

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-15-08 LGL 2005-0019
TITLE: TUITION REIMBURSEMENT EFFECTIVE DATE: OCTOBER 1, 1988 REVISION EFFECTIVE DATE: July 3, 2015	

1.0 GENERAL

- 1.1 This policy outlines the policy and procedures for administering the tuition reimbursement program for courses or classes taken at an accredited college or university.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

- 2.1 This policy shall apply to all City departments and divisions.
- 2.2 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

3.0 REFERENCES

Not Applicable

4.0 DEFINITIONS

- 4.1 "Directly related" shall mean a course which will provide a benefit to the employee and the City in the performance of his/her present duties or for additional education or skills required for promotional purposes within the employee's present department or career field.

5.0 POLICY

- 5.1 It is the policy of the City to encourage employees to continue their education to improve their ability to perform the duties and responsibilities of their present position and for the next higher position(s) in their line of progression. Since well-trained employees are an asset to the City, it is in the City's best interest to provide employees with the opportunity to continue their professional education.
- 5.2 Department heads shall be responsible for budgeting sufficient funds, if possible, each year to ensure that employees in their department have equal opportunity to obtain additional professional education and training through tuition reimbursement.
- 5.3 Courses Covered By Tuition Reimbursement
 - 5.3.1 Courses at an accredited college or university for uniformed personnel will be considered for tuition reimbursement if they are directly related to law enforcement or fire service as established by the Chief of the department.
 - 5.3.2 Courses at an accredited college or university for non-uniformed employees will be considered for tuition reimbursement if the course is directly related to the career field in which the employee is presently performing or for the next higher promotional position.
- 5.4. Courses Not Covered By Tuition Reimbursement
 - 5.4.1 Courses taken by employees solely to qualify for a college degree or an advanced degree not otherwise required for the position the employee is presently holding or for the next higher promotional position.
 - 5.4.2 Courses taken by an employee to qualify for a promotion in another field of study.
 - 5.4.3 Courses not approved by the department head and the Human Resources Department prior to the start of that course.
 - 5.4.4 Courses that offer a pass/fail grade only or which offer the student a certificate of completion.

- 5.5 In order to qualify for tuition reimbursement, the employee must satisfactorily complete the course within the specified time for that course and receive a grade of "C" or better.
- 5.6 The reimbursement amount will be no more than the comparable tuition level established at Washington State University for the same or similar courses.
- 5.7 If a question arises over an interpretation of the policy, or a question of whether a course shall or shall not be approved, the final decision shall be made by the Human Resources Director

6.0 PROCEDURE

6.1 Obtaining Advanced Approval

- 6.1.1 The employee shall submit a completed Advanced Approval Request Form to the department head for consideration. The form must be submitted thirty (30) days in advance of the course.
- 6.1.2 The department head shall review the request, recommend either approval or disapproval within five (5) working days and submit to the Human Resources Director.
- 6.1.3 The Human Resources Director shall review the request and the recommendation and make a decision as to approval or disapproval, advising the department head of the decision. The decision of the Human Resources Director is final. All levels of approval shall be completed prior to the start of the course(s).

6.2 Obtaining Reimbursement

- 6.2.1 The following documents are required for reimbursement and must be submitted to the Human Resources Department within thirty (30) days after the course is completed satisfactorily.
 - 6.2.1.1 Proof from the school or college that the course was satisfactorily completed.
 - 6.2.1.2 Proof that the fees for the course were paid by the employee through a receipt or canceled check.

6.2.1.3 A completed Tuition Reimbursement Request Form signed by the department head.

6.2.2 The above three documents must be submitted within thirty (30) days after the course is completed satisfactorily.

6.2.3 Uniformed employees may be reimbursed through group verification of completion of the course as submitted from the school or college by the Chief of the department.

7.0 RESPONSIBILITIES

7.1 The Human Resources Department shall be responsible for administering this policy.

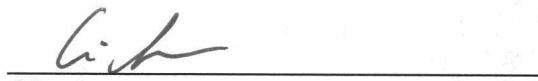
8.0 APPENDICES

None

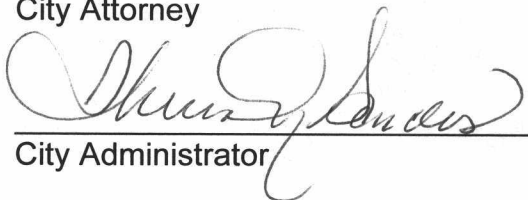
APPROVED BY:


HR Director

6.10.15
Date


City Attorney

6/10/15
Date


City Administrator

6/18/15
Date