

**Education and Tuition
Reimbursement
Program**

INTERESTED IN GOING BACK TO SCHOOL TO CONTINUE YOUR EDUCATION?

CONSIDER OUR TUITION REIMBURSEMENT PLAN TO HELP YOU ACHIEVE YOUR GOALS!

Tuition Reimbursement Qualifications:

- Employee must be a Full Time regular employee.
- Employee must have **ONE** full year of service with the City before the first class begins.
- Employee must agree to continue working for the City for one full year after the date each education reimbursement is paid to the employee by the City. If this qualification is not met, the employee agrees to reimburse the City a prorated amount of the education reimbursements received.
- Employee must submit a degree plan with a declared major for consideration of college or university coursework.
- Management and Program Administrator approval is required prior to participation.
- Participating employees must maintain acceptable job performance, as determined by their managers throughout their course of study.
- Managers and employees are responsible for adherence to City policy. Failure to do so may result in disciplinary action up to and including termination.

What you will need to do:

BEFORE YOU REGISTER FOR COURSES:

1. Pick up an **Education & Tuition Reimbursement (ETR) Program Packet** from the Human Resources Department.
 - a. The ETR Program Packet includes:
 - i. A copy of the Ordinance 81-16, which outlines the City's Education & Tuition Reimbursement Program specifics.
 - ii. A **Request for Education & Tuition Reimbursement Application Form**, which gets the request process started.
 - iii. An **Education & Tuition Reimbursement Agreement**, which you will sign agreeing to the terms of the program and which allows the City and your school of choice to coordinate your tuition billing.
 - iv. An **Education & Tuition Reimbursement Request Form**, identifying the amount of reimbursement you are requesting.
2. Complete the **ETR Application Form**, print a copy of your degree plan, and schedule time to meet with your Supervisor and Department Head for approval.
3. If approved and signed off by your Supervisor and Department Head, take the signed **ETR Application Form**, a copy of your degree plan, and the rest of your **ETR Program Packet** to the Human Resources Department.
4. The Human Resources Department will make a copy of your signed **ETR Application Form**, and you will keep the original.

5. Both you and your school must sign the ***ETR Agreement*** and return it to the Human Resources Department for completion. This form will stay in Human Resources along with a copy of your ***ETR Application Form***.

AFTER YOU COMPLETE YOUR COURSE(S) AND RECEIVE YOUR GRADE(S):

1. Upon completion of the course, you will need to provide an official transcript or completion certificate from the accredited institution with a completed ***ETR Request Form***, which is the last form located in your **ETR Program Packet**, to the Director of Human Resources within thirty (30) days of completion.
 - a. You must secure an overall GPA of 2.5 or greater for the coursework taken during the semester to receive 100% reimbursement. If you do not complete the coursework in the semester or complete the coursework in the semester with a GPA less than 2.5, no reimbursement will be given. Expenses must be validated by receipts, and a copy of the transcript, final grade card, or certification must be presented to show hours or certification received.

ORDINANCE NO. 81-16**AN ORDINANCE AMENDING APPENDIX A, SECTION XVI OF THE
FORT SMITH MUNICIPAL CODE REGARDING THE CITY OF FORT SMITH
EDUCATION REIMBURSEMENT POLICY**

**BE IT ORDAINED AND ENACTED BY THE BOARD OF DIRECTORS OF THE
CITY OF FORT SMITH, ARKANSAS, THAT:**

Section 1: The Fort Smith Municipal Code Section XVI (D) is amended to read as follows:

Section XVI. - Benefits

D. Tuition Reimbursement - The City of Fort Smith supports employees who wish to continue their education to secure increased responsibility and growth within their professional careers. In keeping with this philosophy, the City has established a reimbursement program for expenses incurred through approved and accredited learning institutions. Employees participating in the Program must meet certain requirements for participation:

- Employee must be a Full Time regular employee.
- Employee must have one full year of service with the City before the first class begins.
- Employee must agree to continue working for the City for at least one full year after the degree is obtained. If this qualification is not met, the employee agrees to reimburse the City the full cost of education reimbursements received.
- Employee must submit a degree plan with a declared major for consideration of college or university coursework.
- Management and Program Administrator approval is required prior to participation.
- Participating employees must maintain acceptable job performance, as determined by their managers throughout their course of study.
- Managers and employees are responsible for adherence to City policy. Failure to do so may result in disciplinary action up to and including termination.

The City will reimburse coursework up to a maximum of \$4,000 per year incurred by an employee for continuing education through an accredited program that either offers growth in an area related to his or her current position or might lead to promotional opportunities. This education may include college credit courses and continuing education unit courses. Seminars and certification tests may be reimbursed if it relates to the employee's work.

1. Supplies, books and classroom equipment, and other fees will be the responsibility of the employee. The City will only reimburse college credit course hour fees, flat tuition of courses, and seminar and certification fees.
2. Upon completion of the course, an employee will provide an official transcript or completion certificate from the accredited institution to the Director of Human Resources within thirty (30) days. The employee must secure an overall GPA of 2.5 or greater for the coursework taken during the semester to receive 100% reimbursement. If the employee does not complete the coursework in the semester or completes the coursework in the semester with a GPA less than 2.5, no reimbursement will be given. Expenses must

be validated by receipts, and a copy of the transcript, final grade card, or certification must be presented to show hours or certification received.

3. If an institution of higher learning, organization, or designated third party, agrees to bill directly the City of Fort Smith and/or the employee after the coursework is completed and in accordance with the overall GPA and other requirements, all parties will sign an agreement that delineates the responsibilities of each party.
4. Course work must be scheduled so as not to interfere with the employee's regularly scheduled working hours.
5. The City shall ask an employee to sign a release authorizing the City to solicit the required documentation and/or information from an institution of higher learning, organization, or a designated third party. Providing false information may result in loss of eligibility for benefits and/or disciplinary action in accordance with the City's Code of Conduct.
6. Availability of Funds – all reimbursement for education expenses is made to the extent to which budgeted funds are available. Due to budget considerations, the City may limit the number of employees annually who participate in this program.

Procedures

To receive tuition reimbursement, employees shall follow the procedures listed here:

- The employee must provide his or her manager with information about the course for which he or she would like to receive reimbursement. If this is a college course, a completed degree plan shall be included with the course information.
- The pre-approval section of the tuition reimbursement form shall be completed and all the appropriate signatures obtained prior to enrolling.
- The employee must then take the form to HR, and a copy will be added to the employee's file. The employee will maintain the original until he or she has completed the course. The employee can then enroll in the course.
- After completion of the course, the employee shall resubmit the original tuition reimbursement form with the reimbursement section filled out, including appropriate signatures, as well as receipts and evidence of a passing grade or certification attached.
- The HR department will then coordinate the reimbursement with the Accounting department.

PASSED AND APPROVED THIS 15th DAY OF November, 2015.

ATTEST:

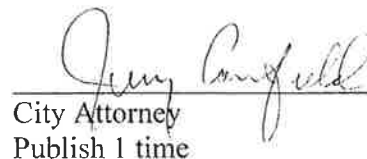


City Clerk

APPROVED:


Mayor

Approved as to form:


City Attorney
Publish 1 time

ORDINANCE NO. 33-18

AN ORDINANCE AMENDING SECTION XVI OF THE HUMAN RESOURCES POLICY FOR NON-UNIFORMED EMPLOYEES

BE IT ORDAINED AND ENACTED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, THAT:

Section 1: The Fort Smith Municipal Code Section XVI(D), previously amended by Ordinance 81-16, is amended to read as follows:

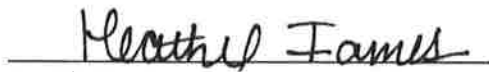
SECTION XVI. - BENEFITS.

- D. Tuition Reimbursement - The City of Fort Smith supports employees who wish to continue their education to secure increased responsibility and growth within their professional careers. In keeping with this philosophy, the City has established a reimbursement program for expenses incurred through approved and accredited learning institutions. Employees participating in the Program must meet certain requirements for participation:
 - 3. Employee must agree to continue working for the City for one full year after the date each education reimbursement is paid to the employee by the City. If this qualification is not met, the employee agrees to reimburse the City a prorated amount of the education reimbursement received.

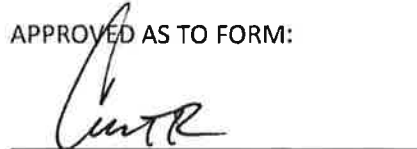
PASSED AND APPROVED THIS 1 DAY OF MAY, 2018.

APPROVED:

 Mayor

ATTEST:


Acting City Clerk

APPROVED AS TO FORM:

 City Attorney
 No publication required

Name - Employee Tuition and Education Assistance Policy	Revision #: 0 Revision Date: Effective Date: 1/1/2017 Page 1 of 1
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Request for Education and Tuition Reimbursement Application Form

Employee Name:		Hire Date:		Department:	
Name of Institution to Attend:					
Type of Degree Pursues:			Number of Hours Needed to Degree:		Estimated Start Date:
1st Course Title:	Hours	Total Cost	Meeting Day (s)		Est. Completion Date
2nd Course Title:					
3rd Course Title:					

How will this course(s) or degree program assist you in your current position or enhance your potential for advancement with the Company? (Use extra page if necessary):

Certification of Authorization

I understand and agree that in exchange for reimbursement under this program, I am subject to the employment requirements under the Code of Conduct and Fort Smith Employee Handbook, which can run concurrent with a multi-year degree completion program. I also understand that I may be required to repay the City of Fort Smith for all or a portion of reimbursement that I have received should my employment with the City cease for any reason other than reduction in force job elimination. By my signature below, I authorize payroll deduction to satisfy any repayment due and I agree to pay any outstanding amounts thereafter immediately. I further understand that the City may employ all legal resources available to pursue collection of any unpaid portion of this debt.

Signature: _____ Date: _____

Approval Signatures

Immediate Supervisor:	Date:
Department Head:	Date:
Human Resources Director:	Date:
City Administrator:	Date:

EDUCATION AND TUITION REIMBURSEMENT AGREEMENT

Per City Ordinance 81-16

The City will reimburse coursework up to a maximum of \$4,000 per year incurred by an employee for continuing education through an accredited program that either offers growth in an area related to his or her current position or might lead to promotional opportunities. This education may include college credit courses and continuing education unit courses. Seminars and certification tests may be reimbursed if it relates to the employee's work.

1. Supplies, books and classroom equipment, and other fees will be the responsibility of the employee. The City will only reimburse college credit course hour fees, flat tuition of courses, and seminar and certification fees.
2. Upon completion of the course, an employee will provide an official transcript or completion certificate from the accredited institution to the Director of Human Resources within thirty (30) days. The employee must secure an overall GPA of 2.5 or greater for the coursework taken during the semester to receive 100% reimbursement. If the employee does not complete the coursework in the semester or completes the coursework in the semester with a GPA less than 2.5, no reimbursement will be given. Expenses must be validated by receipts, and a copy of the transcript, final grade card, or certification must be presented to show hours or certification received.

TO BE COMPLETED BY EMPLOYEE

I give permission for the educational institution in which I am enrolled to discuss my degree plan and tuition costs with my employer, The City of Fort Smith. I agree to adhere to the tuition policy as stated by my employer.

Employee Signature

Date

TO BE SIGNED BY EMPLOYER

HR Representative

Date

EDUCATION AND TUITION REIMBURSEMENT REQUEST

I request reimbursement for tuition paid towards my degree plan, in accordance with City ordinance 81-16, and subsequently ordinance 33-18 (amending 81-16) which states: *Employee must agree to continue working for the City for one full year after the date each education reimbursement is paid to the employee by the City. If this qualification is not met, the employee agrees to reimburse the city a prorated amount of the education reimbursement received.*

I have included a copy of receipts for tuition paid, as well as evidence of a passing grade, transcript, or certification.

Amount of reimbursement requested: \$ _____

Employee Name

Employee Signature

Date