



Policy: **Tuition Reimbursement**
Adopted: M2007-0143
Effective: 10/1/2007
Revised: 11/18/14; 1/5/16; 6/16/2020; 7/13/2021

Purpose To afford employees the ability to acquire an education which allows them a mastery of a major field of study, but also the ability to think critically, solve problems, and communicate effectively. Education stresses disciplines in writing, speaking, critical thinking, and quantitative reasoning benefiting employees and the employer.

The City of Northfield encourages employees to continue to improve their skills and knowledge as an investment in quality performance for mutual benefit of employees and the City.

Policy The City of Northfield may reimburse regular full-time and part-time employees a portion of the cost of tuition for job-related courses under the Tuition Reimbursement Policy, subject to compliance with this policy, City Administrator approval, and available funding.

Requirements Eligibility requirements are as follows:

- Employees must be employed by the City of Northfield in a regular position.
- Employees must have successfully completed their initial 12-month probationary period at the time of the request.
- Employees recently promoted or transferred within the City are considered eligible for tuition reimbursement
- Tuition reimbursement must be requested before the proposed budget is prepared for the calendar year in which the reimbursement is requested.
- The amount requested must not exceed either the higher of the applicable I.R.S. maximum employer-provided educational assistance amount or \$5,250 in a calendar year. Employees must complete and receive a grade of "C" or better or other agreeable measurement if grades are not used in the applicable course(s).
- All reimbursement is subject to compliance with this policy, appropriate approval, and available funding

To receive approval for tuition reimbursement, the following conditions must be met:

- An accredited community college, college, or university must be selected.
- Employees may be reimbursed for job-related courses or courses required for a job-related degree program only. Job-related are courses or programs that maintain or improve skills needed in an employee's position at the time the employee receive the reimbursement or to a position to which employees could be directly promoted within the City.
- Employees must declare a job-related degree program.
- All time spent by the employee related to the course(s) shall be completed outside normal working hours and no City resources can be utilized for such time spent.
- If the employee separates from employment with the City within 12 months of completing the course(s) reimbursed, the employee must reimburse the City for the entire amount of the reimbursement. Reimbursement will be made



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upon the employee's consent through reducing an employee's severance pay upon resignation by the amount of the reimbursement required. An employee must pay the City the difference between the amount of the reimbursement and amount of the reimbursement not covered by severance pay.

Consideration will be made by the City Administrator, Department Director, and Communications & Human Resources Director for special circumstances.

Procedures

Steps to take to receive authorization:

- Before completing the City-created tuition reimbursement request form and enrolling in a course(s) for which the employee is considering requesting reimbursement, employees must discuss the course in which she/he is interested with the employee's supervisor. The purpose of this discussion is to define and determine the job relatedness of the course proposed and facilitate the approval process.
- Complete and provide to Department Director the City-created tuition reimbursement request form. Requests for tuition reimbursement should be made during the budget cycle of the year prior to enrollment to ensure that the Department Director can include the funds in the budgeting process. For example: a request for reimbursement to be paid in 2022 must be made in 2021 during preparation of the budget for 2022.
- Department Director with City Administrator approval may authorize the reimbursement. .

Steps to take to receive reimbursement:

- Upon receipt of tuition invoice, provide it to Department Director. The Department Director will forward the form and tuition invoice to the Communications & Human Resources Manager.
- After the class has been completed, the employee must provide a photocopy of the grade sheet and the original receipt for tuition to the Human Resources department for the employee's personnel file.
- The employee will only be reimbursed for completion and a grade of "C" or better or other measurement approved by Department Director if grades are not used in the applicable course(s).
- Approval of tuition reimbursement will be made by Department Director and Communications & Human Resources Manager on a case-by-case basis.
- Initial reimbursement is up to 50% of approved tuition costs.
- Upon satisfactory completion of an approved course, the employee is eligible for up to 50% reimbursement of the approved tuition costs incurred up to a maximum of the higher of the applicable I.R.S. maximum employer-provided educational assistance amount in a calendar year or \$5,250.

Amount

Tuition reimbursement is for credit hours only and cannot exceed the per credit hour cost of an equivalent course at the Minnesota State University Mankato. On-line or on-campus tuition credit schedules will be used for reimbursement depending on the



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type of class registration.

Budget Constraints If the City receives requests for more tuition reimbursement than is available in a departmental budget, the department director will attempt to equitably distribute the funds among the participants to the extent practicable.

Ineligible The following items do not qualify for tuition reimbursement:

- Charges for books, supplies, student union membership, student health coverage, parking permits, activity tickets, laptops, Internet fees, and other charges for which the employee receives some item or service other than actual credit hour tuition.
- Credit hour tuition paid by scholarships, grants, government assistance and/or educational assistance from other sources. Employee must disclose any educational assistance received from other sources for credit hours. The City will pay the credit hour cost difference between outside educational assistance received and actual credit hour cost.
- Credit hour tuition owed to other entities or institutions at the time of employment.

Violation Falsification of records or failure to comply with this policy in any other way will be subject to discipline up to and including discharge.