

Subject: Education for City Employees	Number: 1-11
	Date Issued: May 18, 2004 Date Revised: October 20, 2005 July 1, 2006
Responsible Department: Finance	Approved:

Purpose

1. To define the education policy of the City of Fresno.
2. To define the scope, responsibility, and administration of the education policy for enhancing an employee's education related to the employee's present job.
3. To establish uniform policies and procedures applying to reimbursement of all City employees for expenses incurred in connection with the tuition reimbursement program.

Policy

It is the policy of the City of Fresno to identify and assist those employees whose education needs will benefit the City; to provide tuition assistance to those permanent employees who voluntarily pursue a higher level of education; and to encourage its employees to take advantage of the City's education program within the limits set forth in this section.

Definitions

For the purpose of administering and defining benefits and budget proposals under this policy, the following definitions shall apply:

Adjusted hours The rearrangement of duty hours so that an individual can attend educational courses. This is not a reduction of hours worked.

Appropriate authority The City Manager, department director, or their duly authorized representatives.

Education A course of learning or instruction offered by an accredited institution that has transferable units to any State University and is taken for the purpose of obtaining a degree (excluding Doctorate Degree), diploma and broadening an employee's professional knowledge or skills related to the employee's **present job**.

Job related education Education designed to provide specific skills needed by the employee to handle his/her currently assigned job or tasks more effectively. The City will not reimburse employees for training or education for another job, promotion, additional skills, professional development, or personal growth.

Note: Not all city employees current job titles require a degree or further education to handle all assigned tasks effectively. Classes taken under these circumstances are categorized as training not education reimbursement.

Permanent employee All probationary employees in permanent full time, permanent part-time, and/or permanent intermittent positions, tuition reimbursement is available after one calendar year (2,080 hours) of service with the City of Fresno before beginning any course for which reimbursement will be requested.

Required education Any education that the appropriate authority specifically directs the employee to take or engage in and is expressly authorized prior to the employee's engaging in the training or education.

Voluntary or independent education Any education that is not required by the City and that an employee attends or participates in upon his/her own initiative during non-work hours. In order to be voluntary or independent, the following criteria must be met:

1. Attendance is outside the employee's regular working hours or attendance is on paid-leave time.
2. Attendance is not required by the City and nonattendance will not affect the employee's working conditions or continued employment.
3. The employee is not required or authorized to perform any productive work for the City during such attendance.

Responsibilities

Department Director The department director and/or their duly authorized representative will establish, within the department, a procedure whereby all education requests are critically reviewed with respect to benefit and cost to the City. In those cases where the department director determines the education time might be compensable under overtime pay regulations, he/she will review the request and determine if the training benefit offsets the potential cost.

Employee

Prior to enrollment, the employee is responsible for reading and understanding the Administrative Order (AO) 1-11. Follow by submitting the correctly completed application form to the department director and obtaining approval and authorization to attend the education course. After successfully completing the course or training, the employee is responsible for submitting the correctly completed application form, with all supporting documentation, to the director and/or a duly authorized representative in their department **no later than sixty-five (65) calendar days following completion of the course.**

Department

The director and/or a duly authorized representative for each department is responsible for ensuring all supporting documentation has been submitted to Accounts Payable (AP) with the signed voucher/Request for Payment (RFP) by the department director and that the requested reimbursement falls within the policies of this instruction.

General Policy

In rare instances, circumstances might justify adjusting an employee's work hours so that he/she may attend voluntary education, training, or professional meetings. Adjusted work hours may be granted by the department director upon the approval of the City Manager. Adjusted work hours will require the maintenance of positive attendance records. This provision shall not be used solely as a convenience for the individual; the guiding rule shall be that the adjusted schedule is in the best interest of the City. Justification for adjusted hours should be submitted along with the request for Approval for Reimbursement, Form A.

Release time for attendance of voluntary training or professional meetings may be granted upon approval of the department director and the City Manager. This provision shall not be used solely as a convenience for the individual; the guiding rule shall be that the release time is in the best interest of the City. Release time to attend voluntary education is not authorized.

Education reimbursements will be approved in the following priority:

1. Accredited course work directly related to the employee's present job.
2. Transferable units to any State University.

Approval for reimbursement **is a privilege, not a requirement**, extended to employees by the City, and any provisions of this manual to the contrary notwithstanding, any voluntary or independent training or education (as defined in the manual), whether or not the costs thereof are reimbursed by the City or attendance is on release time, is not work or service required of the employees as to create an implication or presumption that the employee is working for the City or carrying out City business while traveling to or from, or attending such training or education, nor is it considered a benefit to the City so as to create a liability on the part of the City under workers' compensation laws.

The department director may authorize the use of City time for voluntary attendance at short training sessions or professional meetings; however, overtime pay or compensatory time off is not authorized for time in attendance or travel time.

Upon completion of voluntary education courses for which an employee has received reimbursement, that employee must remain in the employ of the City for a period of twelve months after completion of the course. If the employee leaves the employ of the City prior to the expiration of said twelve months, the employee shall reimburse the City for the amount of his/her last tuition reimbursement received.

A. Reimbursement — Voluntary and Independent (Non-required) Education

1. Procedural requirements:

- a. Permanent employee must have passed his/her initial probationary period (one calendar year of employment with the City of Fresno) before beginning any course for which reimbursement will be requested.
- b. **Prior** to enrollment, the employee must complete Part I of the Tuition Reimbursement Form and submit it to the department director or their duly authorized representative for approval. Upon approval by the department director or their duly authorized representative, the signed form will be returned to the employee.
- c. For a tuition advance, complete Part I of Form B and submit to the department director and City Manager for approval. (See Section E for more details on Advances.)
- d. Approval for reimbursement is based on applicability to the employee's current or potential job and responsibilities in this organization and limited to courses given by the following entities:
 - I. accredited colleges and universities;
 - II. accredited junior colleges;
 - III. adult education courses sponsored by the Board of Education; and
 - IV. international correspondence courses with transferable units to any State University.
- e. Grades, receipts for tuition and books must be presented along with a copy of the Form A part I and II, before payment will be authorized.
- f. An RFP must be submitted to the department director following completion of the course. It is the responsibility of the employee to submit correctly completed application forms (Form A), with all supporting documentation, and signed RFP to Accounts Payable within sixty-five (65) calendar days following completion of the course.
- g. Students attending an institution which issues grades for a time period other than a semester basis must submit a Tuition Reimbursement Application (Form A) along with an RFP to the department director following completion of the course taken. Consolidating claims from various periods into one RFP will result in the denial of that claim.
- h. Courses taken must lead to a diploma or degree within the employee's professional field or a closely related field of work (excluding Doctorate Degree).

2. Grade requirements:
 - a. **Undergraduate** work requires a grade of "**C**" or **better** (or "**passing**" "where no course grade is given).
 - b. **Graduate** work requires a grade of "**B**" or **better**.
 - c. When **multiple courses** are taken and one or more of the grades are below "C" (undergraduate work) or "B" (graduate work) or the course is not "passed" where no letter grade is given, reimbursement will be prorated using the formula established in section D7.

B. Application for Approval — Before Enrollment in the Course

1. The employee completes Part I of the Tuition Reimbursement Form A and submits to the department director or duly authorized representative for approval. For a tuition advance, complete Part I of Form B and submit to the department director and City Manager for approval. (See Section F for more details on Advances.)
2. Upon approval by the department director or duly authorized representative, the signed form will be returned to the employee. Approval for reimbursement must be obtained prior to enrollment.

C. Application for Reimbursement — After Completion of the Course

1. The employee completes Part II of either Form A or B.
2. The employee attaches grade slips, tuition receipts, and book receipts (no handwritten receipts excepted) to Part I and Part II of Form A or Form B then forwards the documentation to the department director or duly authorized representative for final review and signatures.
3. If approved, the department director or duly authorized representative will have an RFP prepared for the approved reimbursable amount and forward the signed RFP with all supporting documentation attached to Accounts Payable no later than sixty-five (65) calendar days after completion of the course.
4. The duly authorized representative will ensure all supporting documentation has been submitted with the RFP and that the reimbursement falls within the policies of this instruction. Upon approval by department, the RFP and supporting documentation will be forwarded to Accounts Payable for processing.
5. The department director and/or duly authorized representative has authority to deny a reimbursement in accordance with this Administrative Order. The City Manager has final approval on all matters. If you would like to appeal a decision, this must be done in writing to the City Manager.

D. Reimbursable Costs

1. Any question as to whether an item is reimbursable will be resolved by the City Manager.
2. High school **General Education Diploma (GED)** test fees will be reimbursed (other test fees are exempt).
3. All expenses incurred by conducting directed research as part of graduate work towards a thesis shall be reimbursed. Employee must submit an itemized list of expenses and receipts with his/her reimbursement form.
4. Required fees (tuition and state-mandated health fees), except those hereinafter excluded, shall be reimbursed for:
 - a. **Undergraduate work:** A maximum of 24 units per fiscal year; may include up to six units for intersemester sessions, if employee attended the immediately preceding regular session.
 - b. **Graduate work:** A maximum of 15 units per fiscal year; may include up to three units for intersemester sessions, if employee attended the immediately preceding regular session.
 - c. **Lengthy correspondence course:** 24 semester units per fiscal year.
 - d. **Fees for labs:** Fees for which attendance is a mandatory element of the course grade.
5. Employees will be reimbursed actual cost or the FCC/CSUF per-unit cost (whichever is less) and 50 percent of the cost of required text books for each preauthorized and successfully completed course.
6. **Fresno City College (FCC) or California State University Fresno (CSUF):**
 - Reimbursable costs will be as indicated in Items D4 and D5 above.
7. **Accredited Institution that has a broad application other than FCC or CSUF:**
 - Reimbursable costs will be as indicated in Items D5 above.

The CSUF per-unit cost will be calculated as follows:

- Full-time Student (7 units or more per regular semester):

Total tuition cost at CSUF
for a full-time student
9 units

Example of an employee taken 12 or more units at CSUF or an Accredited Institution other than CSUF would receive (see formula below).

$$\begin{aligned} & \frac{\$1518.50}{9 \text{ units}} (7 + \text{units at CSUF}) \\ & = \$168.72 \text{ per unit} \times 9 \text{ (maximum units allowed)} = \mathbf{\$1,518.50} \end{aligned}$$

- Part-time Student (6 units or less per regular semester):

$$\begin{aligned} & \frac{\text{Total tuition cost at CSUF}}{6 \text{ units}} \\ & \text{for a part-time student} \end{aligned}$$

Example of an employee taken 3 units at CSUF or an Accredited Institution other than CSUF would receive (see formula below).

$$\begin{aligned} & \frac{\$990.50}{6 \text{ units}} (0-6 \text{ units at CSUF}) \\ & = \$165.08 \text{ per unit} \times 3 = \mathbf{\$495.24} \end{aligned}$$

Note: Amounts used for the formulas above are based on an undergraduate student at CSUF for the Fall Semester in 2006 only. Confirm current tuition fees at CSUF website for accurate fees. Also, note that undergraduate student fees and graduate student fees are different.

Note: The maximum reimbursement an individual pursuing an undergraduate degree can earn in a fiscal year is the sum of the cost of two semesters of full-time attendance at CSUF, the cost of six units of inter-semester courses at CSUF, and the cost of 50 percent of the required textbooks.

The maximum reimbursement an individual pursuing a graduate degree can earn in a fiscal year is 15 units of attendance at CSUF, the cost of three units of inter-semester courses at CSUF, and the cost of 50 percent of the required books.

8. A one time fee will be reimbursed for mandatory or required materials (e.g., course CDs, magazines, calculator, etc.) totaling over \$50.00 for one course will be reimbursed at 50 percent of the cost, if the employee submits the syllabus stating the mandatory or required materials with the instructor's name and course title. (see Section I for non-reimbursement materials.)
9. Employees receiving tuition or financial assistance, payment, or reimbursement from another source (e.g., Cal-Grant, Pell Grant, GI bill, VA payments, financial assistance, POST reimbursement, scholarships, educational incentive pay, etc.) must disclose in Form A and submit paper work showing the amount received. The employee will be entitled only to the difference between the reimbursable cost and the amount received from the other source.

E. Non-Reimbursement — Required Training and/or Education

Required Training and/or education will be reimbursable under the Administrative Order 1-4 and 1-5 (not under Administrative Order 1-11 Tuition Reimbursement).

F. Reimbursement — Advance

1. When it can be shown that receiving the reimbursement after a course is completed will cause significant financial hardship, the City Manager may authorize advance reimbursement assistance, subject to appropriate conditions and provisions outlined in this Administrative Order. Submit your request in writing to the City Manager. If request is approved, follow guidelines set forth in Section B.
2. The employee has the obligation to achieve a passing score and acknowledge that failure to do so will result in the City's right to be reimbursed for the cost of the advanced tuition. By signing the Advance Payment Form the employee gives the City consent to make payroll deductions for the advanced tuition costs over 12 pay periods, in the event that a passing score is not achieved.

G. Tuition Reimbursement — Overpayment

In the event of an overpayment, the director and/or duly authorized representative will notify the employee in writing of the overpayment. The employee will then have three (3) months from the date of the letter to pay back any overpayment to the City of Fresno. If the employee can justify that this time frame will cause significant financial hardship, the employee may make up to six (6) monthly payments to the City of Fresno starting one month from the date of the letter. Please submit payment(s) to their duly authorized representative payable to the City of Fresno.

H. Non-reimbursement — Courses

1. Internship courses.
2. Independent study courses.
3. Life or work experience credits.
4. Travel courses.
5. Any course of study in which the individual is not required to maintain regular attendance or is only required to pass an examination at some time during such course.
6. Attendance at workshops or seminars conducted by educational institutions, unless the individual enrolls at the request of the City or the course work is required as part of an accredited program to obtain a degree.

I. Non-reimbursement — Costs/Fees

1. Matriculation fees.
2. Test fees (except for high school GED).
3. Parking fees.
4. Insurance fees.
5. Cost of thesis reproduction.
6. Optional materials or clothing costs.

7. Regular materials that are required such as, notebooks, paper, pencils/pens, scantrons, binders, blank CDs, floppy disk, etc.).
8. Fines.
9. Late fees.
10. Fees of a personal or self-incurred nature.
11. Fees associated with paying tuition on a payment plan.
12. Diploma and/or Graduation fees.
13. Shipping & Handling for any required books.
14. All accelerated programs will be paid equivalent to regular (CSUF) tuition cost NOT the accelerated cost.

Note:

1. Each course must be completed with a grade of "C" or better for undergraduate work ("B" or better for graduate work) or "passing" where no letter grade is given.
2. Request for reimbursement (completed Parts II of Form A) must be submitted to the Budget and Management Studies within 65 days following completion of course work.
3. Refer to the Administrative Order Manual, Instruction 1-11, for additional information.

Part I — Approval of Course(s) for Reimbursement

Instructions:

1. Complete Part I of this form, and submit to your department director to obtain approval prior to the beginning date of the course work.
2. Upon completion of the course work, fill out Part II and submit the original to your department along with grade(s) and all receipts.

Course Number	Course Title	Number of Units	Course Date Beginning and End Date	Time Offered

Degree (specify major)

- Enrollment at: CSUF FCC Other (specify)
- Semester/Quarter: Fall Spring Summer Other (specify)
- Undergraduate work Graduate work

Financial assistance: Are you now receiving, or do you intend to apply for, financial assistance payments or reimbursement for the above courses from any agency or program (POST, Veterans' Administration, GI Bill, financial aid (Cal Grant and/or Pell Grant), scholarships, etc.)?

No Yes (provide name of agency or program and amount of assistance):

Tuition reimbursement for the above courses will be approved only if the applicant agrees to and meets the following requirements:

1. Attendance is totally voluntary.
2. Attendance is outside the applicant's regular working hours.
3. Applicant understands the course is not required by the City and nonattendance will not affect the applicant's present working conditions or continued employment.
4. Applicant will not perform any productive work for the City during attendance at course.
5. Applicant understands and agrees that any injury incurred during attendance at or while traveling to and from education courses is not compensable under workers' compensation.

I have read and agree to the above requirements:

Job Title	Print Applicant's Name	Employee ID #
	Signature of Applicant	Date
	Department Director	Date

- Approved
 Disapproved

Form A Tuition Reimbursement Application

Part II — Request for Tuition Reimbursement

Non-reimbursable costs and fees: Matriculation fees; test fees (except high school GED); diploma fees, graduation fees, costs for damages or lost items; parking fees; insurance fees (except state health insurance); thesis reproduction costs; optional costs or fees; fees of a personal or self-incurred nature.

Remember to attach all receipts, transcripts or grade cards and submit for reimbursement only for the courses that have been successfully completed.

	Amount Expended	Amount Approved
Tuition (attach receipts and transcript or grade card)	\$ _____	\$ _____
Required text books and materials (attach receipts)	_____	_____
Other reimbursable expenses (attach receipts with explanation)	_____	_____
Totals	\$ <u>_____</u>	\$ <u>_____</u>

Signature of Applicant	Date
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- Approved
- Disapproved

Department Director	Date
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Note:

1. Each course must be completed with a grade of "C" or better for undergraduate work ("B" or better for graduate work) or "passing" where no letter grade is given.
2. Request for reimbursement (completed Parts II of Form B) must be submitted to the Budget and Management Studies **within 65 days** following completion of course work.
3. Refer to the Administrative Manual, Instruction 1-11, for additional information.

Part I — Approval of Course(s) for Reimbursement

Instructions:

1. Complete Part I of this form, in duplicate, and submit to your department director to obtain approval **prior** to the beginning date of the course work.
2. Upon completion of the course work, fill out Part II and submit an original and one copy to your department along with receipts.

Course Number	Course Title	Number of Units	Course Date Beginning and End Date	Time Offered

Degree (specify major)

Enrollment at: CSUF FCC Other – Specify:
 Semester/Quarter: Fall Spring Summer Other – Specify:
 Undergraduate work Graduate work

Financial assistance: Are you now receiving, or do you intend to apply for, financial assistance payments or reimbursement for the above courses from any agency or program (POST, Veterans' Administration, GI Bill, financial aid (Cal Grant and/or Pell Grant), scholarships, etc.)?

No Yes (provide name of agency or program and amount of assistance):

Tuition \$ _____

Required text books and materials (50 percent estimate) \$ _____

Total Advanced Requested \$ _____

Tuition reimbursement for the above courses will be approved only if the applicant agrees to and meets the following requirements:

1. Attendance is totally voluntary.
2. Attendance is outside the applicant's regular working hours.
3. Applicant understands the course is not required by the City and nonattendance will not affect the applicant's present working conditions or continued employment.
4. Applicant will not perform any productive work for the City during attendance at course.
5. Applicant understands and agrees that any injury incurred during attendance at or while traveling to and from education courses is not compensable under workers' compensation.

The employee has the obligation to achieve a passing score per A.O. 1-11 Section 2, and acknowledges that failure to do so will result in the City's right to be reimbursed for the cost of the advanced tuition. By signing this agreement the employee gives the City consent to make payroll deductions for the advanced tuition costs over 12 pay periods, in the event that a passing score is not achieved.

I have read and agree to the above requirements:

_____ Job Title _____ Print Applicant's Name _____ Employee ID #

_____ Signature of Applicant _____ Date

- Approved
 Disapproved

_____ Department Director _____ Date

Form B**Tuition Reimbursement Application — Advance Payment****Part II — Request for Tuition Reimbursement**

Non-reimbursable costs and fees: Matriculation fees; test fees (except high school GED); costs for damages or lost items; parking fees; insurance fees (except state health insurance); parking fees, thesis reproduction costs; optional costs or fees; fees of a personal or self-incurred nature.

Remember to attach all receipts and transcripts or grade cards and to submit for reimbursement only for the courses that have been successfully completed.

	Amount Expended	Amount Approved
Tuition (attach receipts and transcript or grade card)	\$ _____	\$ _____
Required text books and materials (attach receipts)	_____	_____
Other reimbursable expenses (attach receipts with explanation)	_____	_____
Less requested advance payment received	() _____	() _____
Totals	\$ _____	\$ _____

Signature of Applicant

Date

- Approved
 Disapproved

Department Director

Date