



PURPOSE AND SCOPE

Pursuant to the Mayor and Board of Commissioners' Resolution passed on October 19, 1965, City of Memphis Government established a Tuition Reimbursement Program to assist City employees with the cost of college tuition. This policy is applicable to any regular, full-time City of Memphis employee who has completed his/her required initial probationary period.

POLICY

The City of Memphis will consider applications for assistance with tuition expenses according to the following criteria:

- A. Before beginning a course of study, an employee must complete an Educational Goals and Objectives Form and submit copies to his/her Director and the Division of Human Resources for review and approval. If an employee wishes to change his/her course of study at any time, a new Educational Goals and Objectives Form must be submitted to the Division Director and the Division of Human Resources for review and approval.
- B. An employee may be reimbursed only for courses of study which the City of Memphis determines are directly related to the employee's present job or which will enhance the employee's potential for advancement to other jobs within the City.
- C. An employee who was enrolled in the Tuition Reimbursement Program before July 1, 2006, will be eligible to receive up to \$7,000 for tuition and books per City of Memphis fiscal year until June 30, 2009. If coursework is not completed by June 30, 2009, the employee will then be eligible to receive expenses for tuition and books up to \$5,000 per City of Memphis fiscal year beginning July 1, 2009.
- D. An employee who begins a course of study on or after July 1, 2006 will be eligible to receive expenses for tuition and books up to \$5,000 per City of Memphis fiscal year (July 1 – June 30).
- E. Eligible schools must have a physical presence in Shelby County, must be accredited by one of the six regional accrediting organizations recognized by the U.S. Department of Education, and must hold classes at facilities within Shelby County.
- F. On-line courses are permitted if offered through an eligible school and reviewed and approved through the regular tuition reimbursement application process.

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- G. Tuition reimbursement applications for each term must be approved by the employee's Division Director and by Employee Special Services, Division of Human Resources at least five (5) business days prior to the first day of class.
- H. All documentation regarding tuition reimbursement must be submitted for reimbursement within thirty (30) calendar days of the completion of the final class.
- I. Reimbursement will only be considered for courses that are successfully completed with a grade of "C" or better for undergraduate courses or with a grade of "B" or better for graduate-level courses. If an incomplete grade ("I") is received at the end of the term, the class must be successfully completed and documentation submitted for reimbursement within thirty (30) calendar days of the final class. The date that the incomplete grade is officially replaced with another grade is the date that will govern with respect to tuition repayment in the event of separation from City employment.
- J. Some courses, programs, fees, materials and expenses are ineligible for tuition reimbursement. These include, but are not limited to:
- ◆ Computers, calculators, supplies or special equipment
 - ◆ Class changes that have not had prior approval from the Division Director and the Human Resources Tuition Reimbursement Coordinator.
 - ◆ Fees for late registration, course changes, class withdrawal, or incomplete grades
 - ◆ Financing and installment service charges
 - ◆ Seminars, conferences, workshops, lectures, forums
 - ◆ Exam fees and review courses (e.g., CPA, CPM, LAW)
 - (Exam fees for college credit will be eligible for reimbursement if approved by the employee's Division Director and the Director of Human Resources)
 - ◆ Private pilot instruction or certification
 - ◆ Technical or Professional certification courses or exams
 - ◆ Continuing Education classes
 - ◆ Mandatory employee training
 - ◆ Food, travel, and parking expenses

- K. The Tuition Reimbursement Policy will not duplicate other financial aid programs such as Pell grants, Veteran's Benefits, etc. It is the employee's responsibility to obtain necessary documentation from the school regarding VA benefits, grants, loans, etc. and submit such documentation to the Division of Human Resources at the beginning of each term.

TIME OFF FOR CLASS ATTENDANCE AND STUDY ASSIGNMENTS

Employees are expected to schedule class attendance and the completion of study assignments outside of their regular working hours. Employees will not be given paid time off, other than vacation or bonus days, to attend educational classes or to complete study assignments. In cases where productivity and proper supervision of employees are not adversely affected, management may approve changes in the work schedule to accommodate the pursuit of educational opportunities, however it is expected that educational activities will not interfere with employees' work. Any unsatisfactory job performance during class enrollment may result in forfeiture of educational assistance and/or disciplinary action up to and including termination of employment.

TERMINATION OF CITY EMPLOYMENT

An employee who receives reimbursement under the provisions of the Tuition Reimbursement Policy is expected to remain in regular, full-time employment with the City of Memphis Government for a minimum of two (2) years following course or degree completion. If an employee voluntarily terminates employment, is separated, is not reappointed or if employment is terminated for cause, the employee must reimburse the City for all funds expended according to the following schedule.

Employee remains employed less than 12 months after course / degree completion =
100% repayment of all tuition and book fees received while in the program

Employee remains employed only 12 - 24 months after course / degree completion =
50% repayment of all tuition and book fees received while in the program

Arrangements for repayment must be made with the Human Resources Director or Designee. Any balance owed the City must be paid within one (1) year of termination of employment unless an alternative arrangement is approved by the Human Resources Director, the Finance Director and the City Attorney.