provisional employee, temporary employees, and "Special Employment" employees. This will not exclude employees who have a permanent City title but who are serving in a provisional title.

Reimbursement Coverage: A refund for the cost of tuition, laboratory fees, and other obligatory course fees. Tuition reimbursement does not include the cost of books and course supplies. Tuition reimbursement shall be limited to $600.00 per calendar year for courses that are successfully completed for any one full-time employee. Reimbursement shall be limited to $300.00 per calendar year for courses successfully completed for any part-time employee. Reimbursement for participation in conferences, seminars, and workshops, any training that involves travel will not be allowed under the Tuition Reimbursement Policy after June 1, 1991, excepting continuing legal education classes for the appropriate division or department. If an employee receives a grant, scholarship, or any other reimbursement from any other public or private source for a course, the employee is only eligible for reimbursement from the City to the extent that the course costs exceed the reimbursement from other sources. All other requirements regarding City policy must be met for eligibility. The application may be rejected if similar courses are offered by the City. Reimbursement will not be allowed for courses equivalent to those presented in the City's computer training center. Courses for a GED will be funded under this program.

Limitations: Courses are limited to those that are required by a degree or certificate plan that is approved by the institution and that is on file in the Office of Human Resources. This plan must be related to a job title. Employees may take job-related courses. Courses that are taken not as part of a degree plan must be related to some active title in the City. The amount of tuition reimbursement money available for any given year is limited to the amount appropriated by the Council.

Departmental Responsibilities: Departments must develop budgets that will fund other training, including courses and training experiences that are required by the job. This includes courses that carry a CEU.

Approval: An employee of the City wishing to take advantage of this program must have the course work approved prior to enrollment by the department or office director and by the Director of Human Resources or designee. Applications will not be accepted more than 45 days prior to the start date of the training. Courses will be approved on a "first come first served" basis.

Payment: Payment is on a reimbursement basis only and only upon presenting proof of successful completion of the course of instruction and proof of payment. An exception occurs when an employee qualifies for and has been approved for Pre-Paid Tuition Assistance. The City may make other exceptions when it is in the interests of good management. In all cases successful completion of the course is a requirement for reimbursement.

Repayment: Repayment is only required if the applicant has received Pre-Paid Tuition Assistance and does not complete or fails the course.

Administration: Employees must comply with administrative procedures established by the Office of Human Resources regarding deadlines, forms, and approvals. Claims for tuition reimbursement must be filed with the Office of Human Resources within 90 days of completion of the course.

Policy as stated in the Salary Rates & Compensation; Section III, E.

Other resources: Tuition Reimbursement Procedures and Request for Tuition Reimbursement Form
Contact the coordinator, Norma Haddad, for information, 651-266-6535, or norma.haddad@ci.stpaul.mn.us.