

SEIU Tuition Reimbursement Processing Guidelines

Before course begins

Employee/Department Responsibilities:

- Employee provides department head with documentation like a course catalog with course description for their review in determining if course is job related.
- Employee provides department head with *Pre-Approval Form* for signature with employee and course information filled in.
- Department head reviews materials presented by employee and determines if course/materials are job related.
- If course/materials are acceptable, department head will sign *Pre-Approval Form*. If course/materials are not acceptable the request will be denied.
- Employee will need to notify HR of the approved request by submitting the signed *Pre-Approval Form* to HR as a hard copy or electronic copy.

Human Resources Responsibilities:

- HR will review *Pre-Approval Form* for completion
- HR will notify employee/department of receipt of request and confirmation of fund availability
- If form is incomplete, HR will notify employee
- HR will sign, log and store *Pre-Approval Form* pending signed *Reimbursement Form* and successful course completion documentation.
- After receipt of fund availability confirmation from HR employee is ok to move forward with course

After course ends

Employee/Department Responsibilities:

- Employee will provide grades or documentation as proof of successful completion of course together with the complete *Tuition Reimbursement Form* (separate from *Pre-Approval Form*) to department head for signature.
- After department head signs, employee will provide HR the department approved *Tuition Reimbursement Form* with attached successful course completion documentation and relevant receipts.
- Timely submittal of *Tuition Reimbursement Form* to HR is important to secure reimbursement.

Human Resources Responsibilities:

- HR will review *Tuition Reimbursement Form* for completion and will verify that a *Pre-Approval Form* was submitted prior to the *Reimbursement Form*.
- If *Reimbursement Form* is complete, HR will sign off and forward form to AP for pay out
- If *Reimbursement Form* is incomplete or no *Pre-Approval Form* was submitted prior to reimbursement request, HR will notify employee and request may be denied

Accounts Payable Responsibilities:

- AP will review *Tuition Reimbursement Form* per their normal reimbursement review process
- AP will pay-out amount stated on *Reimbursement Form* to employee in accordance with their pay-out calendar

SEIU Tuition Reimbursement **Pre-Approval** Form

Fund Guidelines

The Tuition Reimbursement Program is intended to provide educational and career development opportunities including licenses and certifications that are job related. Reimbursement is given to eligible SEIU members for successful completion of undergraduate or graduate level courses or collegiate level certification courses related to employment opportunities with the City.

The program is funded up to \$100,000 per each fiscal year and the maximum reimbursement is one thousand five hundred dollars (\$1500) per SEIU employee for each fiscal year.

To qualify for tuition reimbursement:

1. Employee must be in non-probationary status within SEIU and have at least one (1) year of full time service with the City
2. Courses must be pre-approved as job related by the division head or designee *prior* to the start of courses. Please provide documentation like a course catalog that provides a description of the course interested in taking to division head for their review. HR must be notified once a course is pre-approved.
3. Employees must attain a final grade of "C" or better for both undergraduate and graduate work. If the course is "pass/fail", the employee must achieve a "pass". Ungraded undergraduate and graduate level courses will be reimbursed on proof of successful completion.
4. Reimbursement requests must include:
 - a. Completed SEIU Tuition Reimbursement Form
 - b. Relevant receipts
 - c. Proof of course grade or successful completion
5. Requests for tuition reimbursement must be made within thirty (30) calendar days of end of the fiscal year that the course was completed and submitted to HR and then to Payroll.

Eligible expenses include:

- a. Tuition fees
- b. Textbooks, lab fees and equipment

****Note:** Parking or health fees are not covered**

Tuition reimbursement will be subject to appropriate IRS regulations.

It is recommended employees discuss their professional development goals with their supervisor as a part of the annual performance review process.

The tuition reimbursement *Pre-Approval* form (this form) is meant to reserve a reimbursement slot for the employee submitting the request. After employees submit the *Pre-Approval* form (this form) with department director approval, HR will sign as a recipient and determine if funds are still available. HR will notify employee with confirmation of fund availability. Reimbursements will be granted after course completion and submittal of completed *Tuition Reimbursement Form* to HR with appropriate documentation.

Pre-Approval of Tuition Reimbursement

Employee Name _____ Employee ID _____ Tuition Reimbursement for FY _____

Name of course _____ Anticipated course completion date _____

Department Director Signature _____ Date _____

Please submit form to HR after Department Director signature

Fund availability _____ YES _____ NO Employee notification sent on _____

HR Signature _____ Date _____

*HR Accepts both hard copies and electronic copies

Last revised on 5/17/16

SEIU Tuition Reimbursement Form

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The program is funded up to \$100,000 per each fiscal year and the maximum reimbursement is one thousand five hundred dollars (\$1500) per SEIU employee for each fiscal year.

To request tuition reimbursement:

1. Non-probationary SEIU employees will provide the Tuition Reimbursement Form (this form) to department head for signature with supporting documentation as noted on (4) after course has been completed.
2. After department head signs, employee will provide HR the department approved Tuition Reimbursement Form (this form) with attached supporting documentation.
3. Employees must attain a final grade of "C" or better for both undergraduate and graduate work. If the course is "pass/fail", the employee must achieve a "pass". Ungraded undergraduate and graduate level courses will be reimbursed on proof of successful completion.
4. **Reimbursement requests must include:**
 - a. Completed SEIU Tuition Reimbursement Form (this form)
 - b. Relevant receipts
 - c. Proof of course grade or successful completion
5. Requests for tuition reimbursement must be made within thirty (30) calendar days of end of the fiscal year that the course was completed and submitted to HR and then to Payroll.
6. **A Pre-Approval form must be submitted to HR prior to the Tuition Reimbursement Form (this form)**

Eligible expenses include:

- a. Tuition fees
- b. Textbooks, lab fees and equipment

Note: Parking or health fees are not covered

Tuition reimbursement will be subject to appropriate IRS regulations.

It is recommended employees discuss their professional development goals with their supervisor as a part of the annual performance review process.

Tuition reimbursements will take place after expenditures are reviewed, approved by the Department Director or designee, received by HR and submitted to AP. Please note that reimbursements will be granted on a first come first serve basis based on when HR received the department head approved *Pre-Approval* form.

Tuition Reimbursement

Employee Name _____ Employee ID _____ Tuition Reimbursement for FY _____

Name of course _____ Course completed on _____

Department Director Signature _____ Date _____

Please submit to HR after Department Director signature

Amount to reimburse \$ _____ Cost Center/GL _____

HR Signature _____ Date _____

*HR Accepts both hard copies and electronic copies
Last revised on 5/17/16