



**CITY OF MANITOWOC**  
**TRAINING, MEMBERSHIP, &**  
**TUITION REIMBURSEMENT POLICY**

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<b>Effective Date:</b>	January 2016
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<b>Subject:</b>	Tuition Reimbursement
<b>Distribution:</b>	All Employees
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**I. PURPOSE**

The City provides training and educational assistance to employees in order to improve the quality of City services, to assist employees in the performance of their jobs, and to prepare employees for promotional opportunities.

**II. CITY-SPONSORED TRAINING PROGRAMS**

A. The Human Resources Department will administer in-house training programs on a variety of topics for employees. In addition, the department will ~~provide assistance to assist~~ other City departments that wish to conduct their own training or wish to customize training for department needs by:

- Analyzing and determining training needs
- Determining training objectives
- Exploring available options for enhanced employee performance

B. Training programs are designed and offered to employees at all levels within the City. The training may be provided by City staff or by outside consultants.

**III. PRIOR APPROVAL**

Employees must obtain prior approval from their supervisor to attend any training if it occurs during the regularly scheduled workday. Staffing levels and department workload should be considered when authorizing employee participation. Department budgets may also allocate dollars for training expenses for their staff.

**IV. EMPLOYEE DEVELOPMENT RECORDS**

The Human Resources Department will maintain a database on employee participation in training sessions which can be used as a guide for employee development and to assist with performance review or promotional evaluation. Departments may request reports to monitor the training sessions and program attendance by employees. Employees are encouraged to notify the Human Resources Department of their completion of outside training so it can be included in the employee development records.

**V. TUITION REIMBURSEMENT PROGRAM**

- A. The City of Manitowoc Tuition Reimbursement Program is designed to provide financial assistance to employees who voluntarily attend job-related, educational courses that are of benefit to the City as the employer.
  
  - B. Actively employed, regular full-time and regular part-time employees in good standing, and who have completed ~~twelve months~~90 days of employment with the City are eligible for tuition reimbursement.
  
  - C. Tuition reimbursement benefits are available for:
    - 1. Courses which are directly related to the employee's current job or would improve their skills on the job.
  
    - 2. Courses within relevant Associate's Degree, Bachelor's Degree, or Master's Degree programs. Acceptable degree programs are those that relate to City functions or services.
      - a) Certification Programs: A course which is part of a certification program directly related to an employee's job responsibility. In order to be eligible under this program, the school or course must be accredited.
  
  - D. Expenses which may be reimbursed under this program include tuition, books, materials, and lab fees. The City will reimburse up to \$2,000; up to the budgeted yearly amount based on City need/benefit and Personnel Committee approval.
    - 1. Matrix scoring will be applied to all applicants on a yearly basis. The scoring model will include the following criteria.
      - a. Benefit to the City
      - b. City Succession Planning needs
      - c. Individual career path and goals
      - d. Individual performance history
  
    - 2. Reimbursement will be made to the employee or the school (if deferred payments are accepted) only after satisfactory completion of the course(s) and is based on grade received via official transcript.  
  
Grade A= 100% reimbursement up to maximum allowed  
Grade B= 80% reimbursement up to maximum allowed  
Grade C= 50% reimbursement up to maximum allowed  
Grade <C= 0% reimbursement  
\*For instances where there is a pass/fail instead of a grade, passing is paid at 100%
- NOTE: If the school is paid directly and an employee receives a grade lower than an "A," the employee will be responsible for the remaining percentage of the tuition payment.

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E. Employees are required to maintain regular full-time or regular part-time employment with the City after course completion. If an employee does not remain employed with the City after the reimbursement, they will be required to repay as follows:

- <1 year after reimbursement = 100%
- 1-2 years after reimbursement = 75%
- 2-3 years after reimbursement = 50%
- 3-4+ years after reimbursement = 25%
- 5+ years after reimbursement = 0%

\*Employees whose position is economically discontinued do not have to repay the City.

F. To the greatest extent possible, all regular employees who meet the Tuition Reimbursement program qualifications will be afforded access to the program.

However, participation in the Tuition Reimbursement Program is not an employee right. An employee's participation in the program may be curtailed or discontinued at any time as a result of budgetary limitations, an employee's work record at the time of enrollment, or other related factors. Curtailment of the program will not affect payment for a course that has been previously approved.

G. Program Limitations:

1. All courses must be taken outside an employee's regular work hours. Vacation, compensatory time, or an adjusted work schedule may be used if department head approval has been given. Adjusted work schedules may be authorized only when they are not in violation of any Federal or State overtime laws or other statutes and regulations.
2. Reimbursement of educational expenses will not be made to an employee who terminates employment with the City before completion of the course(s).
3. Reimbursement will not be made to an employee who withdraws from the course(s) due to personal reasons.
4. Workshops and conferences are not part of the Tuition Reimbursement Program.

H. Procedure to Receive Reimbursement

1. Employees should obtain Tuition Reimbursement Program application materials from the Human Resources Department or the Intranet.
2. Employees should discuss with their immediate supervisor any class they wish to take and the reasons for taking it. They should then submit the application form to their supervisor for a recommendation to approve or deny. THE APPLICATION FORM SHOULD BE RECEIVED IN HUMAN RESOURCES THIRTY (30) DAYS PRIOR TO THE START OF THE CLASS.

3. Human Resources will make the final determination on all requests, and will notify the supervisor and employee of the final decision via email.
4. Once the approved class has been completed, the employee should complete and sign the Tuition Reimbursement Program Payment Authorization Form. They must submit the form to the Human Resources Department along with a copy of their official transcript and original paid receipts for tuition, books, materials, and lab fees. These materials must be submitted no later than thirty (30) days after class completion.
5. Employees or the school will be reimbursed up to the maximum allowed under the program per year.
6. The Human Resources Department will keep a record of all disbursements and classes taken by employees.

## VI. PROFESSIONAL CERTIFICATIONS AND LICENSES

A. Employees are personally responsible for obtaining and maintaining professional certifications or licenses which are required as minimum qualifications for the position which the employee holds. However, the City may provide certain training to employees, which may incidentally result in a certification or license, if the training is beneficial for City purposes or improves an employee's performance in their job.

B. Professional certifications and licenses that are required as minimum qualifications of a job are stated in the training and experience requirements of the job description. Employees in these classifications, or employees who wish to transfer or be promoted into these classifications, are personally responsible for obtaining and maintaining such certifications and licenses. However, if funds are available in the Tuition Program, exceptions may be made.

C. Professional certifications and licenses that are directly related to an employee's current or future position may be considered eligible for reimbursement from the Tuition Program funds. Employees expressing interest in specific career paths or succession plans may be eligible for reimbursement from the Tuition Program funds for relevant certifications or licenses. These requests are subject to availability of funds.

C.D. If a change to require a certification or license is due to a change in Federal or State rules or regulations, the employee is responsible for obtaining and maintaining the newly required certification or license, but has the option of applying for tuition reimbursement. The HR Department will determine qualification status based on the request and the funds available.

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## VII. PROFESSIONAL MEMBERSHIPS

Employees who belong to professional organizations are personally responsible for paying the membership dues of that organization. However, if the departmental budgets permits, the City may pay professional membership dues.

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