

Section 6.14

Tuition Reimbursement: Employees who have been employed full-time with the Village for a minimum of one (1) year are eligible to apply for tuition reimbursement for classes, related to their positions with the Village, that are taken during non-work time at a college, university or technical school. **The Village retains the discretion to approve or deny any request for tuition reimbursement by an employee.**

Tuition reimbursement in an approved course of study is limited to \$400.00 per credit hour. In addition, tuition reimbursement in an approved course of study is limited to six (6) credit hours per term up to a maximum of twelve (12) credit hours per year.

If grant funds for tuition reimbursement or payment are available, then an employee shall apply for such funds before requesting reimbursement from the Village. If such funds are received by the employee, but do not cover the entire cost of the tuition, then subject to the other provisions of this policy, the Village may reimburse the employee for the difference, not to exceed \$400.00 per credit hour.

Eligibility for reimbursement is based upon the following:

1. Completion of the Request for Tuition Reimbursement form, and submission of the form to the employee's Department Director **prior to enrolling in the course.**
2. Obtaining the Department Director's and Village Manager's **approval and** signatures on the form **prior to enrolling in the course.**
3. Successfully completing the **approved** course with a grade of "C" or better.
4. Submitting to the Village Manager proof of a grade of "C" or better, and proof of the amount spent for tuition. For the purposes of this policy, "tuition" is defined as the cost per hour charged for a class. Lab fees, book fees, etc., are not eligible for reimbursement.
5. If an employee terminates their employment with the Village within two (2) years of completing a class, the employee is obligated and understands that the Village is to be reimbursed for the cost of the class and it is the Village's intent to hold the employee responsible for such reimbursement.

Tuition reimbursement will be paid through the payroll process. Reimbursement for all graduate level classes is considered taxable income and will have Federal, State, Social Security and Medicare taxes withheld. Reimbursement for undergraduate and graduate classes is considered non-taxable income up to a \$5,250 threshold. Any undergraduate or graduate reimbursement in excess of \$5,250 in a calendar year will be taxed.