




Human Resources Policies and Procedures

Policy Title: Tuition Reimbursement	Policy Number: 4.12
Effective: March 10, 2014	
Supersedes: Tuition Reimbursement effective October 30, 2007, Tuition Reimbursement effective October 1, 2005; 1988 Personnel Rules and Regulations #39, p47	
Approval: 	Page 1 of 4

1.0 Scope

- | | |
|---|--|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Salaried |
| <input checked="" type="checkbox"/> Part-time | <input type="checkbox"/> Union |
| <input type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

The purpose of this policy is to establish the guidelines used in the City's Tuition Reimbursement program.

3.0 Policy

The City of Ann Arbor shall encourage and assist employees' self-development by providing tuition reimbursement to eligible employees to offset all or a portion of their expenses for successfully completing approved education courses on their own time. Tuition reimbursement will be provided within the parameters of available budgeting resources.

4.0 Responsibility

Human Resources Services shall monitor compliance with this policy within all Service Areas and locations. Each Service Area Administrator shall implement this policy within his or her own area, and shall manage resources in accordance with the relevant

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approved City-wide budget and staffing plan. It is the responsibility of each employee to follow this policy and abide by its intent.

5.0 Procedures

5.1 Eligibility

- A. The City, at its sole discretion, shall reimburse an employees with 12 (twelve) or more months of service for courses that directly relate to such employee's job duties or which will directly increase the employee's opportunities for advancement within the City. Only courses which begin after the completed 12 (twelve) months of service are eligible for reimbursement.
- B. The City shall reimburse 100% of tuition, books, and lab fees up to a maximum of \$2,500 for full-time employees in a fiscal year. The amount of tuition reimbursement shall be applied in the fiscal year in which the course is completed. Reimbursement requests must be submitted within 30 days of course completion to be eligible for reimbursement. Effective January 1, 2014, the amount for non-union full-time employees has been increased to \$5,000 per fiscal year.
- C. When applying for tuition reimbursement, any employee who is receiving assistance through either a grant or a scholarship or a combination of either, must advise Human Resources Services of the amount. If the difference between the cost of tuition and the amount of the grant or scholarship is less than the amount of eligible tuition reimbursement, the tuition reimbursement shall be reduced to cover only the difference. It is the responsibility of the employee to report such financial aid.
- D. Only courses for which credit is granted towards a diploma or a degree and which are offered at accredited institutions are eligible for tuition reimbursement.
- E. Workshops, seminars, refresher courses and continuing education classes are not eligible for reimbursement under the guidelines of this policy.
- F. An employee who resigns, retires or is terminated during a course(s) shall not receive tuition reimbursement for such course(s).

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- G. An employee who voluntarily resigns after receiving reimbursement shall pay back 50% of all reimbursement received during the twelve (12) months immediately preceding the resignation. Effective January 1, 2014, a non-union employee who voluntarily resigns after receiving reimbursement shall pay back 50% of all reimbursement received during the twenty-four (24) months immediately preceding the resignation. The exact amount of the payback shall be pro-rated based on the amount of time between the reimbursement and the resignation.

Months elapsed since reimbursement	0-6	6-12	12-18	18-24	24+
Pro-rated % of 50%	100%	75%	50%	25%	No payback required

5.2 Requests

A **Request for Tuition Reimbursement** form must be completed prior to the beginning of the course(s). An employee must obtain approval from his or her supervisor and the next higher management level prior to submitting the request to Human Resources Services, Benefits staff for processing.

5.3 Approvals

- A. The supervisor must review the request and, if approving the application, forward it to the next higher management level for signature of approval.
- B. The next management level must review and approve the application and forward it to Human Resources Services, Benefits staff before the course(s) begins. If not approved, the manager must provide documentation to Human Resources Services, Benefits staff stating the reason(s) for denial.
- C. The supervisor must inform the employee of the tuition assistance application's approval or denial.
- D. Human Resources Services shall acknowledge receipt of the tuition assistance application by signing and dating the application and

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returning the approval / denial to the supervisor, who will forward a copy to the employee.

5.4 Reimbursement

- A. Employees who request tuition reimbursement must submit a copy of the following:
1. proof of registration which indicates the amount of tuition, and lab fees paid;
 2. receipt for the cost of books;
 3. documentation of any financial aid applied; and
 4. the final course grade report as evidence of successful completion. Employees must complete the course with a transcript grade of "C" or better for undergraduate work, and a grade of "B" or better for graduate work, or a "Pass" designation where the grade scale is only Pass or Fail, to be eligible for tuition reimbursement.
- B. The supervisor shall acknowledge completion of the course(s), review all documentation and forward a copy to Human Resources Services, Benefits staff for final processing.
- C. Human Resources Services shall review documentation, approve if applicable, and forward approval with copies of documentation to the departmental payee of reimbursements, employee and supervisor.
- D. The departmental payee will notify Accounts Payable which shall prepare and forward the reimbursement check to the employee.
- E. Human Resources Services shall maintain tuition reimbursement records to ensure the applicant does not exceed individual maximums as outlined in this policy.

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