



**Policy Purpose**

To reimburse employees who complete degrees, courses, or certifications from eligible accredited institutions or trade schools that further their professional development at Salt Lake City Corporation.

**I. General**

The human resources department will administer the program subject to available funding. To be eligible for tuition reimbursement, an employee must:

- a. Be a full-time employee and have completed their probationary period (if applicable).
- b. Be enrolled in an educational institution accredited by one of the national or regional accreditation councils recognized by [U.S. Department of Education - http://ope.ed.gov/accreditation/Search.aspx](http://ope.ed.gov/accreditation/Search.aspx)
- c. Pursue a degree, course or certification in a field relevant to a position the city recruits for.
- d. Submit the [course approval form](#) to the human resources department no sooner than 60 calendar days before beginning the course or no later than 60 calendar days after course completion.
- e. Funds for this program are for tuition expenses actually incurred by the employee. Any financial assistance (monies received through grants or scholarships) should be deducted from the employee's tuition reimbursement amount.
- f. Courses should be taken outside of work hours. However, upon supervisor approval, employees may be granted the ability to use no more than two hours of work time each work week to attend courses in-person that are scheduled during work hours.
- g. Any requests for flexible work schedules must also be approved by supervisors.
- h. Homework is not allowed to be done during work time.
- i. Classes must be completed. Audits, incompletes, and withdrawals are not eligible for reimbursement. Any grade of "C-" or below, including fail, is not eligible for reimbursement.

**II. Acceptance or Denial**

- a. Supervisors must review and approve requests for tuition reimbursement. Approval is contingent upon satisfactory job performance and availability of city funds.
- b. The human resources department will notify the applicant of approval or denial within three weeks of receiving the Course Approval Form.

**III. Reimbursement Guidelines**

- a. Subject to department approval and availability of funds, an employee will receive 100% reimbursement up to \$4,000 for tuition, fees (excluding late fees) for approved coursework and books per calendar year.
- b. An employee must submit a report of grades indicating a "C" or higher for each course, or other evidence of satisfactory completion.
- c. An employee must submit a receipt showing proof of payment.
- d. College Level Examination Program (CLEP) will be treated the same as tuition.
- e. Employees approved for tuition reimbursement will be required to sign an agreement that will include repayment terms and conditions.
- f. If an employee receives an overpayment for their tuition, they will be required to reimburse the city.
- g. Any claim in error can be collected by the city.
- h. An intentional failure to abide by these rules will be reported to the fraud, waste and abuse committee.
- i. Employees who leave city employment for any reason except layoff within 1 year of receiving tuition reimbursement are required to repay the total amount of tuition reimbursement received in the last 12 months of employment. Such repayment amounts due may be deducted from the employee's paycheck



or employee may pay the city within 30 days from last day of employment. If not paid within 30 days, the employee will be sent to collection.

IV. Exclusions

- a. Employees are not eligible for tuition reimbursement while on leave-without-pay status.
- b. Training or courses required and paid for by the city are not covered under this program.
- c. Other educational costs, including tests, transportation and room and board are the responsibility of the employee.
- d. Employees may not be reimbursed for tuition paid by another financial grant or scholarship.

Current References:

[Course Approval Form](#)

[U.S. Department of Education - http://ope.ed.gov/accreditation/Search.aspx](http://ope.ed.gov/accreditation/Search.aspx)