

## **DEPARTMENT GENERAL ORDER 07-29**

OFFICE of the CHIEF OF POLICE  
REPLACES: SOP: 300.51.00

DATE: January 25, 2007

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### **TUITION REIMBURSEMENT PROGRAM**

#### **I. PURPOSE.**

The Clayton Police Department recognizes that advanced educational development can be mutually beneficial to both the employee and the city. As such, the city has adopted a tuition reimbursement program to assist those employees who seek to advance their careers through coursework at a college or university.

#### **II. ELIGIBILITY.**

The tuition assistance program is open to all current full-time employees who have successfully completed six months of employment with the city.

#### **III. REQUIREMENTS.**

Tuition reimbursement is available for both undergraduate and graduate level courses.

Courses or degree programs shall be directly related to the employee's current job duties or advancement quotient within the city of Clayton organization. If an employee is working toward a degree, electives required for that degree will be reimbursed although some courses may not necessarily be job related. The employee must provide a catalogue or course listing of graduation requirements as documentation of classes required for a degree.

Correspondence/internet courses offered through accredited land-based colleges or universities may qualify for tuition reimbursement.

Symposiums and training seminars do not qualify for the tuition reimbursement program but may be reimbursed by the employee's department if prior approval from the department head has been obtained.

Tuition assistance may not exceed a total annual cost (based on the city's fiscal year) of \$1500.00 per employee.

Reimbursement is available only for those courses in which the employee earns a grade of “C” or higher.

Books, parking fees, health fees, laboratory charges, processing fees, computer and miscellaneous fees assessed by colleges and universities are expenses that will not be reimbursed by the city.

#### IV. ADMINISTRATIVE PROCESS.

An application for tuition assistance may be obtained through the Human Resources office.

Employees must submit a completed tuition assistance application a minimum of two weeks prior to registration, so that same may be approved by the department head and the Deputy City Manager.

Following approval, the employee will be notified that the city will pay according to the established reimbursement scale upon successful completion of the course.

To receive reimbursement, the employee must submit the following to the Human Resources department:

1. Tuition assistance application, approved prior to registration.
2. Itemized tuition receipt.
3. Official grade report.

#### V. OTHER FINANCIAL ASSISTANCE.

In those instances where an employee receives financial assistance from another source (e.g. Pell Grant, G.I. Bill, scholarship, etc.), the city’s educational assistance program will only apply to those amounts not covered by the outside source(s).

#### VI. TAX IMPACT.

The tax on this benefit will vary from individual to individual, and employees should consult their financial advisor to determine the impact on their personal situation.

BY ORDER OF:

THOMAS J. BYRNE  
Chief of Police

TJB:dld  
CALEA Reference: 22.2.3

