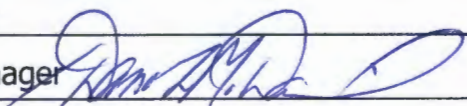




**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.71
TO: City of Dublin Employees
FROM: Dana McDaniel, City Manager 
SUBJECT: Tuition Reimbursement Program Processing Procedures
DATE: February 10, 2022
<i>Supersedes and replaces Administrative Order 2.71 dated 04/05/12, regarding same subject.</i>
PROPONENT: Director of Human Resources

1. PURPOSE

The purpose of this Administrative Order is to provide the process and procedures for employees and staff to follow regarding the Tuition Reimbursement Program. Under this program, all degree producing programs or individual coursework, if not part of a degree producing program, must be job related.

2. REFERENCES

Tuition Reimbursement benefits for non-union personnel are authorized under Ordinance No. 15-17 (Compensation Plan for non-union personnel). Tuition Reimbursement benefits for unionized personnel are authorized under Article 30 of the Fraternal Order of Police - Capital City Lodge No. 9 Collective Bargaining Agreement, Article 33 of the Fraternal Order of Police — Ohio Labor Council Collective Bargaining Agreement, and Article 33 of the United Steelworkers of America Collective Bargaining Agreement.

3. PROCESSING PROCEDURES

The following procedures shall be followed regarding the Tuition Reimbursement Program:

A. Coursework Approval Application Process - The following process shall be followed for approving a degree program or individual coursework:

(1) The employee seeking the approval of a degree program or individual coursework shall complete the Coursework Approval Application Form (located in

Human Resources) and forward it to their designated Human Resources Business Partner. This application should be forward to the Human Resources Business Partner no later than 15 calendar days prior to commencement of the course of study.

(2) The Director of Human Resources or their designee shall evaluate the requested degree program or individual coursework for job-relatedness and shall notify the employee, in writing, regarding approval or disapproval of the request. (Depending on the circumstances involved in particular situations, the Human Resources Business Partner may consult with the Director of Human Resources regarding approval or disapproval of an application prior to rendering their decision.)

B. Coursework Reimbursement Request Process - The following process is hereby established for requesting reimbursement for approved completed coursework:

(1) The employee seeking reimbursement for coursework that has been previously approved and successfully completed shall submit the Coursework Reimbursement Request Form which can be obtained from their Human Resources Business Partner and forward it along with a grade report or other official certification showing successful completion of the coursework and a valid, itemized receipt from the educational institution detailing tuition, fees, financial assistance received (scholarships, grants, loans, etc.), and required textbooks to their Human Resources Business Partner.

(2) The Human Resources Business Partner shall review the reimbursement request form and other supporting documentation and submit for reimbursement.

(3) The Human Resources Business Partner will forward the approved form to the Human Resources Administrative Support II for processing to the Department of Finance for payment.

(4) The reimbursement will be processed and paid on a calendar year basis. If the coursework for which reimbursement is being sought has been completed in the previous calendar year (December 31st or earlier), the reimbursement for that coursework will count against the previous calendar year's allowance. If the coursework for which reimbursement is being sought has been completed after the start of a new calendar year (January 1st or later), the reimbursement for that coursework will count against the new calendar year's allowance. (The determining factor shall be the date on which the coursework is completed.)