

	<p>City of Albany Human Resources Policy Policy #: HR-BC-05-002 Title: Education Incentive</p>	<p align="center">Benefits & Compensation</p>
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Purpose To support City of Albany employee’ self-development and educational efforts by providing reimbursement for tuition and book fees for continuing education courses to regular employees as an incentive to further their education.

Policy All regular, non-bargaining employees are eligible for benefits under this policy. Employees may pursue a degree or take individual courses at approved and accredited educational institutions under this program, provided the following:

Approval Required:

To qualify for reimbursements under this policy, each class or program must be related to the employee's position. The employee must submit a written request to their department director by December 31 for programs/classes beginning in the following fiscal year, and the request must be approved in writing in advance of registration by the applicable department director and Human Resources Director. Approval shall be considered conditional until funds are approved through the budget process

Tuition and Book Fee Reimbursement:

- A. The City reimburses seventy-five percent (75%) of tuition and book fees for employees who successfully complete approved, job-related college courses or courses within an institutional approved degree program with a “C” grade or better or a “Pass” in a pass/fail college course. The City reimburses as follows:
 - 1. The rate of reimbursement shall be the actual tuition rate, but in no event shall it be more than in-state tuition at Oregon State University.
 - 2. Prior approval must be obtained from the employee’s Department Director and the Human Resources Director for each course.
 - 3. College transcripts shall be required in order to obtain reimbursement.
 - 4. An employee shall be limited to twelve credit hours per fiscal year and shall not automatically be eligible for this benefit if s/he:
 - (a) holds a master’s degree or
 - (b) receives compensation for attendance from another source.
- B. When class work is required and assigned by the City, the time spent in classes shall be considered time worked for the purpose of compensation.
- C. When a class is required to maintain minimum qualifications for a certification or license and the City has not assigned the employee to attend, the time spent in class shall not be considered time worked for the purposes of compensation.
- D. The City may, in lieu of reimbursement of tuition and book fees, under exceptional conditions as determined by the affected department director, do the following:
 - 1. Pay such fees directly to the educational institution via a purchase order.



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2. To arrange for this, the employee signs a contract with the City providing for repayment to the City should the employee not satisfactorily complete the class(es) in question.
- E. Employees who receive reimbursement for tuition and book fees will sign an agreement that they will remain employed at the City for twenty-four (24) full calendar months following the date of reimbursement or have the full cost of the reimbursement deducted from his/her final paycheck.

Definitions

Class- A course of instruction, e.g., Water/Wastewater Mechanics II, Water Systems Operation, CPR, Introduction to Criminology, etc.

Satisfactory Completion- Evidence of the employee receiving a final grade of "C" or better or "Pass" in a pass/fail grading system.

References

Refer to specific Collective Bargaining Agreements.

Form- Educational Incentive Benefits- Employee Agreement and Authorization Form

Review and Authorization

Supercedes: HR—BC-05-001; 11/01/2004	Created/Amended by/date: DS; 05/30/2016	Effective Date: 06/01/2016
HR Director:		City Manager:

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes



EDUCATIONAL INCENTIVE BENEFITS

Employee Agreement and Authorization Form

I, _____, received \$ _____ for reimbursement
(print name)

for tuition and books from the City of Albany on _____. I agree to remain employed with the City of Albany for twenty-four (24) full calendar months following receipt of this reimbursement.

If I resign my employment before I have fulfilled my obligation to work twenty-four (24) full calendar months from this date, I authorize the City to deduct the full amount of reimbursement from my final paycheck, consistent with state law.

Employee's Signature

Date

Acknowledged by:

Supervisor's Signature

Date

Department Head's Signature

Date

Distribution:

Signed original to personnel file in the Human Resources Office

Copies of signed form to:

- Supervisor
- Employee
- Payroll
- Accounts Payable