

## **Courses, Classes, Seminars**

### **POLICY STATEMENT**

The City pays the cost of classes or seminars it requires an employee to attend and the hours spent attending such a class or seminar in accordance with federal and state laws, and the applicable collective bargaining agreement.

### **GUIDELINES**

1. *Tuition*

*Reimbursement*

With prior approval of the Department Director and the availability of funds, the City may reimburse non-represented employees for the costs of tuition for their voluntary attendance at courses, classes or seminars that are directly related to their employment with the City.

Eligible represented employees are reimbursed according to the terms of their respective collective bargaining agreement.

To qualify for reimbursement, employees must receive at least a passing or "C" grade.

2. *Study Time*

Generally, hours spent attending, studying for, and commuting to and from an **employee-elected** class are not compensated and should not interfere with the employee's regular work schedule.

3. *Separation from City  
Service*

If an employee who receives reimbursement voluntarily separates from the City within one year of completing the academic coursework, the employee will reimburse the City for the cost of the coursework.

4. *Other Resources*

Generally, reimbursement is not available if compensation is available from other sources, such as

