

CITY OF HALLANDALE BEACH, FLORIDA  
MEMORANDUM  
JF10-046

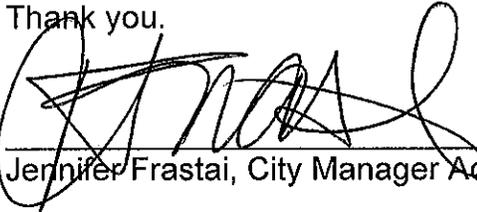
**DATE:** June 7, 2010  
**TO:** Department Directors  
**FROM:** Jennifer Frastai, City Manager Administrator  
**SUBJECT:** Administrative Policy 1004.006/R07 Tuition reimbursement

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Attached, please find Administrative Policy 1004.006/R07 – "Tuition Reimbursement."

Please review the policy with your staff and update your manuals accordingly.

Thank you.



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Jennifer Frastai, City Manager Administrator

Attachment



1. Degree must be directly related to the employee's position and/or higher position in that employee's area of expertise and their current department/division; **OR**
2. Courses at accredited technical or trade schools leading to certification or licensure in a field recognized in the pay plan for the City and directly related to the employee's position and/or higher position in that employee's area of expertise and their current department/division.

### **III. POLICY/PROCEDURES**

#### 1. Union Employees

- (A) Must abide by article(s) in their union contract pertaining to tuition reimbursement;
- (B) Where a union contract does not address tuition reimbursement or any procedure of the tuition reimbursement program, this policy will be referred to for clarification.

#### 2. Not-Represented Employees

- (A) Employees not covered under union contracts will follow this policy.

#### 3. Application Packets and Information

- (A) Applications for Tuition Reimbursement (hereinafter "Tuition Application"), and information can be found in each department and the Personnel Department.

#### 4. Reimbursement Guidelines

- (A) Employees will only be reimbursed for courses as defined in this policy.
- (B) Employees will be reimbursed for courses completed in connection with an eligible degree program.
- (C) Employees will not be reimbursed for classes taken at the Doctorate Degree level.
- (D) Employees will only be reimbursed for a maximum of nine (9) credit hours per fiscal year.
- (E) Challenge exams for certification will be allowed provided that credits will be applied toward an eligible degree program.

(F) Approved course grades will be reimbursed according to the following schedule:

**A = 100%; B = 100%; C = 75%; D = 0%; F = 0%**

(G) A grade of P in a "Pass-Fail" course will be eligible for 75% reimbursement.

(H) In order to be reimbursed, employees must show proof of satisfactory completion at the end of the course.

(I) Employees will be reimbursed for courses taken at private Universities at a credit hourly cost calculated by average per credit cost at the local state schools directly related to their respective school they are attending (University or Community College).

(J) Non-Reimbursable Costs

- i. Textbooks
- ii. Course audits
- iii. Correspondence Courses
- iv. Seminars
- v. Tools
- vi. Parking Fees
- vii. Student/Activity Fees
- viii. Other fees, including but not limited to, Orientation Fees, Transportation Fees and Reading Material Fees

(K) Should an employee seek reimbursement for additional costs associated with an approved course, (i.e.: registration/administration fees, etc.), the following documentation must be submitted with employee's Tuition Application:

- i. Documented proof that additional costs are required and associated with related course;
- ii. An itemized receipt of payment for additional costs.

(L) Should an employee seek reimbursement for pre-requisite courses, employee must attach to their Tuition Application documented proof that each course is a necessary precursor to curriculum in connection with a degree program as outlined above.

(M) Should an employee seek reimbursement for internet courses, employee must submit documented proof that the course curriculum is at an accredited institution in connection with a degree program as outlined above.

- (N) Employees who receive reimbursement or subsistence for courses from an outside source such as a grant or student aid/assistance are eligible for tuition reimbursement only for the amount not covered by the outside source.

#### 5. Employees Responsibilities

- (A) Employee must notify their Director, through the appropriate chain of command, in writing of their intention to participate in the City of Hallandale Beach Tuition Reimbursement Program no later than mid-January for the upcoming fiscal year.
- (B) In written notification, employee must state the following:
  - i. Community College, College, University or Vocational School planning to attend;
  - ii. Course of study;
  - iii. Degree or license being pursued;
  - iv. Number of Courses; and
  - v. Total cost of planned courses.
- (C) Applications must be received by the Personnel Department no later than two weeks after the start of the class or classes for which reimbursement is requested or reimbursement will be denied. The following items must be included to be a complete Tuition Reimbursement Application Packet, all incomplete packets or forms will not be processed and will be returned to the employee;
  - i. Application for Tuition Reimbursement;
  - ii. Course Description;
  - iii. Proof of payment of said course; and
  - iv. Degree outline with course or courses to be taken.
- (D) Upon completion of approved classes, employees must submit grades to their department director for reimbursement through the appropriate chain of command.
- (E) Employees must report withdrawal from any classes to their department director immediately through the appropriate chain of command.

#### 6. Department Director's Responsibilities

- (A) Notify employees within a reasonable time limit when to submit budget requests of tuition reimbursement for the upcoming fiscal year.

- (B) Complete budget requests for tuition reimbursement by deadline indicated by Finance Department.
- (C) Review tuition application packet for sufficiency prior to forwarding to Personnel for approval.

7. Personnel Department Responsibility

- (A) Notify departments at beginning of each calendar year, the per credit price of reimbursement to be used for courses at all eligible levels.
- (B) Review all tuition reimbursement applications for completion and compliance with this policy.
- (C) Review completed course submission and approval of payment.

8. Termination of Employment

- (A) If an employee voluntarily terminates employment with the City within two years following the completion of any educational course for which such employee has received a refund, then the amount of tuition refund paid by the City shall be repaid by such employee to the City immediately.
- (B) Should such employee fail to immediately reimburse the City for the amount of such refund, the City may deduct the amount of any such refund from any salary or wages due to the employee from the City.

9. Class Schedule

- (A) Classes are to be scheduled outside of working hours unless the employee's Director approves the use of accumulated leave or holiday time.

10. Usage of Budgeted Funds

- (A) If the course is not budgeted, the course will not be paid for unless prior approval is obtained by both the Personnel Director and City Manager.
- (B) Should an employee forfeit their budgeted tuition reimbursement funds, those funds may be used for other employees' tuition reimbursement at the Department Director and Personnel Directors recommendation and must be approved by the City Manager.

#### **IV. ADDITIONAL INFORMATION, REQUIREMENTS & ESPONSIBILITIES**

- (A) Anything in this policy is subject to change at the discretion of the Personnel Director and City Manager.
- (B) This policy will be updated by the Personnel Department.