


CITY COMMISSION POLICY

GRAND RAPIDS  MICHIGAN	NUMBER: 600-04	HISTORY	
		FILE #	DATE
	DATE: May 27, 1969	26863	04/30/74
	FILE NUMBER: 21360	54388	03/19/91
	DEPARTMENT: ADMIN. SERVICES	55561	12/03/91
		56473	07/14/92
		57806	06/22/93
		77517	08/26/08
		87650	04/24/18

SUBJECT: EDUCATION REIMBURSEMENT

PURPOSE: To provide guidelines and reimbursement costs for job-related courses taken by City employees and members of the City Commission

POLICY:

It is the policy of the City of Grand Rapids to recognize the advantages of the furtherance of formal educational training for academic credit, certification or professional designation on the part of its employees and members of the City Commission. The implementation of this policy for employees both in and out of the bargaining unit, and members of the City Commission, will be in accordance with the guidelines shown below.

1. The City shall budget annually for employee educational courses and the Human Resources Department shall administer the program. The request shall be presented in sufficient detail in order that the City Commission may know the desirability of the various educational courses that have been approved under this Policy. In the event special training or educational course offerings are made available for which no budget allowance has been made, Department Heads will submit requests for special budget allowances to the City Manager or their designee.

2. All educational courses taken by employees shall be of such nature that they benefit the City and better prepare the individual employee to perform the duties of their position or a future position with the City to which they might someday expect to hold. These approved requests will be forwarded to the Human Resources Department for determination of eligibility under this Policy. Members of the City Commission will submit their requests to the Mayor to be forwarded to the Human Resources Department.

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3. The City shall reimburse an employee or member of the City Commission following the satisfactory completion of the approved educational course with a grade of a 'C' or better. Evidence of satisfactory completion of the course shall be given to the Human Resources Department within 30 days of the completion of the course or before the end of the current fiscal year, whichever falls first.
4. The employee or member of the City Commission will pay the cost of books and materials used or necessary in connection with the educational course taken.
5. In order to participate in the program, an employee must hold a permanent full-time position, have passed their entrance probationary period, and have one year of continuous service with the City of Grand Rapids. A member of the City Commission shall be eligible to participate upon taking the oath of office.
6. All courses undertaken in connection with the program shall be taken on the employee's own time unless otherwise specifically authorized by the City Manager or their designee.
7. Subject to availability of funding and guidelines by the Human Resources Department, the number of educational courses eligible for reimbursement for each eligible employee or member of the City Commission shall be limited to no more than four per fiscal year.
8. If an employee or member of the City Commission leaves the employ of the City for any reason while participating in the program, he/she shall forfeit all rights to reimbursement for the cost of the educational course in which they are then participating. If during the term of the course the employee is laid-off by the City due to no fault of their own, the forfeiture provision will not apply to any pending reimbursement(s).
9. Exceptions to the provisions of this policy, exclusive of paragraph 8 above, shall be made when specifically required by the conditions of a federal or state grant program in which the City is participating.
10. There shall be no reimbursements for a degree above a master's level.
11. Employees shall not receive reimbursement towards a second bachelor's or master's degree if the City has already reimbursed the employee towards their first bachelor's or master's degree.
12. If an employee fails to complete their course with a grade of a 'C' or better,

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they shall forfeit rights to reimbursement of the same course in the future.

13. If an employee makes any changes to their submitted reimbursement request, they must notify the Human Resources Department within 10 business days of the change. These changes include dropping a course completely or switching to a different course that has fewer or greater credit hours than the course they were originally approved for. Failure to do so may result in the denial of future reimbursement requests.
14. The Human Resources Department will begin accepting electronic reimbursement request applications at 8 AM on a specified date in April of each year, as announced by the Training Manager. Applications will be processed in the order they are received.
15. All employees or members of City Commission denied reimbursement due to funding will be added to a waiting list in the order that their request was received. Any funding that becomes available will be allocated accordingly.
16. If an employee separates from City employment for any reason within one year of the date of receiving reimbursement, an amount will be withheld from the final paycheck according to the following schedule:

<u>Date of Separation</u>	<u>Percentage Withheld</u>
Up to 3 months from receiving reimbursement	100%
4-6 months from receiving reimbursement	75%
7-9 months from receiving reimbursement	50%
10-12 months from receiving reimbursement	25%