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<b>Tuition Reimbursement Policy</b>	Page 1 of 2
Issued By: Rick Kane, Township Manager	Revised: NEW

### Intent

To provide guidance and the procedures for employees of Manheim Township to receive reimbursement for general education courses that will enable the employee to prepare more adequately for their present job assignments as well as promotional opportunities.

### Scope of Policy

All sections of this policy will apply to all full-time employees of Manheim Township (except Police covered by the collective bargaining agreement), who have completed their introductory period. To maintain eligibility, employees must remain on active payroll and be performing their job satisfactorily through the completion of each course. Part-time and seasonal employees are not eligible for this benefit. This policy is effective beginning on the issue date.

### Policy

- I. Course Eligibility Guidelines
  - a. Courses must be pre-approved in advance by the Township Manager.
  - b. Courses covered by tuition reimbursement must be directly related to the employee's current job duties.
  - c. Courses must be taken at an accredited college, university, trade school, or other approved training institution.
  - d. Courses of study must be taken outside the employee's normal work hours.
  - e. Employee's must receive a letter grade or pass/fail at the completion of the class.
  - f. Eligible course expenses include tuition fees only. It does not include any laboratory, textbook fees, registration fees, etc.
  
- II. Reimbursement Guidelines
  - a. Tuition reimbursement will be based on the current calendar years budget, the number of approved employees, and total course cost per employee eligible to receive the reimbursement. The Township will reimburse a percentage of tuition (may be up to 100%) based on the tuition reimbursement budget for the calendar year.
    - i. The total reimbursement amount for each individual employee will not exceed \$5000 in a calendar year.

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- b. Approved courses will be reimbursed at the end of the calendar year upon successful completion with a grade of "C" or above (or pass in a pass/fail course).

### III. How to apply

- a. Employees must submit a Tuition Reimbursement Application and a description of their course(s) to the Township Manager prior to enrolling in their course(s) for approval.
- b. Employees will receive confirmation of the status of their application (approved or denied).
- c. After completion of the class(es), a copy of the Employees final grade(s) must be submitted, and an itemized copy of the fees associated with the class(es) sent to Human Resources no later than December 15. Failure to submit these items during the required timeframe may jeopardize your request for tuition reimbursement.
- d. Requests for reimbursement will be taken on a rolling basis due to varying semester schedules. Final reimbursement for any classes taken during the calendar year will occur at the end of that calendar year.
- e. The Township Manager has final approval of all tuition reimbursements.

### IV. Separation Policies

- a. Employees who separate from the Township within one year of receiving tuition reimbursement will be required to repay tuition aid payments.