

**CITY OF MIAMI BEACH PROCEDURE# 6.30.00
TUITION ASSISTANCE POLICY**

OBJECTIVE

The objective of this policy is to encourage employees to continue their education as part of the City's efforts.

PURPOSE

To define procedures for the form, approval, and disbursement of funds for Tuition Assistance in order to encourage qualified employees to pursue formal education that will improve their skills and abilities for the position which the employee was hired to perform or to qualify him/her for career advancement within the City's service.

EMPLOYEE ELIGIBILITY

Tuition Assistance is available only to:

1. Full time City of Miami Beach employees who have completed their probationary periods, or for unclassified employees who have a minimum of six (6) month's of continuous service. (Time served in a Provisional/Temporary status is excluded.)

PROCEDURE

1. Requests for Tuition Assistance are made through the Tuition Assistance Request Form. The employee initiates the request by completing and signing the Tuition Assistance Request Form and by submitting it to the Human Resources Department with the student's Declared Major and Core Curriculum from the Academic Advisor for the required courses for that major. The Tuition Assistance Request Forms are available at the Human Resources Department and through the City's Intranet by clicking on the following options: HR/Labor button, Forms Central, Tuition Reimbursement Form. In the case of non-degree seeking (certificate, technical, trade or adult education) courses where no Core Curriculum is provided the employee must submit the requirements for certification.
2. The form is submitted to the applicant's immediate supervisor for approval by the Supervisor, and the Department Director.

Only courses specified in the Core Curriculum for the Declared Major or Certificate Program will be approved. In order for a course to be approved, it must meet the following criteria:

1. Provide training which will improve the services which the employee was hired to perform or would be relevant for the employee's career development or advancement within the City.
2. The course must not be available through the regular City of Miami Beach Training Program.
3. The course must not be by correspondence, and it must not be a seminar.

The City Reserves the right to review all Tuition Assistance requests to ensure the request meets the City needs.

3. The form is then submitted to Human Resources for approval. Once approval (or disapproval) is indicated by Human Resources, one copy of the form will be returned to the employee.

THE SIGNED TUITION ASSISTANCE REQUEST FORM AND CORE CURRICULUM OF THE DECLARED MAJOR OR CERTIFICATE PROGRAM MUST BE APPROVED BY THE HUMAN RESOURCES DEPARTMENT PRIOR TO THE FIRST DAY OF CLASS.

NOTE: IF AN EMPLOYEE CHANGES HIS/HER DECLARED MAJOR AFTER APPROVAL OF THE TUITION ASSISTANCE REQUEST FORM, THE EMPLOYEE NEEDS TO SUBMIT A NEW TUITION ASSISTANCE REQUEST FORM FOR EACH NEW MAJOR BEFORE SUBMITTING GRADES FOR REIMBURSEMENT.

4. Upon obtaining necessary approvals, the employee agrees to stay in the employ of the City for a period of one year after the completion of the course that had been funded through tuition assistance, or repay the Tuition Assistance received during this period. The Employee may repay the City directly or agree that the City may debit their last paycheck or leave settlement.

If the employee resigns or is terminated for any reason, prior to receiving reimbursement for a completed course (s), there shall be no obligation on the part of the City to reimburse any part of the tuition.

REIMBURSEMENT

The City will reimburse only one (1) course per semester/trimester/quarter equivalent to three (3) Credits for a total of twelve (12) Credits per calendar year for degree/non-degree seeking students. Reimbursement is for tuition only. No Tuition Assistance is paid for the cost of books, labs, special and/or additional fees, supplies, transportation, or other expenses. No Tuition Assistance will be paid prior to the successful completion of an approved specific course.

The City reserves the right to determine and amend the number of courses, the number of credit hours, and the amount of reimbursement for each school semester.

The reimbursement rates are as follows:

- Approved Undergraduate Community College courses and Non-Credit/Certificate courses will be reimbursed at an amount not exceeding \$158.25.
- Approved Undergraduate University courses will be reimbursed at an amount not exceeding \$251.16.
- Approved graduate courses will be reimbursed at an amount not exceeding \$531.15.

In order to receive reimbursement for a course, the applicant must meet the following criteria:

1. Applicants must successfully complete their course. Successful completion of a course will mean a grade of "C" or better; or "Pass" if pass/fail course.
2. If, in the case of certificate, technical, or adult education courses where no grade is given will mean, then the employee must submit documentation of successful completion of the course (e.g., a "Certificate of Completion" including number of hours attended.) for pre-approved courses.
3. Upon completion of the courses the final official grade along with the Paid Receipt (on official institution stationery) should be submitted to the Human Resources Department prior to 30 days after course completion. If the employee fails to provide the City with this information, no reimbursement will be issued. After the 30 days expire there shall be no obligation on the part of the City to reimburse any part of the tuition.
4. If an employee changes his/her declared major after approval of the Tuition Assistance Request Form and does not submit a new form before submitting grades for reimbursement there shall be no obligation on the part of the City to reimburse any part of the tuition.

