

TUITION AID PROGRAM

I. PURPOSE:

The following guideline establishes policies and procedures to assist City Employees in improving performance on their present jobs, and in preparation for possible promotion to higher level positions to which they may reasonably aspire.

II. RESPONSIBILITY:

- A. Department Directors are responsible for:
 - 1. Recommending or denying tuition for employees of their respective Departments.
 - 2. Assuring funds are budgeted or transferred to the correct account from which payment is requisitioned.
 - 3. Obtaining grade reports and attaching same to file copies approved applications retained permanently in the Department.
- B. Department Directors will attach expense receipts and a copy of the approved application to a requisition. This document set will serve as authority for the Finance Department to make payment to the employee.
- C. Within four (4) weeks of course completion, the employee must submit a copy of the related grade reports to the Department Director.
- D. Department Directors are to review their respective tuition assistance files before clearing a terminated employee. Amounts due to the City, per Section 3-B, will be obtained from the employee before release by the Department of a final pay check.

III. POLICY:

- A. The intent of this program is to contribute to the funding of specific courses which are of direct value to the City.
- B. Funding must come from individual Departmental Budgets.
- C. For undergraduate or graduate student courses related to any City job offered by an accredited higher education institution, the City will pay 100% of the receipted cost of the tuition for two (2) courses per semester, not to exceed \$2,000 per calendar year.
- D. No reimbursement for textbooks will be provided as they will remain the property of the employee.

- E. Courses must be taken for credit, i.e., audited course work is ineligible for reimbursement.
- F. Funds will be provided upon completion and approval of the tuition aid application.
- G. All preparation and attendance at classes must be outside the individual's City working hours.

IV. **ELIGIBILITY:**

- A. All full-time City Employees who have completed probation are eligible.
- B. Employees that are terminated for any reason within one (1)-year following course completion will be required to reimburse the City for 100% of tuition assistance. Employees terminated less than two (2) years, but more than one (1)-year, following course completion will be required to reimburse the City for 50% of tuition expenses.

Approved:



Bruce T. Moore
City Manager

City of Little Rock Tuition Aid Application

Date of Request: _____

Employee Name: _____

Department: _____ Division: _____

Employee Number: _____

Employee Job Title: _____

Name of Institution: _____

Course Title: _____

Class Schedule: _____

Employee Statement: I hereby request that the City of Little Rock reimburse me for the educational expenses associated with the course desired above. **I understand that should I terminate employment with the City for any reason within one (1) year following course completion, I will be personally liable to reimburse the City 100% of the tuition assistance. If I should terminate my employment after one (1) year, but before two (2) years following course completion, I understand that I will be personally liable to reimburse the City 50% of the tuition assistance.**

The City shall accordingly be entitled to recover any such amount from any payments due me upon termination.

I also understand that I am required to provide all necessary receipts for incurred tuition expenses as well as a copy of the related grade report to my Department Director.

Signature: _____ Date: _____

**City of Little Rock
Tuition Request**

Employee Name: _____

Date of Request: _____

Department Director Approval

It is my determination that the course listed on the Tuition Aid Application will be of value to the City of Little Rock. I have discussed this request with the employee, who understands the terms under which the City agrees to reimburse the employee for tuition related expenses.

Department Director's Signature

Date

City Manager Approval

Request Approved: _____

Request Denied: _____

City Manager's Signature

Date

Department of Finance Use Only

Request Received: _____

Account Charged: _____

Amount Paid: _____

(\$2,000 annual maximum)

Approved By: _____

Date Paid: _____