



TUITION REIMBURSEMENT

PM-58-03

Section: 58-00, SERVICE AND AWARDS

PURPOSE AND SCOPE

Pursuant to the Mayor and the Board of Commissioners' Resolution passed on October 19, 1965, City of Memphis Government established a Tuition Reimbursement Program to assist City employees with the cost of college tuition. This policy is applicable to any regular, full-time City of Memphis employee.

POLICY

The City of Memphis will consider applications for assistance with tuition, educational fees and book expenses for Associate, Bachelor, Master, and Doctoral degree programs only.

The City will also consider applications for assistance with fees, including course fees, book expenses and other costs, related to a formal program leading to a certificate, certification, or credential in any technical program which strengthens job skills and improve effectiveness of the employee's job skills or which will enhance the employee's potential for advancement to other jobs within the City.

Participation in the Tuition Reimbursement Program is based on the following guidelines:

- A. To be eligible to receive education assistance, an employee will need to complete a course approval application for each quarter, semester or academic term. Applications should be submitted prior to the course start date. Applications will be reviewed for policy compliance by the program administrator for final approval.
- B. If a participant goes on a leave of absence without pay for more than 30 days (unless it is approved FMLA), he/she will be suspended from the Program until they return from leave. The City of Memphis will not reimburse employees while a participant is on leave. The participant will be reactivated into the Program upon their return.
- C. An employee may be reimbursed only for courses of study which the City of Memphis determines are directly related to the employee's present job



TUITION REIMBURSEMENT

PM-58-03

Section: 58-00, SERVICE AND AWARDS

or which will enhance the employee's potential for advancement to other jobs within the City.

- D. Employees enrolled in the Tuition Reimbursement Program who are seeking an Associates, Bachelor, Master or Doctoral degree may be entitled up to \$3,000 for tuition, books, fees and experiential learning credit per fiscal year beginning July 1, 2019. Any employees seeking technical certificates, certifications or credentials may be entitled up to \$2,000 for tuition, fees, and books per fiscal year beginning July 1, 2019.
- Certificates include all courses required to complete an approved Certificate program. Courses must have a measurable completion requirement beyond attendance and participation (e.g. grades, certificate badge).
 - Certifications must be provided by a professional association, certifying body or institution authorized to award the industry accepted certification/designation. Includes courses, exams, and recertifications required to achieve an approved Certification/Designation. Certifications/Designation exams must be passed at a level eligible to earn the industry accepted certification/designation.
 - Fees for experiential learning credit or credit by exam will be considered after the employee has successfully completed all requirements of the attending college or university's experiential learning requirements and the credits have been verified by the college accepting the credit. A final letter of confirmation from the university detailing the credits and fees is required for confirmation of reimbursement amounts.
 - Experiential learning credit funds are not separate tuition reimbursement dollars. Funds used for experiential learning credits for employees approved under the tuition reimbursement policy will be deducted from their starting available fund balance of \$3,000.00 for the fiscal year.
- E. These funds are processed on a first come first serve basis.



TUITION REIMBURSEMENT

PM-58-03

Section: 58-00, SERVICE AND AWARDS

F. Eligible schools must be regionally or nationally accredited by the U.S. Department of Education. Colleges and Universities eligible for tuition reimbursement and deferred billing, are listed on pages 7-8 of this policy. This list is subject to be amended by the Chief Human Resources Officer based on changes in affiliations, locations, and new additions. Eligible technical schools are also listed on pages 7-8 of this policy.

Deferred Payment Schools:

- Upon application approval, the employee will receive a Letter of Credit to present to Bethel or the University of Memphis at the time of course registration. The school will submit an itemized invoice of tuition and fees to the City of Memphis after course completion. EdAssist will process the payment for those classes and pay the provider directly. The employee is strongly encouraged to provide proof of successful course completion (grades) within 30 days after course end date to close out the application. Documentation will not be accepted more than 60 days after the course start date.

G. Online and competency-based degree courses are permitted if offered through an eligible school and reviewed and approved through the regular tuition reimbursement application process.

H. EdAssist offers Education Coaches who are available to discuss program and school considerations, and assist with finding career relevant educational options. Employees are strongly encouraged to reach out to an Education Coach prior to submitting their first application for a new educational program. To schedule a coaching appointment, please call (833) 211-2701 or use the self-scheduler option available under "Education Coaching" on the EdAssist website.

I. All employees must be enrolled in a program or course, prior to submitting their application.

J. All documentation regarding tuition reimbursement must be submitted for reimbursement within thirty (30) calendar days of the completion of the final class or payment will not be rendered.

K. Reimbursement will only be considered for courses that are successfully completed with a grade of "C-" or better for undergraduate courses and a grade of "B-" or better for graduate-level courses, or a Pass if the course is



TUITION REIMBURSEMENT

PM-58-03

Section: 58-00, SERVICE AND AWARDS

~~taken as Pass/Fail. For technical courses which require an examination to~~
receive a certification, the employee must pass the necessary exam before being reimbursed.

- L. Some courses, programs, fees, materials and expenses are ineligible for tuition reimbursement. These include, but are not limited to:
1. Computers, calculators, supplies or special equipment;
 2. Class changes that have not had prior approval from the Wellness Coordinator;
 3. Fees for late registration, course changes, class withdrawal, incomplete grades, student activity, or campus access;
 4. Financing and installment service charges;
 5. Private pilot instruction or certification;
 6. Food, travel, and parking expenses.
- M. The Tuition Reimbursement Policy will not duplicate other financial aid programs such as Pell Grants, Veteran's Administration Benefits, Scholarships, etc. It is the employee's responsibility to obtain necessary documentation from the school regarding VA benefits, grants, scholarships, etc. and submit such documentation. Funds received from such sources will be deducted first from any expenses not covered under the program. Any remaining funds received will be deducted from eligible tuition and fees. Financial Aid received in the form of student loans will not be deducted.
- *For example, if an employee's tuition amount is \$500.00 and \$100 fee ineligible per the policy (i.e. Student activity fee) and he/she receives a \$200.00 Pell Grant, VA Benefit or Scholarship, the City will reimburse \$400.00.
- N. Exam fees for college credit will be eligible for reimbursement. Reimbursement will be considered after the employee has successfully passed the exam and credit hours have been verified by the college accepting the credit.



TUITION REIMBURSEMENT

PM-58-03

Section: 58-00, SERVICE AND AWARDS

TIME OFF FOR CLASS ATTENDANCE AND STUDY ASSIGNMENTS

Employees are expected to schedule class attendance and the completion of study assignments outside of their regular working hours. Employees will not be given paid time off, vacation or bonus days to attend educational classes or to complete study assignments. In cases where productivity and proper supervision of employees are not adversely affected, management may approve changes in the work schedule to accommodate the pursuit of educational opportunities, however it is expected that educational activities will not interfere with employees' work. Any unsatisfactory job performance during class enrollment may result in forfeiture of educational assistance and/or disciplinary action up to and including termination of employment.

TERMINATION OF CITY EMPLOYMENT

An employee who voluntarily terminates employment or is terminated for cause within 12 months of receiving education assistance will be required to refund the City of Memphis 100% of the payments received within that time period from the termination date. An employee who voluntarily terminates employment or is terminated for cause within 24 months of receiving education assistance will be required to refund the City of Memphis 50% of the payments received within that time period from the termination date. Employees are exempt from the work commitment if their employment is involuntarily terminated for reasons other than cause or performance.

- Employee remains employed less than 12 months after course end date / degree completion = 100% repayment of all tuition and book fees received within 12 months from termination date.
- Employee remains employed 13 - 24 months after course end date / degree completion = 50% repayment of all tuition and book fees received within 24 months from termination date.

Arrangements for repayment must be made with the Chief Human Resources Officer or Designee. Any balance owed the City must be paid within one (1) year of termination of employment unless an alternative arrangement is approved by the Chief Human Resources Officer, the Chief Finance Officer and the City Attorney.



TUITION REIMBURSEMENT

PM-58-03

Section: 58-00, SERVICE AND AWARDS

CITY OF MEMPHIS TUITION REIMBURSEMENT PROGRAM COLLEGES AND UNIVERSITIES ELIGIBLE FOR TUITION REIMBURSEMENT

The following are the colleges and universities that are currently eligible for tuition reimbursement under the City of Memphis Government Tuition Reimbursement Program.

This list is subject to be amended based on changes in accreditation affiliations, locations, and new additions and is only approved as it relates to:

- **Online Learning**
 - Listed in the [U.S. Department of Education's Database of Postsecondary Institutions and Programs](#)
- **Campus Learning**
 - Physical presence in Shelby County and the Mid-South area (AR, MS, AL & KY)
 - Same online learning accreditation requirements listed above

Non-Deferred Payment Schools

Alabama Fire College
Baptist College of Health Sciences
Belhaven College
Black River Technical College
Capella University
Central Michigan University
Christian Brothers University
Columbia Southern University
Dyersburg Community College
Embry-Riddle Aeronautical University
Faulkner University
Freed Hardeman University
Frontier Nursing University
Harding University
Hutchinson Community College
JTM Training Group
Kaplan University
LeMoyne-Owen College



TUITION REIMBURSEMENT

PM-58-03

Section: 58-00, SERVICE AND AWARDS

Non-Deferred Payment Schools- Continued

Liberty University
Memphis College of Art
Mississippi University for Women
Moore Tech College of Technology
Northwestern Mississippi Community College
Park University
RC Health Services
Rhodes College
Southern New Hampshire
Southwest Tennessee Community College
Strayer University
Thompson Machinery/Caterpillar University
Tennessee Fire Codes Academy
Union University
University of Arkansas
University of Phoenix
University of Tennessee - Health Services Center at Memphis
UT Martin
Utica College
Victory University
Waldorf University
Webster University
Western Governors University

Deferred Payment Schools

Bethel University
University of Memphis