

Revised October 22, 2014

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 (see following pages): Tuition Reimbursement Procedures and Request for Tuition Reimbursement Form. Contact Gracie Bernal (coordinator), for information, 651-266-6498, or gracie.bernal@ci.stpaul.mn.us.

Tuition Reimbursement Procedures

Submit Request for Tuition Reimbursement Form to: Gracie Bernal, Tuition Reimbursement Coordinator, gracie.bernal@ci.stpaul.mn.us, no earlier than 45 days before start date of class in order to qualify for:

\$600 a year for Full-Time employee working 32-40 hours week/64-80 hours per pay period or

\$300 a year for Part-Time employee working 20-31 hours week/40-63 hours per pay period

Exclusions: Temporary, Special Employment, Provisional (never certified) employees or employees not employed for six consecutive months by the start date of the class.

If approved, you will receive a confirmation email with instructions on how to receive reimbursement after course completion to include submission of proof of payment and proof of satisfactory completion of course (letter grade or competency). You may be asked to submit a degree plan.

If not eligible for reimbursement, you will receive an email from Tuition Reimbursement Coordinator.

The Tuition Reimbursement Policy states the following information:

- Money is allocated only if budget is available.
- Courses will be approved on a first come first served basis.
- Tuition Reimbursement Forms will not be accepted more than 45 days prior to the start date of course.
- Courses are limited to those that are required by a degree or certificate plan and must be related to a job title.
- Reimbursement for participation in conferences, seminars, workshops, and any training that involves travel will not be allowed.
- School must be accredited by a nationally recognized, reputable accreditation organization.
- Tuition reimbursement does not include the cost of books, class materials/supplies, parking, activity fees, or other non-obligatory course fees.
- Documentation of course completion and payment must be turned in no later than 90 days after the class ends to receive reimbursement.
- A Grade C or better or for which you received a Satisfactory is considered a passing grade.

Questions can be directed to Gracie Bernal at 266-6498 or email at gracie.bernal@ci.stpaul.mn.us.

REQUEST FOR TUITION REIMBURSEMENT

Purpose: 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.

To ensure eligibility, review [Tuition Reimbursement Policy](#).

For instructions on how to submit form, review [Tuition Reimbursement Procedures](#).

EMPLOYEE INFORMATION			
Employee ID:			
Employee Name:	(Last Name)	(First Name)	(Middle Initial)
WORK INFORMATION			
Job Title:			
Department:		Employment Start Date:	
Work Phone:		Email:	
Choose one of these options:			
<input type="checkbox"/>	FT: (64 – 80 hours worked per pay period) – \$600 per year		
<input type="checkbox"/>	PT: (40 – 63 hours worked per pay period) – \$300 per year		
<input type="checkbox"/>	PT: (1 – 39 hours worked per pay period) – NOT QUALIFIED		
(The amount of tuition reimbursement you receive will be based on the above information.)			
COURSE INFORMATION			
School Name:			
Course Title:	(One course per form)	Course Number:	
Course Start Date:		Course End Date:	
Degree Program:	(Name of degree seeking)	Degree Type: (select one)	<input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD
Tuition Cost:		(Books, parking, student fees are excluded).	
You will be reimbursed upon class completion when you submit proof of payment and a final grade and all policy and procedures have been met.			

By checking this box, I agree that all the information above is true and correct to the best of my knowledge and I will comply with the administrative procedures established by the Office of Human Resources regarding deadlines, forms, and approvals stated within the [Tuition Reimbursement Policy](#) and [Tuition Reimbursement Procedures](#).

DO NOT COMPLETE BELOW THIS LINE – HUMAN RESOURCES USE ONLY

HUMAN RESOURCES APPROVAL			
Tuition Reimbursement Amount Approved:	\$	By:	
Course Documentation Received on:			
HR Final Payment Approval Amount to be paid from 100 14 100 67520	\$		
Final HR Approver Signature authorizing payment:			