

## City of Waterville

### Tuition Reimbursement Policy – from 1998 Personnel Manual

#### 8.4 Employee-Initiated Training

Employees may elect courses or programs to further their education or professional development. Credit hour courses in a degree program will be considered Employee-Initiated and will be paid out of the Personnel training budget. The number of employees allowed to participate per semester will depend on the funds available.

Course/tuition reimbursement requires pre-approval with preference given to employees taking courses that relate directly to their current positions and remaining funds to employees taking courses to improve skills for career advancement purposes.

Employees will be reimbursed for pre-approved courses upon successful completion of the course(s) according to the following schedule:

- A - 100% of the tuition rate
- B - 75% of the tuition rate
- C - 50% of the tuition rate
- D, E, F, Incomplete - 0% of the tuition rate

Textbooks and all other expenses are the responsibility of the employee.

Employees receiving tuition/course reimbursement agree to reimburse the City for tuition costs if the employee does not remain in the employ of the City for a period of one year following the last completed course or block of training.

Requests for course/tuition reimbursement shall be submitted on the "Pre-Approved Tuition Request and Tuition Reimbursement Request" form prior to enrolling to ensure adequate funding is available. The form outlines the procedure for making requests and receiving reimbursement(s).

#### 8.5 Thomas College

Thomas College offers City employees a 25% discount on courses taken through the college's Continuing Education Department. This 25% discount does not apply to day courses or degrees. To receive the 25% discount, employees must bring a signed "Pre-Approved Tuition Reimbursement Request" form when registering to verify employment with the City.

Employees will be reimbursed according to the schedule as outlined in 8.4 based on actual fees paid.

1/23/09