

SUBJECT		No. FA-811.00
		Effective Date DECEMBER 16, 1993
TUITION REIMBURSEMENT		Revision No:
Issue Date: 12-16-93	Revision Date:	

I. PURPOSE

1.1 To provide tuition reimbursement as a benefit to full-time employees.

II. SCOPE

2.1 This policy applies to all Department of Finance & Administration employees and supersedes all former Finance & Administration Department polices, procedures and directives.

III. POLICY

3.1 Post-secondary level courses which relate directly to training employees for current assignments, serving as a means for improving the effectiveness of work done in the Department of Finance & Administration may be considered for reimbursement. Tuition reimbursement is subject to available funds and may be subordinated to other department priorities.

3.2 Employee Eligibility: Employees must satisfy all of the following criteria to be eligible for tuition reimbursement benefits:

3.2.1 Employed full-time in non-disciplinary status for 12 months prior to beginning the course.

3.2.2 The employee must remain in a full-time, non-disciplinary status for the duration of the course.

3.2.3 The two most recent EPEs must be a rating of 3.3 at the Effective level or higher.

3.2.4 Course must be completed with a grade of at least a "C" or a "Pass," where the basis of a course evaluation is a "Pass/Fail" for undergraduate level courses.

3.2.5 Course must be completed with a grade of at least a "B" or its equivalent for a graduate level course.

Approved <i>Richard Russo</i>	Date Approved 12/16/93	Page 1 of 6
----------------------------------	---------------------------	----------------

SUBJECT		No. FA-811.00
TUITION REIMBURSEMENT		Effective Date DECEMBER 16, 1993
Issue Date: 12-16-93	Revision Date:	Revision No:

3.3 Course Eligibility: The course of study must satisfy the following criteria to be eligible for reimbursement.

3.3.1 The course must satisfy skills or credentials required for the employee's current job or be consistent with the promotional ladder for that employee's classification, as determined by the employee's supervisor/manager.

3.3.2 Attendance in the course must not interfere with the employee's job. Managers are to make reasonable accommodations to adjust employee's work hours.

3.3.3 The course must be a post-secondary level course offered at any four-year college or university or at any two-year junior or community college accredited by the Southern Association of Secondary Schools or comparable accrediting agencies.

3.4 Funding and Reimbursing Amount

3.4.1 The amount of tuition reimbursement per employee may not exceed \$500.00 per semester/quarter.

3.4.2 Tuition reimbursement will be limited to the amount of out of pocket expenses incurred by the employee.

3.4.3 Reimbursement will be provided for the course only; books, commuting, parking, and other miscellaneous expenses are not reimbursable.

IV. PROCEDURE FOR APPROVAL

4.1 To ensure that a course is eligible for reimbursement, an employee must obtain approval prior to the beginning of the course. The procedure for obtaining approval is as follows:

4.1.1 The employee must complete the Tuition Reimbursement Application (Attachment A)

Approved 	Date Approved 12-16-93	Page 2 of 6
---	---------------------------	----------------

FINANCE & ADMINISTRATION

SUBJECT <p style="text-align: center;"><u>TUITION REIMBURSEMENT</u></p>		No. FA-811.00 Effective Date <p style="text-align: center;">DECEMBER 16, 1993</p>
Issue Date: 12-16-93	Revision Date:	Revision No:
<p style="text-align: center;">available from the Business Office and submit it for approval to his/her Division Manager or Assistant Director prior to the beginning of the course.</p> <p>4.1.2 The Division Manager/Assistant Director and Deputy Director will review the application for approval with regard to the course and employee's eligibility.</p> <p>4.1.3 The Division Manager/Assistant Director will then submit the approved tuition reimbursement application. The Business Office will insure Department-wide consistency and availability of funds.</p> <p>4.1.4 Request to substitute courses after a course has been approved (drop and add) must be resubmitted to the Division Manager/Assistant Director for approval. The approved substitute must be filed with the Business Office.</p> <p>4.1.5 The Business Office must be notified, using the Tuition Reimbursement Application, when a course is dropped and funds will no longer be required.</p> <p>4.2 <u>REIMBURSEMENT PROCEDURE</u></p> <p>4.2.1 Within 30 days of completion of the course, the employee must submit the original copy of the course grade and tuition receipt to the Business Office.</p> <p>4.2.2 Tuition will be reimbursed if the employee satisfies grade requirement as specified in the employee eligibility section of these guidelines.</p>		
Approved 	Date Approved 12-16-93	Page 3 of 6

CITY OF HOUSTON
FINANCE & ADMINISTRATION DEPARTMENT
TUITION REIMBURSEMENT APPLICATION

INSTRUCTIONS:

PRIOR TO TAKING A COURSE complete this application form. Obtain the approval signature of your Division Manager/Assistant Director and Deputy Director and send signed application to the Business office.

IF YOU SHOULD DROP, FAIL, OR ADD A COURSE, your Division Manager/Assistant Director and the Business Office must be given immediate written notification.

UPON COMPLETION OF THE COURSE, forward the original copy of the grade(s) and the receipt to the Business office for payment.

Employee Name _____ SS No. _____

Job Title _____ Current Hire Date _____

Work Section _____ Phone Ext. _____

COURSE INFORMATION

Course Title _____ Course Number _____

Course Title _____ Course Number _____

COLLEGE/UNIVERSITY INFORMATION

Name of School _____

Address of School _____

School Year _____ Fall _____ Spring _____ Summer _____ Other _____

What anticipated benefits will your completion of this course have for you, the City of Houston, and the F & A Department?

I hereby certify that I am a full-time, non disciplinary employee of the City of Houston, Department of F&A and understand that I must remain so in order to receive tuition reimbursement. I understand that I must file for tuition reimbursement within 30 days of completion of a course by completing this document and attaching a copy of my grades. If for any reason I do not satisfactorily complete the course, I will return this document to the Business office via my Manager/Assistant Director in order to immediately release encumbered funds. I further authorize the City of Houston to verify any statements through the school and any other individuals who can testify or verify this information. I understand false statements on this form could result in disciplinary action.

Employee's Signature _____ Date _____

Div. Mgr./Asst. Dir. Signature _____ Date _____

Deputy Director Signature _____ Date _____

When returning this form, please indicate:

_____ I have satisfactorily completed the course.

_____ The grades are attached.

_____ Did not complete the course. Explain.

FOR USE BY THE BUSINESS OFFICE ONLY

Employee Name _____ **Employee No.** _____

Is employee eligible for tuition reimbursement? Yes No
Reason listed below. _____

Does the course(s) satisfy policy criteria? Yes No
Reason listed below. _____

FUNDING INFORMATION **Account #** _____ **Total Cost \$** _____

Amt. Encumb. \$ _____

Have funds been encumbered? Yes No

Authorized Signature (Business) _____ **Date** _____

Student reimbursed: _____
Date _____ **Check Number** _____