City of Centennial

CITY OF CENTENNIAL, COLORADO
13133 East Arapahoe Road, Centennial, Colorado 80112

ADMINISTRATIVE DIRECTIVE
No. 2015-HR-AD-01

TUITION REIMBURSEMENT DIRECTIVE
(AMENDMENT TO ADMINISTRATIVE DIRECTIVE NO. 2013-HR-AD-01)

I. AUTHORITY:

Article 2 of Chapter 2 of the City's Municipal Code provides the City Manager with the authority to carry out the administrative affairs of the City, including promulgating administrative policies consistent with federal, state and local laws.

II. PURPOSE OF DIRECTIVE:

The purpose of this Directive is to amend and restate Administrative Directive No. 2013-HR-AD-01, a Directive defining the requirements of and procedures for the City's Tuition Reimbursement Program. The amended Directive increases the maximum annual tuition reimbursement based on years of service.

III. SCOPE:

This Directive applies to all employees of the City of Centennial. Employees hired by City Council are excluded from this Directive, unless otherwise provided by contract. City Council is excluded from this Directive, unless otherwise provided by City Council Policy.

IV. DIRECTIVE:

A. Eligibility

Regular Full-Time and Regular Part-Time Employees are eligible to request tuition reimbursement. Interns and Temporary/Seasonal Employees are not eligible for tuition reimbursement.

B. Qualifications

1. Employees must have worked for the City for 6 months or longer prior to the start of a course to request tuition reimbursement for that course.

2. Employees must meet performance expectations in their current position.

3. Courses must be necessary for the completion of a Bachelor's Degree, Advanced Degree, or Professional Certificate.

4. The employee's degree or certificate program must relevant to the employee's current job or to a job to which he or she could realistically move within the City in the future.

5. The college or university must be accredited by a regional or national institutional accrediting agency recognized by the U.S. Department of Education.

6. Reimbursement for Certification courses is dependent upon the type of Certificate. Managers and the Human Resources Division will approve Certification courses on a case by case basis based upon the following criteria:

Certification is necessary to be successful in the job or is valuable to the City.	Training	100% - Training Budget
Certification enhances an employee's capabilities in the job, but is not necessary to be successful.	Education	Tuition Reimbursement
Certification is not linked to the employee's job or the business needs of the City.	Personal	No Reimbursement

7. Employees on leave of absence are not eligible for tuition reimbursement.

C. Provisions

1. The City reimburses annually the actual expenses incurred directly by the employee and exclusive of other funding sources up to the following maximum limits per employee:

Hire Year – 3	$2,000
4 – 6	$3,000
7 +	$4,000

2. Reimbursable expenses include tuition, fees, lab fees, and books. Supplies, equipment, and other expenses are not reimbursable.

3. Courses or other education involving sports, games, or hobbies may not be reimbursed, unless it has a reasonable relationship to City business or is required as part of a degree program.

4. Successful completion of a course with a grade of C or higher in undergraduate courses or B or higher in advanced degree courses is required. For pass/fail courses, a pass is required. Courses in which a grade is not given may be exempted from the grade provision.

5. Employees must submit their final grade and tuition bill (or similar proof of course completion and cost/payment).

6. In no case is the approval of a course, degree program, or reimbursement to be construed as an actual or implicit guarantee to the employee of a promotion and/or transfer to a position specifically using such training.

D. Procedures

1. During the annual departmental budget creation process, employees should submit a Tuition Reimbursement Request Form to their manager for desired tuition reimbursement for the following year. Employees are responsible for providing the appropriate paperwork at the appropriate time.

2. Managers will review and approve or deny tuition reimbursement requests. Requests may be denied based upon budget constraints.

3. Approved tuition reimbursement proposals will be included in the following year's budget.

4. The Finance Department may reserve additional funds in the budget for eligible new hires or unbudgeted requests.

   a. Reserve funds will be available on a first-come, first-served basis.

   b. To request to use reserve funds, employees must submit a Tuition Reimbursement Request Form to their manager prior to the start of their course.

   c. The manager and Finance Department must approve the request.

5. Upon completion of an approved course, employees must submit to the Finance Department:

   d. Their completed and approved Tuition Reimbursement Request Form;

   e. A copy of their final grade for the course; and

   f. A copy of their tuition bill (or similar proof of cost/payment).

6. The Tuition Reimbursement Request Form and necessary documentation must be submitted to the Finance Department no later than six (6) weeks after the completion of the course.

E. Termination of Employment

Employees who terminate employment, voluntarily or involuntarily, within twelve (12) months of the completion of a course for which the City paid a tuition reimbursement shall repay the City the amount of the tuition reimbursement.

F. Time Off for Course Attendance and Assignments

Employees are expected to meet all course requirements outside of scheduled work hours. Changes to scheduled work hours may be approved by an employee's manager prior to the start of a course.

G. Tax Implications

At the effective date of this Directive, IRS regulations exclude tuition reimbursements that meet the criteria above from employees' reported wages. The reimbursement is not taxable. The City will make a reasonable effort to comply with changes to regulations.

Employees are responsible for filing their taxes appropriately and reporting tuition reimbursements, if necessary.

V. EFFECTIVE DATE:

This directive shall be effective upon signature.

VI, APPROVAL:

John Danielson, City Manager

4/23/15
Date