

<b>Reference:</b>	<b>Title:</b>
	Tuition Reimbursement

## **I. PURPOSE**

The City of Lincoln values growth for employees and continued education through an accredited program, courses, or classes to support employee development in their current profession or in any profession within the City.

## **II. ELIGIBILITY**

- A. Unrepresented full-time and part-time probationary, regular, or appointed employees whose work schedule is at least 20 hours per week. Temporary, seasonal, on-call employees and interns are not eligible.
- B. Represented employees covered by a collective bargaining agreement containing a tuition reimbursement contract provision.

## **III. PROVISIONS**

- A. Tuition reimbursement provides a monetary benefit for eligible employees for continuing education through an accredited educational institution.
- B. Prior to starting a new course, an employee shall submit a Tuition Reimbursement Application to their Department Head for course pre-approval.
- C. Upon successfully completing the course and fulfilling the bargaining agreement and policy requirements, the employee shall be reimbursed for qualifying tuition expenses.
- D. Unrepresented employees need to receive a grade of "C" or better, a pass for Pass/Fail courses, or a similar equivalent.
- E. Reimbursement is available for classes that benefit the employee's current profession, or any other City profession and any courses required to obtain an eligible degree.
- F. Unrepresented employee eligible expenses include tuition not reimbursed from other sources (i.e., grants, scholarships, etc.). Textbooks and fees charged by the educational institution do not qualify for reimbursement.

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G. Represented employees should refer to the applicable collective bargaining agreement for eligibility requirements and other covered expenses.

H. Annual tuition reimbursement amounts:

<b>Employee Group</b>	<b>Amount</b>	<b>Covered Expenses</b>	<b>Reference Document</b>
ATU	\$1,300	Tuition, Lab Fees	Bargaining Agreement Article 48
IAFF	\$2,000	Tuition, Registration Costs	Bargaining Agreement Article 18
LCEA	\$1,250	Tuition, Lab Fees	Bargaining Agreement Article 20
LMCEA	\$1,300	Tuition, Lab Fees	Executive Order #98299
LPU	\$1,300	Tuition	Bargaining Agreement Article 25
PAGE	\$1,213	Tuition, Lab Fees	Bargaining Agreement Article 25
Unrepresented	\$1,300	Tuition	NA

#### **IV. PROCEDURES**

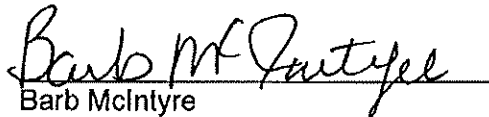
- A. Eligible employees submit a Tuition Reimbursement Application to their Department Head for approval before starting a new class.
- B. The Department Head should review the request, respond to the employee in a timely manner, and return the original Tuition Application to the employee.
- C. Upon successful completion of a course, the employee submits the following documentation to their department's designated representative within 60 days of completing the course:
  1. Original approved Tuition Reimbursement Application
  2. Final grade report or transcript from the educational institution, including class name(s), term, student name, final grade, and educational institution name.
  3. Detailed and itemized financial summary or invoice from the educational institution showing each course and tuition owed or paid by the employee.

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- D. Once all required documentation is submitted, the Department submits the reimbursement request to Finance to process eligible expenses.

  
Barb McIntyre  
Human Resources Director

11/1/2024  
Date

  
Leirion Gaylor Baird  
Mayor

Nov. 4, 2024  
Date