

## **Resolution 2021-R-126**

### ***A resolution to approve an employee tuition reimbursement program***

**WHEREAS**, tuition reimbursement is authorized for study towards a diploma, credentials, certificates, or degrees at an academic level higher than that currently held by the employee if the course of study is directly correlated to the employee's position at the City of Irondale. However, all employees may be reimbursed for costs to obtain one degree or certificate at any level regardless of credentials currently held if the degree or certificate is directly correlated to their position at the City of Irondale. The hierarchy of academic levels is defined as high school equivalency, Vocational Technical, Associates, Baccalaureate, Masters or First Professional, and Advanced Professional or Doctoral. Reimbursement is only authorized for studies offered by institutions whose accrediting bodies are recognized by the Department of Education. Reimbursement is not authorized for noncredit or preparatory courses. Reimbursement is only available to full-time employees; and

**WHEREAS**, Tuition reimbursement is authorized up to 100% of tuition and fees including lab, technology, and distance learning fees as follows:

- a. Undergraduate degree coursework is reimbursed at 100% of tuition costs, not to exceed \$500 per semester hour equivalent for undergraduate study. Undergraduate level study is defined as courses leading to an Associate or Bachelor Degree.
- b. Graduate degree coursework is reimbursed at 100% of tuition costs, not to exceed a \$600 semester hour equivalent. Graduate level study refers to study leading to a Master's, First Professional, Advanced Professional or Doctoral Degree.
- c. Tuition reimbursement is limited to \$5,000 per individual per calendar year. Reimbursement requests must be submitted within 30 calendar days following the receipt of grades for the course(s) for which reimbursement is being requested. Calculations for the annual limit are computed according to the calendar year in which the City of Irondale reimburses the employee. Reimbursement is not authorized for nonrefundable student service fees such as credit matriculation or graduation. Costs that exceed authorized reimbursement amounts shall be the employee's responsibility.

**WHEREAS**, Tuition reimbursement is only authorized for the portion of tuition and fees that are incurred and paid by the employee exclusive of other benefits. Tuition costs that are paid by the Post 9/11 GI Bill, Montgomery GI Bill, Pell Grants, scholarships, or any other benefit program are not eligible for reimbursement. Itemized receipts and report cards must be submitted with all reimbursement requests. Employees must earn a grade of B or higher or P for passing for all non-graduate or graduate level coursework in order to be reimbursed for tuition expenses. Employees must have an overall grade point average (GPA) of 3.0 to be eligible for reimbursement. Proof of GP A must be provided with each reimbursement request; and

**WHEREAS**, Employees are required to request participation in the tuition assistance program prior to enrolling in a course(s) for which they will be requesting tuition reimbursement. Requests can be made by utilizing the form found in enclosure (1). After completion of the

approved course(s), employees will utilize the form in enclosure (2) to request reimbursement. Acceptance of tuition reimbursement incurs an obligation for the employee to continue employment with the City of Irondale for at least (3) three years from the date the reimbursement is approved. If the employee's employment is voluntarily or involuntarily terminated prior to the end of the three year obligation, the employee will be required to refund the total amount of tuition reimbursement previously paid by the City of Irondale.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Irondale authorizes the employee tuition reimbursement policy.

**ADOPTED & APPROVED:** This 6th day of October, 2021.

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David Spivey, City Council President

**APPROVED:**

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James D. Stewart, Jr., Mayor

**ATTESTED:**

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Lu Jackson, City Clerk

#### **CERTIFICATION**

I, Lu Jackson, City Clerk of the City of Irondale, Alabama, hereby certify that the above to be a true and correct copy of a resolution adopted by the City Council of the City of Irondale at its regular meeting held on the 6th day of October, 2021, as the same appears in the minutes of record of said meeting.

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Lu Jackson, City Clerk