

City of Erlanger Tuition Reimbursement Overview

Any full-time, regular employee may request permission to take courses that will enhance their current job position with the City of Erlanger. This refers to any training, which will enable the employee to improve performance, prepare for possible promotions and improve public service.

Conditions Related to Reimbursement:

The employee must officially request permission to attend a specific, dated course that is sponsored by an accredited College, University, Vocational School, business or secretarial school, to take a certified business related training seminar, course or program.

The request for tuition reimbursement must be made to employee's Department Head in sufficient time to that the potential cost of reimbursement can be placed in that Department's budget and be in the approved City Budget for the fiscal year in which the training is to be taken and reimbursed. The request should be made in time to accommodate the Department Heads normal budget preparation period of January – February.

The employee will provide the Department Head with the full particulars concerning the proposed training including costs, content, schedule and duration of course, and provider of training service. This request is submitted in writing to the Department Head using the City of Erlanger Tuition Reimbursement form. The Department Head will provide the employee with written permission to attend or not attend the desired program or course subject to budget approval.

Unless the employee is requested to take such training, the actual participation must be on the employee's own time.

To be reimbursed, the employee must submit a copy of the approved tuition reimbursement form, documentation of having passed the course with at least a "C", and copy of the paid invoice for determining actual cost.

The maximum annual tuition reimbursement shall be \$1,600.00 per budget / fiscal year. Additional costs such as fees, books, travel, etc. shall be borne by the employee.

An employee, who has received approval for training reimbursement and then is separated from employment with the City, for any reason, before the completion of the program, shall forfeit all reimbursement rights.

TUITION REIMBURSEMENT REQUEST FORM

City of Erlanger

Employee Name _____ Request Date _____

Department _____

Title _____

Supervisor _____

Course Title _____

School/University/Institution _____

Course Format (check only one) Traditional(on-site class) Online/Internet

Course Start Date _____ Course End Date _____

Cost: \$ _____

Does this course apply to the pursuit of a degree? Yes No

Bachelor's Master's Doctorate Other _____

Estimated Graduation Date _____

What specific knowledge or skill will you learn?

How will the acquired knowledge or skill help improve your performance and/or prepare you for more advanced responsibilities?

Employee Signature _____

Section II: Approvals

Supervisor/Manager Approval:

Department Head _____ Date _____

City Administrator _____ Date _____

Human Resources Approval:

Human Resources _____ Date _____

Attach to this form a copy of final grades and proof of payment in full.