

CITY OF SAMMAMISH PERSONNEL PROCEDURE

Subject: Tuition Reimbursement Program	Number: PRO-18
Group: Administration	Page: 1 of 3
Effective Date: 1/1/2008 Revised 12/4/2007	Approved: City Manager

1.0 PURPOSE:

To establish procedures for the implementation of the following:

1.1 The City seeks to provide educational opportunity and incentive to regular full-time employees who have successfully completed two years service with the City. The City recognizes that job related education and training benefits both the employee and the City and, therefore, provides educational assistance.

2.0 PROCEDURE:

2.1 Employees who intend to apply for tuition reimbursement must obtain approval from their department director and the Administrative Services Department prior to registering for the class(es). Employees who do not obtain approval prior to taking the class will not be eligible for reimbursement.

2.2 Applications must be submitted by November 1 for classes starting the following calendar year. Funding for this program will be managed by the Administrative Services Department and be limited to a total of six employees in 2007. Subject to City Council approval during the biennial budgeting process, funding for subsequent years will be limited to the University of Washington Seattle Campus "Quarterly Graduate Tuition Rates – Master of Public Administration Program" x 5% of the City's current number of FTE's.

2.3 Priority for funding will be given to those employees seeking an Associates Degree or a Bachelor's Degree.

2.4 Applicants must have completed 2 years of employment with the City to

be eligible for this program.

- 2.5 If an employee is accepted into the program and continues to make progress toward a degree, the City shall continue to budget funds for that employee in subsequent years, up to the established program budgetary limitations.
- 2.6 After completing their degree program, employees seeking a Masters Degree, PhD, or other advanced degree will be required to remain employees of the City for two years or they will be required to reimburse the City for the contribution made to their tuition on a pro-rata basis – i. e. 1 year 50%. This condition may be waived at the discretion of the City Manager.
- 2.7 The course must be directly related to the employee's current position, or to positions that are within a reasonable line of promotional progression for the employee with the City. Determination as to the courses relevancy and relatedness will be made solely by the Department Director and the Administrative Services Department.
- 2.8 Tuition reimbursement for an undergraduate class will be based upon tuition rates for the class or similar classes at the University of Washington Seattle Campus or the actual cost of the class, whichever is lower.
- 2.9 Tuition reimbursement for graduate level classes will be based upon tuition rates for the class or similar classes at the University of Washington Seattle Campus "Quarterly Graduate Tuition Rates – Master of Public Administration Program" or the actual cost of the class, whichever is lower.
- 2.10 Tuition will be reimbursed at the following rate: 80% for a "C", "B", "A", or a "Pass" if the class is offered only on a "Pass/Fail" basis.
- 2.11 Tuition reimbursement is for the course only. No reimbursement will be allowed for books, lab fees, travel expenses, or material costs.
- 2.12 On completion of the course, the employee whose request has been approved must submit (a) a receipt for tuition, and (b) a copy of the grade report.
- 2.13 The Administrative Services Department submits the tuition receipt, grade report, and approved Tuition Reimbursement Request Form to the Finance Department for processing.
- 2.14 If an employee enrolls in an accelerated 12-18 month graduate program,

(e.g. the University of Washington's Executive MPA program) and program funds are available, they may be reimbursed for up to 80% of total cost of the non-accelerated program at the tuition rate referenced in Section 2.9.

- 2.15 Employees enrolled in the program prior to January 1, 2008 will not be required to remain employees of the City for two years after completing their degree. They will however be reimbursed for tuition in a manner consistent with this policy.

3.0 APPROVAL AUTHORITY:

- 3.1 Department Director and Administrative Services Director.