

	<b>TUITION REIMBURSEMENT</b>	<b>2017revC</b>
	<i>Mark Miller</i>	<b>EFFECTIVE DATE:</b> July 1, 2017  <b>REVISION DATE:</b> July 1, 2020

### Procedure:

The Tuition Reimbursement program is designed to help employees of Loveland Fire Rescue Authority (LFRA) further their knowledge, skills and job effectiveness through higher education. Tuition reimbursement is offered to regular full-time and regular part-time employees and are available on a first-come, first-served basis, contingent on the availability of funds.

Only "job-related" courses taken at an accredited academic institution (as recognized by the Council of Higher Education Accreditation, CHEA) will be approved for reimbursement.

"Job-related" refers to a course which would contribute to the specific knowledge, skills and abilities necessary to satisfactorily perform the employee's present job or potential future jobs with LFRA. Whether or not a course is "job-related" is within the discretion of the fire chief in consultation with the Human Resources manager. The decision of the fire chief is final.

### Reimbursement Provisions

The program will pay tuition and other mandatory, incidental expenses required for enrollment in job-related courses as follows:

- \$1500 maximum per budget year per employee
- \$10,000 lifetime maximum per employee
- 100% reimbursement up to the maximum for an A or B letter grade (certification of completion is required for non-graded classes)
- 80% reimbursement up to the maximum for a C letter grade
- Cost for books, travel, testing and field trips will not be reimbursed
- This is a reimbursement based program; LFRA will not pay expenses up front

### Eligibility Guidelines

To be eligible to participate in the tuition reimbursement program, employees:

- Must be a regular full-time or a regular part-time employee
- Must meet the performance expectations of their current position
- Must have received no formal disciplinary action within the previous six (6) months

- Must ensure the education institution is accredited (as recognized by the Council of Higher Education Accreditation, CHEA)
- Must ensure the course is job-related
- Must submit the application with supervisor approval to the LFRA's HR manager a minimum of one (1) week prior to the course start date

#### Additional Criteria

- It is expected employees take courses on their personal time. Occasional time allowances can be made between the supervisor and employee to participate in required activities such as examinations, registration, etc. The supervisor is permitted discretion in limiting time off.
- An employee receiving other educational assistance (scholarships, Veteran's benefits, grants, etc.) for the amount equal to or greater than their cost for tuition and laboratory costs, is ineligible for reimbursement. If the amount received from other sources is less than the employee costs, he/she may apply for the difference under this program.
- In the event employment ends before one year has elapsed after completion and reimbursement, the employee will be required to repay 100% of reimbursements paid for the courses completed during the previous 12 months.
- If a reduction-in-force occurs, the employee will not be required to reimburse funds paid and allocated monies will be paid out for courses the employee began prior to the reduction-in-force date as long as all other criteria have been met.

#### Approval and Reimbursement Process

1. Ensure institution accreditation
2. Ensure course is job-related
3. Complete and obtain supervisor approval on the Tuition Reimbursement Program Application
4. Submit the completed application with supervisor approval to LFRA's HR manager a minimum of one (1) week prior to course start date.
5. Submit the tuition billing statement/receipt to LFRA's HR manager. Ensure the document includes: academic institution name, course name, start/end dates, itemized fees
6. Within 30 days of course completion date, submit documentation of grade

#### **Revision History**

- Change in Item Number 2 to reflect Loveland Fire Rescue Authority (4/26/2016)
- Change to new LFRA logo (4/26/2016)
- Change to reimbursement for "job-related" courses (07/2017)
- Updated to concisely describe the program, eligibility and process (07/2017)

## References

City of Loveland (2014). *AR-00055, Tuition Reimbursement*. Retrieved April 26, 2016 from <http://sharepoint/Regulations/Master%20Library/TuitionReimbursementAR00055.pdf>

City of Loveland (2016). *Frequently Used Forms*. Retrieved April 26, 2016 from <http://sharepoint/HR/SitePages/Forms.aspx?WikiPageMode=Edit&InitialTabId=Ribbon.EditingTools.CPEditTab&VisibilityContext=WSSWikiPage>