

**CITY OF COOPER CITY
HUMAN RESOURCES DEPARTMENT**



**TRAINING/TUITION/CERTIFICATION REIMBURSEMENT POLICY
POLICY #02-014**

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this operating procedure.

Revision	Date	Description of Change
1		Initial release

APPROVALS

Human Resources Director

Date

City Commission

Date



City of Cooper City City Policies and Procedures

SUBJECT	Training/Tuition/Certification Reimbursement Policy
POLICY #	02-014
City Commission Approval	

Policy:

The City offers various methods of training for all employees. Employees should discuss training opportunities with their supervisors to maximize their potential. If an employee attends a school or course of study or takes a correspondence course, they may be eligible to receive educational-related expenses if the subject is work-related. The employee must complete the proper tuition agreement and receive advance approval from the Department Director, the Human Resources Department, and the City Manager.

These opportunities will come in two forms: certifications/individual courses or degree-seeking opportunities.

Certifications/Individual Courses

An employee whom the City is sponsoring for training must attend as scheduled and bring these new skills back to the workplace for effective utilization and implementation. Employees will be held accountable for this training, and their performance shall be indicated in their performance evaluations. Employees will be required to reimburse the City for any training expenses that, due to their negligence, do not result in certification or completion of the course.

Licenses (excluding regular driver’s licenses) and certification/re-certification fees required to perform city-related job duties shall be reimbursable with prior approval from the department director.

Degree Seeking Opportunities

Tuition reimbursement will be limited to full-time employees and the appropriate percentage of the rates charged by the State of Florida College System (FCS) or State University System, whichever is applicable. Employees entering “executive” bachelor or graduate programs shall receive tuition reimbursement at the regular State rate. They will personally pay for any difference between the regular State rate and the “executive” program rate. Tuition reimbursement will be limited to 50% (of the State rates) for employees who have a passing grade of “C,” whereas it will be 100% (of the State rates) for employees who receive a grade of “B” or above. There will be no reimbursement of a D or below grade. The Department Director and City Manager must grant approval before the employee attends the educational program. An eligible educational course is one that, in the judgment of the Department Director, is directly related to the employee's current position or a related higher position and will improve performance in a current position or constitutes preparation for promotion to a related higher position.

All approvals will be on a case-by-case and course-by-course basis. An employee approved to seek a degree in any eligible educational program must pay tuition costs directly and be accepted for enrollment at a regionally accredited academic institution. No textbooks, lab fees, or other expenses will be reimbursed. No coursework

shall be performed during working hours. Employees will be entitled to a tuition reimbursement, upon the successful completion of each approved course and presentation of a course transcript within thirty (30) days of completion of the approved course. The reimbursement shall not exceed the tuition amount paid to the educational institution. If an employee voluntarily or involuntarily terminates their employment with the City within one (1) year following the completion of any refund, then the amount of tuition reimbursement paid by the City shall be repaid by such employee to the City immediately. Should such an employee fail to reimburse the City for such refund immediately, the City may deduct the amount of any such refund from any salary or wages due to the employee from the City.