



## TUITION REIMBURSEMENT REQUEST

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Semester year: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

List courses for Tuition Reimbursement only. If you audited and/or received an "incomplete" in any of the courses listed below, the tuition reimbursement will be denied until a satisfactory report is received.

Dept & Course Number	Course Title	Hours / Semester	Expense
			\$
			\$
			\$
			\$
			\$
			\$
Total (total x % allowed)			\$

Please attach / upload a copy of each item:

1. Grade report
2. Applicable receipts for books and supplies required for the course(s)

My signature below verifies I successfully completed the course(s) taken during the semester indicated above. Successful completion means **C** (2.0) or better for undergraduate credit and **B** (3.0) or better for graduate credit.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## **EDUCATION AND TRAINING**

*This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.*

### **POLICY**

The City of Billings encourages the continuing education and training of its employees, which benefits job performance. Human Resources periodically offers in-house training/seminars that are of interest specifically to City employees.

This policy does not apply to any educational/training course, which is either required of the employee by the City or funded by other than regular City funds. Final approval for the educational assistance rests solely with the Department Director and is subject to the availability of budgeted funds.

Regular full-time City employees may receive reimbursement for a portion of the costs of tuition and books for satisfactory completion of job-related educational coursework. Non-bargaining employees may receive 75% reimbursement if funding is available. Employees represented by a bargaining unit should refer to the applicable contract concerning any reimbursement. To be qualified as job-related, the education courses must:

- Maintain or improve skills required by the City; or
- Be needed to meet express requirements of the City or of a law or regulation to retain the employee's salary, status, or employment.

Educational assistance does not qualify as job-related if the education courses:

- Are needed to meet the minimum requirements of the job;
- Will lead to qualifying the employee for a new trade or business; or
- Are to fulfill general aspirations for personal reasons by the employee.

Employees must also pass the course with a grade of "C" or equivalent.

Reimbursement will be received after successful completion of the coursework, and is subject to taxation as a fringe benefit under current IRS rules. See *Fringe Benefits* for more information.

### **PROCEDURE**

Employees may contact their Division and/or Department Director to take advantage of training held in the area that would benefit them in the performance of their jobs. Employees requesting educational assistance must obtain written approval from their Department Director prior to attending the course.

Upon completion of the course, the employee must complete the Tuition Reimbursement Form, and provide documentation of their final grade to the supervisor. The department/division is responsible for submitting the request for payment following their division's standard procedure. The Tuition Reimbursement Form is found on the City's website under Human Resources, Forms and Resources.

The class and grade documentation should be sent to Human Resources for placement in the employee's personnel file.