

CITY OF RAMSEY

EDUCATION/TUITION REIMBURSEMENT POLICY

It is the intent of the City of Ramsey to provide the citizens of Ramsey with a well-qualified and trained staff. Annually the City Council shall provide in each department budget funding for training and continuing education assistance. It is the primary objective of the training program that training dollars are spent on learning which addresses organizational goals and follows a progression of skill development.

All regular City employees are eligible to participate, however it is the expectation of the City of Ramsey that new hires come to the City fully qualified for their position. Therefore, training beyond incidental levels shall not be provided during an employee's first year of service.

Completion of additional training or education is not a basis for requesting a salary increase. Courses should be taken outside of work hours; however, when unavoidable courses may be taken during the work day with prior approval from the department head

Training

- The City will pay for job-related, position specific training approved by the Department Head and City Administrator and deemed necessary to effectively complete the requirements of the position, provided there is adequate funding in the budget appropriation for training.
- The City will pay for, or reimburse employees for, any and all training required by the City to attain or maintain job-related certification.
- Conference and seminar training shall provide for meals and lodging, if necessary, for in-state and out-of-state training. Travel expenses for in-state training shall be provided through the budget process. Travel expenses shall be provided for out-of-state training with prior approval of the Department Head and City Administrator.
- The Human Resources Manager will maintain records on all employee training done at City expense and report annually on the training received and funds expended.

Education

- Employees participating in a job-related Bachelor's Degree program at an accredited college or university or post-secondary classes at accredited colleges, universities, and vocational/technical institutes can apply for City reimbursement for 50% of the cost of tuition, books and laboratory fees. Any other fees, including fees for supplies, transportation, student activity fees, late registration fees, school entrance fees, and graduation fees are not eligible for reimbursement.
- In order to be eligible for reimbursement, the degree program or classes must be deemed by the Department Head, City Administrator, and Human Resources Manager to be job-related and a benefit to the employer before the employee registers for the class.
- Reimbursement will only be made upon receipt of a "C" or better or for a "passing grade" for the course. Employees seeking reimbursement must present a paid fee statement and grade transcript in order to receive reimbursement.
- Reimbursement for classes taken at private institutions shall not exceed the tuition charged by the Minnesota State University system.
- Reimbursements are on a first come, first served basis and shall not exceed the department budget.

- In the event a department receives reimbursement requests that exceed its budget allocation for education reimbursement, the Department Head and City Administrator shall determine how to apportion the available funds.
- The Human Resources Manager will develop and maintain forms for requesting approval of class eligibility prior to registration and forms requesting reimbursement after successful completion of classes.
- In the event an employee leaves the City, any reimbursement for education received during the 12 months prior to leaving must be returned to the City.

Adopted May 13, 1997; revised Sept 7, 2004; Revised March 6, 2006, Revised January 2014

Pre-Approval for Tuition Reimbursement

To be eligible for reimbursement of 50% of tuition, books and lab fees, employees must complete and submit this form for approval of the Department Head, Human Resources Manager and City Administrator before registering for a Bachelor’s degree or a class.

Eligible classes must be job-related and a benefit to the City or they must be part of a degree program which has been approved by the City Administrator. Satisfactory completion (receipt of C or better or a passing grade) of the course is required for reimbursement. When a “Request for Expense Reimbursement” form is submitted, a receipt for payment of tuition and lab fees, grade transcript, and copy of the completed pre-approval form must be attached.

Reimbursements are on a first come, first served basis and shall not exceed the department budget.

Please complete this form and give it to your department head who will forward it to the other reviewers. The original will be placed in your personnel file and a copy will be returned to you.

Employee name:	Department:
Employee number:	Position:
Class name:	Number of credit hours:
Cost of Tuition <u>per Credit (minus all fees):</u>	Estimated Cost of Books:
School name:	School address (1):
Course dates: _____ to _____	School address (2):
To be completed by the HR Manager: This employee has been approved by the City Administrator for enrollment in a job-related Bachelor’s degree program. ___ Yes, approval date _____ ___ No	

How is this class related to your job? _____

How will your taking this class benefit the City? _____

My signature below indicates that I understand the terms of the Tuition Reimbursement Policy, including the following provision: In the event an employee leaves the City, any reimbursement for education received during the 12 months prior to leaving must be returned to the City by the employee.

_____	_____	_____
Employee Signature	Date	

Request has been:	Approved	Denied
_____	_____	_____
Department Head’s Signature	Date	Date
_____	_____	_____
Human Resources Manager’s Signature	Date	Date
_____	_____	_____
City Administrator’s Signature	Date	Date