

CITY OF ROCHELLE

CATEGORY: HUMAN RESOURCES

PAGE: 1 of 2

TITLE: TUITION REIMBURSEMENT

EFF. DATE: 9/2017 **REVISION DATE:** 9/2017

SUPERCEDES: 8/06

The City of Rochelle encourages its employees to improve and upgrade their skills and knowledge through participation in job related coursework at accredited colleges or universities.

The City's Tuition Reimbursement Policy will be as follows:

1. Tuition reimbursement is intended for courses offered by an accredited two (2) or four (4) year college or university which are directly related to an employee's current job duties or are a part of a degree program directly related to the employee's current job or another prospective City position.
2. Any full-time employee who has completed his/her probationary period may make an application for tuition reimbursement.
3. Applications will not be considered if the employee is eligible for or is receiving funds for the same course from any other source, such as scholarships and/or grants.
4. Applications are to be submitted for approval to the Department Head and City Manager prior by October 1st of any given year for budgetary purposes. Documents are then sent to Human Resources Coordinator for processing.
5. In any given semester, tuition reimbursement will be considered for two courses (3 credit hours per course) per semester unless approved by the City Manager.
6. Reimbursement for tuition and required lab fees shall be according to the following for undergraduate coursework:
 - 100% tuition reimbursement for each course each semester completed with a grade of "A"
 - 90% tuition reimbursement for each course each semester completed with a grade of "B"
 - 80% tuition reimbursement for each course each semester completed with a grade of "C"
 - In relationship to graduate level coursework, the employee would receive 100% tuition reimbursement for each course each semester completed with a grade of "B" or better.
7. Expenses such as textbooks, student fees, parking fees, mileage and meals are not eligible for reimbursement.
8. In order to receive tuition reimbursement, employee must submit the City's Tuition Reimbursement form, an official school transcript or an official grade showing the course, the grade and the tuition cost.

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- 9. The schedule of courses selected must not interfere with the employee’s normally assigned hours of work. Hours in classes attended after an employee’s normal work hours will not be counted as hours worked or credited toward compensatory time or leave.

- 10. If the employee leaves the City within two (2) years of completing courses for which the City has paid, the City’s share of the costs in the twenty-four (24) months preceding termination will be deducted from the final payment of salary, wages and accrued leave. If the amount of the final payment is not sufficient to cover costs, the individual will be required to reimburse the City for the amount due at the time of termination.

Approved:

City Manager

Date

ATTACHMENTS: Tuition Reimbursement forms (2)