

**CITY OF BEAUMONT  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3.10

Subject: Tuition Reimbursement Policy

Effective Date: June 11, 2008

Approved by: Kyle Hayes | 05/01/2021  
City Manager | Date

Chris Catalina | 05/01/2021  
Personnel Director | Date

I. PURPOSE

Subject to an annual review of the availability of funds, tuition reimbursement will be provided to eligible employees in accordance with the rules, procedures, and eligibility requirements outlined in this document. This policy is designed to:

1. Promote the professional growth and development of employees.
2. Encourage the development of skills, knowledge, and abilities that will improve opportunities for career advancement.
3. Promote institutional consistency regarding the administration of tuition reimbursement for accredited college courses.

II. RULES/PROCEDURES

1. This policy does not supersede any labor contracts for Fire/Police personnel.
2. Attendance at any school or college class must be approved by the department director.
3. Reimbursement for attending conferences, seminars, and short courses will be in accordance with the "Travel and Training" Policy.
4. Regular full-time employees may enroll in job-related courses offered by an accredited university/college after completing their introductory or training period, upon pre-enrollment approval by their department director and Personnel Director (or approval by the City Manager if specified in accordance with a collective bargaining agreement). A *Request for Educational Reimbursement* form must be submitted thirty days before class(es) start. Each course must be directly related to the employee's present position. Master's degree courses must be a preferred requirement of the job.
5. The City may reimburse an employee for tuition and related fees and books, required for the approved courses upon presentation of a detailed invoice and proof of grade. The amount of reimbursement must not exceed \$1,500 per employee per semester. Continual approval of reimbursement will be subject to successful course completion with a grade of "C" or above for undergraduate classes, of "B" or above for graduate course work.

6. Education initiated by an employee and covered by this policy should be pursued outside normal work hours. In instances where classes are only available during the employee's normal working hours, supervisors are encouraged to provide flexible work schedules and appropriate use of paid leave (e.g. vacation, compensatory time, personal leave). However, any work scheduling to accommodate class time must be approved by the department director in advance of registration; and, for continuing students, shall be reviewed every semester.
7. A two year service requirement, commencing from the date of each reimbursement, must be fulfilled to erase each reimbursement debt. This includes an agreement stating that should an employee separate his/her employment from the City within two years of a tuition reimbursement, the full amount will be refunded by the employee or deducted from the employee's final check.
8. For reimbursement of college credit course work, the maximum reimbursement amount will be based on tuition rates established by Lamar University. The maximum amount for reimbursement will be evaluated whenever tuition increases are implemented at Lamar University. An employee receiving external funding from another entity (e.g. scholarships, GI Bill, grants, or other organizations) may only submit expenses not covered by the external-funding agent.
9. Reimbursable expenses include:
  - Tuition
  - Related Fees (e.g. building use fees, technology fees, lab fees, student services, health and insurance fees for students in health-related studies, registration fees, etc.)
  - Books
- Non-reimbursable items include:
  - Parking Costs
  - Late fees or Financing fees.
  - Incidental items, including those required by the instructor (e.g. calculators, book bags, etc.
  - Travel expenses related to college level courses.
10. As an incentive for employees to obtain a GED, the City will pay for the cost of the exam, not to exceed \$100. Employees may use accrued leave to take the exam.

### III. ELIGIBILITY REQUIREMENTS FOR REIMBURSEMENT OF COLLEGE CREDIT COURSE WORK

To be eligible for reimbursement of tuition, the employee must:

1. Be a full-time employee that has successfully completed the introductory period, and had no recorded policy violations within the six months prior to the beginning of the class(es) for which registration is sought.
2. Be pursuing a graduate or undergraduate degree that directly relates to the employee's existing job or career path within the City.

3. Sign a formal agreement, in which the employee is to remain in the employment of the City of Beaumont for two years from the date of reimbursement, or to repay or have pay deducted in the amount of the reimbursement if the individual fails to stay in the employment of the City for the full term of the agreement.
4. Complete and submit a *Request for Educational Reimbursement* at least 30 days prior to the start of any class. A *Tuition Payment Agreement* must also be signed and submitted. The employee must complete all forms, have them approved by their supervisor, and submit them to Personnel (or to the City Manager if specified in accordance with a collective bargaining agreement) prior to the beginning of any class(es) or degree program.
5. Courses eligible for reimbursement (up to a maximum of \$1,500 per semester) must be for college credit(s) from an accredited college or university. This includes both classroom and online courses.
6. Employees are accountable and must provide documentation for the successful completion of all classes reimbursed through the policy to Finance/Payroll within 30 days of the completion of the semester. Proof of grades, a detailed invoice, and a completed pre-approved *Request for Educational Reimbursement* and *Tuition Payment Agreement* must have been submitted for reimbursement to occur.
7. Maintain satisfactory grade(s) of “C” or better for undergraduate courses and of “B” or better for graduate courses (if required) to be eligible to receive reimbursement. In instances where the grading system is Pass/Fail, Satisfactory/Unsatisfactory, etc., the employee must receive the grade that confers credit for the course.
8. Any exceptions to this policy must have prior approval by the employee’s department director and the City Manager.

## REQUEST FOR EDUCATIONAL REIMBURSEMENT

EMPLOYEE NAME:

POSITION:

DATE OF HIRE:

DEPARTMENT/DIVISION:

WORK PHONE:

INSTITUTION:

COURSE(S) START DATE:

### COURSES AND/OR BOOKS REQUESTED (Print legibly - Fill in all information)

Course No.	Course/Book Title	Amount
TOTAL:		

Briefly state how course(s) is/are city-related and will benefit the City and employee.

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Will it be necessary to modify your work schedule?     Yes    No  
 (Available only if course is never offered outside normal work hours.)

Type of leave you will use:    Vacation     Personal Leave     Comp Time

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#### Tuition Payment Agreement | Authority for Employer to Make Deductions from Paycheck

I have this day been given an opportunity to participate in the City of Beaumont's Educational Reimbursement Plan. The City will reimburse the tuition, books and fee costs for courses, provided a letter grade of at least a "C" has been obtained for undergraduate work or a letter grade of at least "B" has been obtained for graduate work.

In consideration for my participation in this educational reimbursement program, I agree to continue my employment with the City of Beaumont for a period of two (2) years (unless term is established by a collective bargaining agreement) after receiving reimbursement. In the event I terminate my employment with the City of Beaumont within a period of two (2) years (unless term is established by a collective bargaining agreement) after receiving reimbursement, I agree to refund the City of Beaumont for all monies reimbursed. The costs will be deducted from my final paycheck. Authority is hereby given to the City of Beaumont to make such a deduction. If the final paycheck does not completely cover the reimbursement amount I agree to repay funds to make up the difference.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date of Request (30 days before course starts)

\_\_\_\_\_  
Department Director Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager or Designated Representative

\_\_\_\_\_  
Date

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Grade(s) Received \_\_\_\_\_

Total amount \$ \_\_\_\_\_

**Please attach copies of all grades and receipts. All information must be legible and must include the name of institution where course(s) was/were taken and name of store where book(s) was/were purchased.)**

Final Payment Approved: \_\_\_\_\_  
City Manager or Designated Representative

\_\_\_\_\_  
Date