



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): EMPLOYEE TUITION REIMBURSEMENT PROGRAM

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

EMPLOYEE TUITION REIMBURSEMENT PROGRAM

The City of New Braunfels encourages and supports its employees in pursuing educational opportunities, in keeping with the needs of the City of New Braunfels and its citizens. The purpose of the program is to broaden the knowledge of employees in their fields and/or to provide avenues for career development. All reimbursements are subject to the availability of funds in the City budget.

A. Eligibility

An employee must be employed in a regular full-time or part-time position and must begin participation after completion of the six [6] month probationary period. Only part time employees that are authorized to work over 1,000 hours per year are eligible to participate in the program. The City Manager may waive the employment tenure requirement for recruitment purposes. The employee must also have satisfactory job performance and not have received any disciplinary actions or have been under disciplinary investigation during the entire semester period he/she is requesting reimbursement from this program. If disciplinary investigation is resolved without disciplinary action, employee is eligible to seek reimbursement under the program.

B. Application Process

Employees requesting tuition reimbursement must be enrolled in an accredited college or university or recognized technical training school, or in a recognized GED course. Employee must complete course work that is related to their current City employment or to a position that the employee could reasonably progress to or transfer to within the City. Prior to participating in the program, employees must submit an application, degree plan as well as a summary statement that indicate how the degree will assist you in your current role and/or how the degree could help prepare you for a position that you aspire to transfer to within the City of New Braunfels. A tuition reimbursement employee panel will review the materials and make a recommendation to the City Manager's Office as to whether or not the degree and coursework is eligible. The City Manager's Office will have final approval as to the eligibility of degree plans.



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Once an application is approved, all required coursework under that degree plan is approved. Free elective courses should be based on a discipline that applies to municipal government service delivery. The tuition reimbursement panel will determine eligibility of elective courses if the Human Resource Director feels the course warrants additional consideration.

C. Purpose

This program is available to employees who wish to voluntarily pursue educational advancement or training outside the course of their employment with the City. It does not apply to courses or training required by the City. It also does not cover professional licensing and professional development seminars, as any course, training, licensing or certification that is required by the City should be covered by professional development funds within each department. Employees who participate in this program will attend classes and complete course work outside of their normal work hours, on their own personal time. If a class is only available during an employee's normal work hours, the employee may request a flexible work schedule from the employee's Department Director. A memorandum outlining the employee's flexible work schedule must be signed by the employee, approved by the Department Director and forwarded to Human Resources with the completed Tuition Reimbursement Program Application. When there is a conflict between classes and the employee's job responsibilities, the job responsibility must have priority.

D. Application

Employees must submit a completed [Employee Tuition Reimbursement Application Form](#) (and attachments as required) to Human Resources, which will include the signature of the employee's Department Director and all related registration paperwork, within thirty [30] calendar days from the beginning of the semester or term. It is the responsibility of the Department Director to review and approve the application. If the Department Director disagrees with the application, he/she still must forward the application to Human Resources for their review and include an explanation for their position. Employees should allow adequate time for review by his/her Department Director prior to the deadline of submission to Human Resources. A new application form must be submitted for each academic class or program.

Within thirty [30] calendar days after the completion of the course, employees must submit a [Tuition Reimbursement Request Form](#) to Human Resources, with a copy of the course grade[s]



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or certificate[s] of completion, validated by the school, along with a copy of the itemized statement of tuition [i.e., bill], showing payment and all financial aid applied. Internet printouts are acceptable, but grades must be validated by the school [i.e., official seal or stamp] if required by Human Resources.

TUITION REIMBURSEMENT GUIDELINES:

1. Tuition Reimbursement Request Forms received more than thirty [30] days after the last day of class, and those without a complete Employee Tuition Reimbursement Application on file will not be honored or reimbursed.
2. Eligible Expenses and Reimbursement – Full time employees are eligible for reimbursement up to \$5,000 annually. Part Time employees that are authorized to work over 1,000 annually are eligible for up to \$2,500 annually. Part Time employees that are authorized to work less than 1,000 annually are not eligible to participate in the program.
3. For courses taken from an accredited college or university, employees will be reimbursed only for tuition and mandatory fees. For traditional and technical schools, there is no cap on the number of classes the City will reimburse; however, reimbursement will be capped monetarily at the amounts previously stated. If an employee is eligible for grants, scholarships or any additional funds, the reimbursement will only be for the amount the employee actually paid/was incurred.
4. The City will reimburse tuition and mandatory fees requested such as but not limited to lab fees, library fees, student center fees, automated services and records processing fees, registration fees, student services fees and identification card fees. Employees will not be reimbursed for the cost of books, course supplies, parking, late fees, penalties, orientation fees, applications for graduation, installment fees, costs related to acquiring official transcripts or certificates, housing or any other costs other than those described above.
5. The tuition/fee reimbursement for completed courses to approved employees is as follows: “A” will receive 100 percent; “B” will receive 85 percent; and “C” will receive 70 percent. Grades below a “C” will not receive any reimbursement. For courses that are pass/fail and for non-graded courses, approved employees will receive 85 percent reimbursement of tuition and fees



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for a satisfactory and/or “pass” grade. There is no reimbursement for a non-satisfactory or failing grade.

6. Employees who receive tuition reimbursement for a course[s] must remain employed with the City of New Braunfels for a period of at least eighteen [18] months following the completion of that semester’s course[s]. If the employee fails to remain employed, either voluntarily or involuntarily, with the City for the required period, the entire tuition reimbursement from the preceding reimbursement period must be repaid to the City. The reimbursement will not be prorated based on the employee’s service time after the reimbursement is received.

BY PARTICIPATING IN THIS PROGRAM, THE EMPLOYEE AGREES TO HAVE DEDUCTED FROM HIS/HER FINAL PAYCHECK AN ALLOWABLE AMOUNT TO REIMBURSE FUNDS RECEIVED THROUGH THIS PROGRAM, IF EMPLOYEE LEAVES [EITHER VOLUNTARILY OR INVOLUNTARILY] WITHIN EIGHTEEN [18] MONTHS OF THE REIMBURSED COURSE COMPLETION.

7. The employee is required to submit documentation of any other financial assistance received [GI or VA benefits, federal or state grants, scholarships, etc.]. Reimbursement will be coordinated in conjunction with any other financial assistance and will not exceed 100% of the cost of tuition and fees as defined above. The amount requested for reimbursement [total eligible tuition and fees, minus other financial assistance received] will be subject to the level of academic success [i.e., 100% for A, 85% for B, etc.], not the full total eligible tuition and fees. All reimbursements are subject to the availability of funds in the City’s budget.