

RESOLUTION NO. 885

A RESOLUTION adopting a tuition reimbursement program.

WHEREAS, from time to time City employees enroll in educational courses and training classes that enhance the employees' ability to perform his or her job functions with the City, and

WHEREAS, the council desires to adopt a policy to establish regulations and procedures relating to reimbursement of employees for expenditures incurred in connection with such educational courses and training classes,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

Section I

There is hereby adopted as a program establishing regulations and procedures relating to reimbursement of employees' expenditures incurred in connection with employees' attendance at educational courses and training classes a document entitled Tuition Reimbursement Program, October, 1999, in the form attached hereto as Exhibit "A" and by this reference incorporated herein.

Section II

The Tuition Reimbursement Program shall govern reimbursement of City employees for expenses incurred in attending educational courses and training classes.

ADOPTED by the Council at a regular meeting this 8th day of November, 1999.

SIGNED: [Signature]  
Mayor Pro-Tem

ATTEST: [Signature]  
Clerk

APPROVED as to form:

[Signature]  
City Attorney

**City of Camas**  
**Tuition Reimbursement Program**  
**October 1999**

**1. TUITION REIMBURSEMENT PROGRAM:**

- A. It is the policy of the City of Camas to promote the professional and technical growth of its employees. The city supports enrollment of regular full-time employees in educational courses and training classes which enhance an employee's knowledge and skills related to the performance of their duties with the city.
- B. Tuition reimbursement is intended to provide financial assistance to employees who take courses which directly relate to their current position or department function and which lead to a degree, registration or certification.

**2. ELIGIBLE COURSES:**

- A. Tuition reimbursement applies to employees enrolled in graded, credit courses, sponsored by an accredited educational institution (universities, community colleges, technical colleges).
- B. Courses which are audited and not taken for credit or graded incomplete are not eligible for reimbursement

**3. EMPLOYEE ELIGIBILITY:**

- A. Tuition reimbursement is available to regular, full-time city employees.
- B. An employee must have completed probationary employment and must remain in an active pay status during the entire course and at the time reimbursement is requested.
- C. An employee taking a leave of absence, in excess of four weeks, for any purpose during a course is not eligible for tuition reimbursement.

**4. APPROVAL PROCEDURE:**

- A. Employees may request to attend educational classes subject to pre-approval by the Department Head, and with the concurrence of the City Administrator. All requests must be in writing and identify the nature of courses being requested, location, duration, work schedule impacts, and fees.
- B. In evaluating a request, the city will consider the nature and duration of training requested, location, budgetary considerations, relationship to employee's assignment, effect on work environment and organizational needs.
- C. Generally, travel outside of the Portland-Vancouver metropolitan area is discouraged when courses are available locally.
- D. When tuition is paid by the city, an employment agreement may be required specifying employment duration with the city and conditions of repayment in the event of separation by the employee.

EXHIBIT     A      
PAGE     1     OF     2

5. REIMBURSEMENT:

- A. Financial assistance for tuition will normally be on a reimbursement basis.
- B. Reimbursement is subject to successful completion of the course which is defined as a grade of "C" or better on individual courses; a grade of passing on a pass/fail format; and an overall grade point average of 2.5 on a 4.0 scale for undergraduate, and 3.0 on a 4.0 scale for graduate level courses.
- C. Within sixty days of completing a class or term, the employee must submit a copy of the final grade report to their supervisor, along with a city "Claim for Expenses". Receipts must be presented with the "Claim for Expenses".
- D. Reimbursement for tuition will be limited to "resident" costs in the event an employee enrolls out of state. Employees receiving grants from other agencies or sources (eg. veteran's aid, scholarships, fellowships, etc.), are eligible for reimbursement of tuition less outside funding amounts.
- E. The time spent in attendance of a course of study is voluntary and considered the employee's personal time and not time worked. Time off during normal work hours to attend classes is subject to prior approval by the supervisor and is only allowed under the following conditions:
  - 1) The employee's absence will not interrupt the normal flow of work, put an additional load on other employees, or result in the accrual of overtime by other employees.
  - 2) Comparable course must not be available outside of normal working hours.
  - 3) The employee will either make up time missed, have hours changed through flexible scheduling, request leave without pay, or record time as vacation or compensatory time off.
- F. Request for reimbursement may include books and materials when the items are placed in the department's professional library. The cost of workbooks, supplies, travel, parking and other related expenses are the responsibility of the employee.
- G. Tuition reimbursement may be considered additional compensation by the Internal Revenue Service and subject to taxation.

**CITY OF CAMAS  
TUITION REIMBURSEMENT REQUEST**

**Employee Information:**

Name \_\_\_\_\_

Department \_\_\_\_\_

Position \_\_\_\_\_

**School/College Information: (accredited educational institutions only – universities, community colleges, technical colleges)**

School/College Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

**Educational Course/Training Information:**

Course Name/Description \_\_\_\_\_

Credit Hours \_\_\_\_\_ Course Fees \_\_\_\_\_

**\*\* Please attach a copy of tuition fee schedule provided by school or college. \*\***

Duration of Course:

\_\_\_\_\_ through \_\_\_\_\_  
Beginning Date Ending Date Hours am/pm

If eligible, will you be using or receiving grants from other agencies or sources? (i.e. – veterans tuition exemption or aid, scholarships, fellowships, etc.)

\_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, please describe: \_\_\_\_\_

**Terms and Agreements for Tuition Reimbursement:**

1. Financial Assistance for tuition will normally be on a reimbursement basis.
2. Reimbursement is subject to successful completion of the course which is defined as a grade of "C" or better on individual courses; a grade of passing on a pass/fail format; and an overall grade point average of 2.5 on a 4.0 scale for undergraduate, and 3.0 on a 4.0 scale for graduate level courses.
3. Within sixty days of completing a class or term, the employee must submit a copy of the final grade report to their supervisor, along with a city "Claim for Expenses" form. Receipts must be presented with the "Claim for Expenses".
4. Reimbursement for tuition will be limited to "resident" costs in the event an employee enrolls out of state. Employees receiving grants from other agencies or sources (i.e. – veteran's aid, scholarships, fellowships, etc.), are eligible for reimbursement of tuition less outside funding amounts.
5. The time spent in attendance of a course of study is voluntary and considered the employee's personal time and not time worked. Time off during normal work hours to attend classes is subject to prior approval by the supervisor and is only allowed under the following conditions:
  - A) The employee's absence will not interrupt the normal flow of work, put an additional load on other employees, or result in the accrual of overtime by other employees.
  - B) Comparable course must not be available outside of normal working hours.
  - C) The employee will either make up time missed, have hours changed through flexible scheduling, request leave without pay, or record time as vacation or compensatory time off.
6. Request for reimbursement may include books and materials when the items are placed in the department's professional library. The cost of workbooks, supplies, travel, parking and other related expenses are the responsibility of the employee.
7. Tuition reimbursement may be considered additional compensation by the Internal Revenue Service and subject to taxation.

I \_\_\_\_\_, have read and agree to the foregoing terms of tuition reimbursement. I understand that courses that are audited and not taken for credit or graded incomplete are not eligible for reimbursement, and shall be my responsibility for payment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dept Head Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator Approval

\_\_\_\_\_  
Date