

City Manager's Office
Administrative Order No: 56
Issued: 07/2013
Revised: 03/2019; 9/2021



Approved by Garrett Evans
City Manager

Subject: Education Reimbursement

- 1. Purpose:** The City's Education Reimbursement Program is intended to encourage and support educational programs which provide employees the opportunity for personal career development which directly benefits the City by increasing the technical and managerial competency of its staff. As a result, the City will offer a reimbursement annually towards these educational programs for all regular part-time and full-time employees.
- 2. Policy:** The City of Pittsburg Education Reimbursement Program reimburses the tuition and textbook expenses for approved courses that the City deems to be related to the employee's current position or another City position to which the employee may reasonably expect to be promoted to in the future. This policy is applicable to all regular part-time and full-time employees of the City of Pittsburg. The City's Human Resources Department shall oversee the education reimbursement program.

Tuition Reimbursement:

- City of Pittsburg pays up to \$2,700 per calendar year as follows:
- 100% of tuition, fees, textbooks & supplies up to \$2,400
- 50% of tuition, books & supplies between \$2,401- \$3,000 or \$300, whichever is lower.
- The Human Resources Department shall provide up to a sixty (60) day grace period to accept education reimbursement requests for costs incurred in the previous calendar year. Reimbursement requests submitted after the sixty (60) day calendar year grace period will not be accepted or processed for payment.

A regular part-time employee shall be eligible for a pro-rated amount of tuition reimbursement.

Education Reimbursement

When, in the opinion of the City Manager, a training course to be taken by an employee will be of benefit to the City, the City Manager may authorize payment by the City of one hundred percent (100%) of tuition charges, fees, the cost of textbooks and supplies or two thousand four hundred dollars (\$2,400), whichever is lower, each calendar year the employee is enrolled in approved training.

City Manager's Office
Administrative Order No: 56
Issued: 07/2013
Revised: 03/2019; 9/2021

Additionally, the City will reimburse fifty percent (50%) of the direct cost of tuition, books, and supplies, or three hundred dollars (\$300), whichever is lower, annually for approved direct costs between two thousand four hundred dollars (\$2,400) and three thousand dollars (\$3,000).

Reimbursement of costs associated with training/education will only be made if the employee receives a letter grade of "C" or better or in cases of courses offered as pass/fail, a grade of pass.

Costs for education reimbursement come from each individual department budget.

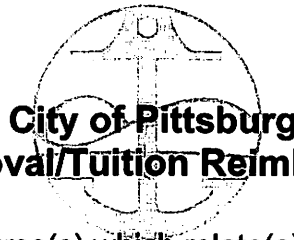
All reimbursement requests must be accompanied with appropriate receipts.

Although education assistance provided to employees pursuant to this policy is expected to enhance employee performance and professional abilities, the City does not guarantee that completion of the courses, seminar or programs will lead to promotion, a different job assignment, pay increase, or other employment-related benefit.

- 3. Procedure:** Prior to enrollment, an employee shall submit an "Education Reimbursement Request" (Appendix A) application outlining the course or program and costs, and shall obtain his or her Department Director's, Human Resources, and City Manager's approval.
 - A.** The Department Director or designee determines whether the course is job-related or related to another position to which the employee may reasonably expect to apply for in the future. Courses taken to satisfy a degree requirement may be approved, provided that the degree goal is in a field of interest to the City. If the degree being pursued is a Master's Degree, the Department Director will need to determine whether it is needed to maintain or improve skills in the employee's current position or promotion to another position.
 - B.** The Department Director will give notice to the employee of his or her decision by an approval signature or a notation of disapproval on the Education Reimbursement Request. In either case, the Education Reimbursement Request will be returned to the employee.
 - a.** Employees may appeal the Department Director's disapproval of the Education Reimbursement Request to the City Manager. The City Manager's decision on the employee's appeal will be final.

City Manager's Office
Administrative Order No: 56
Issued: 07/2013
Revised: 03/2019; 9/2021

- C. An employee shall complete a college or university or other approved training course(s) with a letter grade of "C" or higher or a grade of "pass" to be eligible for reimbursement. Upon completion, the employee attaches his or her grade report, receipts for tuition, textbooks, materials, and fees, to the approved application and presents it to the Human Resources Department.
- D. Human Resources will review and verify the courses completed and the grades attained. Accounts Payable will then receive the Education Reimbursement Request form and reimburse employee.
- E. Employees wishing to be reimbursed for education expenses shall have up to sixty (60) days after completion of the course or the calendar year in which the course was taken to submit their request for reimbursement for courses.



City of Pittsburgh Education Course Approval/Tuition Reimbursement Request Form

I am enrolling in the following course(s) which relate(s) to my present position, a higher position within the City, or will count toward my degree in _____
 The course(s) will benefit me and the City because: _____

If the employee's participation in the course(s) is dependent upon receiving reimbursement, this form must be submitted to the Department Director for approval prior to enrollment.

Employee Name:	Classification:	Department:
----------------	-----------------	-------------

REQUEST FOR COURSE APPROVAL

School:	Dates of Course(s):
Course(s):	Units:

Approximate Costs:
 \$ _____ Tuition \$ _____ Books & Supplies \$ _____ Parking
 \$ _____ Other Fees \$ _____ **Total**

Will any tuition, books, supplies or other fees be paid for with other governmental benefits, such as a GI Bill? Yes No If yes, please specify: _____

Employee Signature	Date
<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Denial	Approval of Human Resources
Department Director Signature	Approval of City Manager

Upon satisfactory completion of the above course(s), complete the section below, attach documentation of satisfactory completion and all receipts. Re-submit this form to Human Resources for review and processing.

REQUEST FOR TUITION REIMBURSEMENT

Actual Costs:	\$ _____ Tuition	\$ _____ Books & Supplies	\$ _____ Parking
	\$ _____ Other Fees	\$ _____ Total	Current Fiscal Year Reimbursements: \$ _____

Approval of Director of Human Resources:	Date:
--	-------

For Finance Use: Reimbursement Amount \$ _____ Account No. _____

Check No. _____ Date _____