

## **Educational Reimbursement**

**Policy Statement:** The City of Delano offers tuition reimbursement for its employees' educational expenses outside of regular work seminars, conferences, etc. outlined in the Personnel Policy (Section VII, Subd. E). This policy is intended to add to the knowledge, skills, and aptitude of employees participating in the program.

**Requirements:** Such reimbursement may be made through the City's benefits plan or by special resolution of the City Council. Regardless of the source of City funds, all reimbursements are subject to the following requirements:

1. The employee must enroll in an accredited program for tuition to be reimbursable.
2. The employee must receive approval of such program prior to enrolling in any coursework.
3. All coursework must be related to the employee's current position or a position in which they may be reasonably promoted, or deemed beneficial to the employee's performance.
4. Proof of satisfactory completion of the course, along with final grading must be submitted for City Administrator review, prior to reimbursement.
5. Funds may only be disbursed after satisfactory completion of the course.
6. Reimbursable expenses are tuition, books, and fees associated with the coursework.
7. All other expenses, such as mileage, meals, lodging, etc. are not eligible for reimbursement.

**Funding:** In no instance shall city contribution exceed \$3,000 per year or \$1,500 per semester. Employees utilizing funds from their benefits plan may only use funds remaining after electing all other city-required benefits. All other requests for education reimbursement funds shall be at the discretion of the City Council and may be denied for any reason.