

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	REV.	EFFECTIVE DATE	SUPERSEDES	PAGE
Tuition Assistance Program	C-15	1	June 1, 2007		1 of 2

Prepared By: Policy Review Committee

Approved By: Grant Goings
City Manager

1.0 Purpose

The City of Wilson shall provide employees with opportunities to develop new and improved skills and to pursue educational goals that will increase productivity and prepare them for job-related advancement.

2.0 Policy

Full-time employees who have successfully completed their initial probationary period and are not receiving educational financial assistance from another government source are eligible to apply for financial assistance. The employee who is receiving funds from another governmental source which do not cover eligible expenses may also apply for financial assistance to help defray costs not covered by other source.

3.0 Scope

Full time employees are covered by this policy.

4.0 Definitions

- 4.1 Approved Course: Course that will either improve the employee's ability to perform his/her present job or prepare the employee for another City position.
- 4.2 Approved Institution: Any college, university, correspondence school or other institution approved by the City.
- 4.3 Eligible Expenses: Tuition, registration fees, books, laboratory fees and student fees associated with an approved Institution.
- 4.4 Successful Course Completion: Successful course completion will normally be construed to be a grade "C" or better where grade letters are given. In the case of Pass/Fail courses or courses where no grade is given, a written statement from the instructor or a certificate will be accepted to document successful completion of a course.

5.0 Rules/Procedures

- 5.1 Interested employees must complete a Tuition Assistance Program Application.
- 5.2 All copies of the completed application must be submitted to the department head or designee for approval.
- 5.3 If the department head or designee fails to approve the application, the reasons for disapproval will be discussed with the employee.
- 5.4 When the course and institution are approved, all copies of the application should be submitted to the Personnel Director or designee for approval.
- 5.5 Following approval by the Personnel Department, the application will be processed and the employee will receive notification.

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- 5.6 If an employee fails to complete a course or receives less than a grade "C", the full amount of educational assistance received for that course must be repaid to the City.
- 5.7 A complete refund certificate shall be forwarded to the Personnel Department within 30 days after completion of the course. For payment to be considered in the same fiscal year, the Refund Certificate must be received in the Personnel Department five days prior to the end of the fiscal year.
- 5.8 Upon verification of receipts submitted, the Refund Certificate will be processed and the employee will be reimbursed soon thereafter.
- 5.9 The amount of tuition assistance shall not exceed \$1,400 per employee in any fiscal year. Effective July 1, 2007 the amount shall increase to \$1,500 per fiscal year; and effective July 1, 2008 the amount shall increase to \$1,600 per employee per fiscal year.