

Article 49 – Tuition Reimbursement

To assist employees in developing and learning new skills through educational institutions or programs, employees may participate in a Tuition Reimbursement Program designed to lead to an Associate, Bachelors, Masters or PhD, or a certificate program related to the employee's current or prospective job classification (e.g. paramedic school).

Eligibility to participate in the program will be restricted to the following:

- (a) Successful completion of the employee's probationary status
- (b) Courses must be offered through an accredited academic educational institution.

Courses must be deemed relevant to the current or prospective role.

Approval may be denied at management's discretion based upon such factors as staffing needs, financial condition, and/or the employee's performance.

Higher Education Reimbursement

Employee's seeking tuition reimbursement shall submit all requests in writing to the Regional Director identifying the courses and the educational institution. Requests for tuition reimbursement must be submitted to the Regional Director for approval no later than sixty (60) days prior to the beginning of the employees first class.

Requests will be considered based on a first come first serve basis distributed as follows:

- (a) Four (4) for southern Arizona
- (b) Six (6) for central Arizona

Distribution may vary based on the number of requests received by area based on a first come first serve basis.

Upon presentation of successful completion of the approved courses, the employee will be reimbursed for the cost of the course, books and lab fees based on invoice from the course provider.

Successful completion of a course means achievement of a grade of "B" or higher or a "pass" when the course is only offered on a pass/fail basis. When an employee does not successfully complete a course or fails to provide proof of successful course completion, he/she will not be eligible for reimbursement.

The Employer will approve up to a maximum of ten (10) students per year to receive tuition reimbursement toward a degree of higher education.

The maximum amount of reimbursement under this Program is \$2,500.00 per employee per fiscal year (January 1 – December 31). The Regional Director must approve all application and/or exceptions in advance and in writing.

Payment Processing

The following documents must be sent to the Human Resource Manager for final payment approval to ensure the employee has not exceeded the \$2,500.00 per year allowance.

Reimbursement shall be processed within thirty (30) calendar days following submission of the following:

- (a) The original Request for Tuition Reimbursement form signed by Regional Director.
- (b) Copy of the successful completion of a course as stated in paragraph # 2 above.
- (c) Copy of the paid invoice from the course provider.
- (d) A completed and approved Expense Reimbursement form.