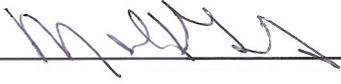


**ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.71	
TO:	All City Employees
FROM:	Marsha I. Grigsby, City Manager 
SUBJECT:	Tuition Reimbursement Program Processing Procedures
DATE:	April 5, 2012
New Administrative Order	

I. Purpose

The purpose of this Administrative Order is to establish processing procedures to fulfill the obligations specified within the terms and conditions of the City's established Tuition Reimbursement Program, as identified within the City Compensation Plan (Ordinance No 73-06) and the Collective Bargaining Agreements with the Fraternal Order of Police – Capital City Lodge No. 9, the Fraternal Order of Police – Ohio Labor Council, and the United Steelworkers of America. Since the intent of this Administrative Order is to establish processing procedures only, employees are advised to refer to the City Compensation Plan Handbook or respective Collective Bargaining Agreement for the complete description of the Tuition Reimbursement Program terms, conditions and benefit provisions governing this benefit. It is not the intent of this Administrative Order to, in any manner, supersede the obligations, terms, and conditions specified in the City Compensation Plan or applicable Collective Bargaining Agreements, but to fulfill these obligations, terms, and conditions. Questions regarding the processing procedures in this Administrative Order or the benefit terms and conditions within the City Compensation Plan or respective Collective Bargaining Agreement should be directed to the HR Specialist assigned to the work units in question.

II. References

Tuition Reimbursement benefits for non-union personnel are authorized under Section 16 of Ordinance 73-06 (Compensation Plan), as amended Section 11 of Ordinance No. 88-07, and appear in Chapter V of the City Compensation Handbook. Tuition Reimbursement benefits

for union personnel are authorized under Article 30 of the Fraternal Order of Police - Capital City Lodge No. 9 Collective Bargaining Agreement, Article 33 of the Fraternal Order of Police – Ohio Labor Council Collective Bargaining Agreement, and Article 34 of the United Steelworkers of America Collective Bargaining Agreement.

III. Processing Procedures

The following processing procedures are hereby established to enable the City to deliver and process the Tuition Reimbursement benefits identified in the City Compensation Plan and respective Collective Bargaining Agreements.

- A. Coursework Approval Application Form. The attached Tuition Reimbursement Program Coursework Approval Application Form is hereby established for use in requesting the approval of either a job-related degree program or individual coursework under the Tuition Reimbursement Program.
- B. Coursework Approval Application Process. The following process is hereby established for approving a job-related degree program or individual coursework:
 - 1. The employee seeking the approval of a job-related degree program or individual coursework shall complete the attached Tuition Reimbursement Coursework Approval Application Form and forward it to HR Specialist assigned to his/work unit. This application should be forward to the HR Specialist no later than 15 calendar days prior to commencement of the course of study.
 - 2. The HR Specialist shall evaluate the requested degree program or individual coursework for job-relatedness and shall notify the employee, in writing, regarding approval or disapproval of the request. (Depending on the circumstances involved in particular situations, the HR Specialist may consult with the Director of Human Resources regarding approval or disapproval of an application prior to rendering his/her decision.)
- C. Coursework Reimbursement Approval Form. The attached Tuition Reimbursement Program Coursework Reimbursement Approval Form is hereby established for use in requesting reimbursement approval for approved coursework successfully completed under the Tuition Reimbursement Program.

D. Coursework Reimbursement Approval Process. The following process is hereby established for approving reimbursement for approved coursework:

1. The employee seeking reimbursement for coursework that has been previously approved and successfully completed shall complete the attached Tuition Reimbursement Program Coursework Reimbursement Approval Form and forward it along with a grade report or other official certification showing successful completion of the coursework and a valid, itemized receipt from the educational institution detailing tuition, fees, financial assistance received (scholarships, grants, loans, etc.), and required textbooks to the HR Specialist assigned to his/work unit.
2. The HR Specialist shall review the reimbursement approval form and other submitted documentation. (Depending on the circumstances involved in particular situations, the HR Specialist may consult with the Director of Human Resources regarding approval or disapproval of a reimbursement approval form prior to rendering his/her decision.)
3. Should the reimbursement be approved, the HR Specialist will forward the approved form to the Department of Finance for further reimbursement processing and payment.
4. Reimbursement will be processed and paid on a calendar year basis. If the coursework for which reimbursement is being sought has been completed in the previous calendar year (December 31st or earlier), the reimbursement for that coursework will count against the previous calendar year's allowance. If the coursework for which reimbursement is being sought has been completed after the start of a new calendar year (January 1st or later), the reimbursement for that coursework will count against the new calendar year's allowance. (The determining factor shall be date on which the coursework is completed.)

Attachments

**City of Dublin
Tuition Reimbursement Program
Coursework Approval Application**

Section to be Completed by Employee

Employee's Name

Work Unit

Date

Type of Approval Requested:

Degree Program

Individual Course

If blanket approval is being sought for a job-related degree program, provide brief description of the degree program and how it would be related to your current job:

(Attach copy of degree program description and the degree program curriculum from the college/university course offering catalogue. If additional space is needed to explain unusual circumstances that might establish job-relatedness where such is not readily apparent, please attach an additional sheet explaining such circumstances.)

If approval is being sought for an individual course, provide brief description of the course and how it would be related to your current job:

(Attach copy of course description from college/university course offering catalogue. If additional space is needed to explain unusual circumstances that might establish job-relatedness where such is not readily apparent, please attach an additional sheet explaining such circumstances.)

Date degree program or coursework is expected to begin: _____

(Courses must be taken on other than scheduled working hours, unless approval is obtained from the employee's Director, the Director of Human Resources and the City Manager to take courses on work time.)

I acknowledge that should I receive reimbursement for coursework under the Tuition Reimbursement Program and separate from employment with the City within the first year after the receipt of reimbursement, I am obligated to pay back 100% of the reimbursement amount received; if I separate employment with the City within the second year after receipt of reimbursement, I am obligated to pay back 50% of reimbursement amount received. I further acknowledge that should I have a pay-back obligation, I must satisfy this obligation within one year of my separation date and that failure to full satisfy the obligation may result in an adverse recommendation in response to future reference checks by prospective employers.

Employee Signature

Date

Notice of Appeal Rights

If application is disapproved by HR, a written appeal may be filed with the City Manager within 72 hours of notification of disapproval. City Manager will issue a written decision on the appeal within five working days or receipt of appeal.

Department/Division Director Review

Director's Recommendation: **Approve** **Disapprove**

Reason for Approval/Disapproval:

Director's Signature: _____ **Date:** _____

HR Review

HR Action: **Approved** **Disapproved**

Reason for Approval/Disapproval:

Other Relevant Comments:

HR Representative's Signature: _____ **Date:** _____

