
CAREER DEVELOPMENT STEPS

Are you moving ahead in Your chosen career field?

Where do you want your career to be in five years?

Career Goal

Do you have the ability to market & sell yourself?

Networking & Interviewing

What kinds of skills, knowledge & abilities will make you competitive in that career field?

Course Work

What position, career field or area of City Government interests you?

Career Path

Discuss your future in Fort Pierce City Government with a Personnel counselor

Prepared by:
Administrative Services Department
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CAREER DEVELOPMENT AND JOB ENHANCEMENT

Tuition Reimbursement Program

City of Fort Pierce
P. O. Box 1480
Fort Pierce, FL 34954



Restrictions

The only time an employee may be permitted to take approved courses during City work hours will be when the course is not offered at any other time.

- ☞ Submit a request in writing to the appropriate Department Head.
- ☞ Receive written permission to take the class during City working hours.

Once permission has been granted, the employee will be offered one of the following alternatives:

- ☞ Leave without pay, in accordance with City leave provision;
- ☞ Paid annual vacation leave; or
- ☞ Make up time if work environment permits this flexibility.

All such arrangements shall be approved in advance by the appropriate Department Head or Designee.

When a situation arises in which more than one employee in a work area has been approved to take a specific required or voluntary class and only one employee may be permitted to leave the work area at a time, the Department Head or Designee will decide which employee will attend.

General Provisions

It is the intention of this policy to provide funds to employees for educational reimbursement. This policy is exclusive of other City training.

1. The City of Fort Pierce will provide funding to support this program and to assist employees with accredited educational tuition costs. An attempt will be made to distribute said funds to departments so they will be available for each school term.
2. The use of these funds will be restricted to tuition and will be limited to 100% tuition reimbursement for no more than 12 credit hours per employee each fiscal year.
3. The amount reimbursed shall not exceed State approved tuition rates for undergraduate or graduate courses.
4. This reimbursement will be for employees who achieve a minimum grade of "C" or better.
 - ☞ An employee who receives tuition reimbursement shall be obligated to remain in the employ of the City for one year after receiving tuition reimbursement. Failure to remain for one year for any reason /death or disability, shall obligate the employee to reimburse the City for that year.
 - ☞ An employee who has completed an approved course and who is on leave of absence at the time for tuition reimbursement will be eligible for a refund upon return to active employment.
 - ☞ An employee cannot approve his/her own tuition refund request.
 - ☞ Course grade shall be submitted to the Human Resources Department within thirty (30) days after completion of course.

Eligibility Requirements

City employees appointed to regular positions who have completed their initial probation period will be eligible to participate in this program. Regular part-time employees will be eligible for a proportionate share of the tuition reimbursement.

If an employee is required as part of his/her job to take either a correspondence course or attend classes, the employee's department shall pay 100% of the costs of the charges except as provided herein. Payment shall be made at the time the employee enrolls in the program. All required courses shall first be approved by the employee's Department Head or appropriate Designee.

The City will participate in the cost of those courses, including books, correspondence and classroom, which are determined as follows:

1. Directly related to the duties of the position held by the employee applying for tuition reimbursement and/or
2. Must be a valid elective for a degree program approved by the Human Resources Director and/or Designee
3. Would contribute to the upward mobility of the employee and/or
4. Classes must be from a recognized or accredited institution.

The City will pay the costs of tuition at the state approved rate in pursuing and achieving college degrees in the areas of Business or work related courses, for each approved course.

A Request for Education Assistance application must be submitted prior to starting course(s). These forms are available from the Human Resources Department.

Reimbursement Procedure

Employee must submit a request for educational assistance signed by the employee, the applicant's Department Head or Designee, and approved by the Human Resources Department no later than one month prior to the planned course enrollment date.

- ⇒ The request shall be submitted to the Human Resources Department with a copy of the schedule/registration and paid receipt.
- ⇒ Upon receipt of the Tuition Reimbursement Form from the employee, the Human Resources Department will indicate approval or disapproval of the request, based upon the considerations set forth in the Eligibility Requirements. A copy shall be returned to the employee.

It shall be the responsibility of the employee to obtain a certificate from the institution indicating the course grades.

- ⇒ These grades shall be presented to the Human Resources Department for tuition reimbursement within thirty (30) days upon completion of course(s) from school.
- ⇒ If conditions for reimbursement have been met, the Human Resources Department or Generalist shall request a refund payment from the Director of Finance.