

<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER:</b> 117-2	<b>REVISED:</b> 0	<b>PAGE</b> <u>  1  </u> <b>OF</b> <u>  2  </u>
	<b>SUBJECT: TUITION REIMBURSEMENT</b>		

**1.0 Policy**

The City of Winona encourages and recommends life long learning for its employees. The City may reimburse 50% of employee tuition costs, up to a maximum of \$1,000 annually. Tuition aid will be given only for courses that are directly related to the employee's current responsibilities in their position at the City.

**2.0 Departments Affected**

All City of Winona Departments

**3.0 Procedure**

**3.1 Eligibility**

- 3.1.1 Regular employees who work 30 hours or more per week, and have been continuously employed by the City for more than one year, are eligible.
- 3.1.2 To be eligible for reimbursement, courses must be taken at an accredited academic institution and must be taken on the employee's own time. The time spent in attendance of the course will not be considered hours worked.

**3.2 Application**

- 3.2.1 Employee shall make a written request to their department head and the City Manager to determine if the employee and the course are eligible under this policy.
- 3.2.2 The request must be approved by the department head and the City Manager PRIOR to enrollment in the course(s). Final approval will be determined by the City Manager.

<b>DEPARTMENT:</b> ADMINISTRATION	<b>SUPERSEDES:</b> NONE	<b>PREPARED BY:</b> MJO	<b>APPROVED BY:</b> JRB	<b>DATE: 3-1-03</b> <b>REVIEWED:</b> 4/24/2013
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**3.3 Reimbursement**

- 3.3.1 The City will provide reimbursement only as limited in section 1.0 of this policy, and as limited in this section.
- 3.3.2 Reimbursement will take place after successful completion of the course.
- 3.3.3 Employee must submit proof of course completion. If letter grades are given, employee must earn a minimum grade of "C." If course is pass/fail, employee must obtain a "pass" to be eligible for reimbursement.
- 3.3.4 Reimbursement is for tuition only; books and fees do not qualify for reimbursement.
- 3.3.5 Request for reimbursement shall be submitted in writing to the City Manager's office. Request must be accompanied by proof of course completion/course grade, a copy of the course pre-approval by the City Manager, and a copy of the paid tuition statement.

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