



TO: All City Employees
FROM: John A. Titkanich, Jr., AICP, ICMA-CM, City Manager [3]
DATE: December 20, 2016
SUBJECT: **Revised Tuition Reimbursement Program**

Effective immediately, Section 5.11 Tuition Reimbursement Program, of the adopted Employee Handbook is hereby revised and expressed below:

Tuition Reimbursement Program

The City believes that education leads to self-improvement and recognizes that the skills and knowledge of its employees are critical to the success of the organization. In that vein, the City of Cocoa encourages higher education and is willing to pay for courses which are directly related to an employee's present job or which will help an employee prepare for more responsibilities or promotions within the organization.

To participate in the Tuition Reimbursement Program, an employee must have completed at least one year of full-time employment, and not on an initial probationary period. An application must be submitted through the employee's supervisor to Human Resources requesting reimbursement for a portion of the course costs. Reimbursement will not be authorized until the application is approved by Human Resources.

The tuition reimbursement application must be received in Human Resources at least two weeks (14 days) before the start of the course. If your Department Director attests that the course is job-related or a degree requirement and Human Resources concurs, and if budgeted funds are available, then your application will be approved for a specified reimbursement amount, subject to funding availability and/or a first come first serve basis. A maximum of two courses per semester and up to 50% reimbursement (at the University of Central Florida per credit hour rate) upon successful completion may be approved for any one employee. If funding is available, employees may receive up to a maximum reimbursement limit of \$1,500 per fiscal year, for courses successfully completed in that fiscal year. A Bachelor's Degree is the highest level of education that is eligible for the tuition reimbursement program.

Employees will be reimbursed after submitting a copy of the final grades, with a scoring of C or better, indicating satisfactory completion of the course and evidence of your payment. Tuition reimbursement shall be on a percentage basis; 50% with a scoring of A or B, and 25% with a scoring of C. Under no circumstances may an employee receive reimbursement from another agency and the City for more than what he or she actually paid for tuition. Tuition reimbursement is not available for repeated courses. Applications, policies and procedures are available from Human Resources.

An employee who resigns his or her position with the City less than one (1) year following the date of reimbursement for course(s), must repay the City the full amount received. If necessary a deduction will be made from the employee's final paycheck.

The Tuition Reimbursement Program is subject to funding availability.