

Tempe Fire Department Policies and Procedures

Tuition and Book Reimbursement

104.09

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PURPOSE

Both the City and the Department encourage members to pursue educational opportunities. In this regard, the City will reimburse regular employees for expenses incurred while attending approved courses. The following information is provided to inform employees on policies regarding educational expenses.

GUIDELINES

Employees will be reimbursed tuition, books, and special fees for educational areas of endeavor. This reimbursement could include courses: deemed job related; that expand job knowledge or upgrade skills; help meet the minimum requirements for a City job or prepare employee for another line of work within the City; and courses required to meet the minimum educational requirements of the job and all graduate courses.

Doctoral or PhD level classes and degree programs are not eligible for reimbursement.

Steps to sign up for classes:

1. Double click the 'Training Server' icon on a City PC desktop
2. For Employee ID: **type your 5 digit employee ID Number**
If you changed your password a while back and forgot your password, click on the 'Forget your Password' hyperlink and an email will be sent to you with your password information. Email should arrive in less than 5 minutes.
3. For Password: **type your 4 digit employee ID Number**
4. Click on the '**Register for Class**' hyperlink (2nd hyperlink down)
5. In the 'Course Name' white text box (2nd white text box), **type the name of the course you are searching**
6. Click on the '**Search**' button and scroll through the list to find the correct class you want to take
7. When you find Class starting on the correct date: **click on the 'Course Name' hyperlink**
8. Read the Course objectives and click on the '**Enroll in Class**' hyperlink
9. Click on the '**Proceed**' button to complete the registration process
10. An email will be sent to your Supervisor
11. Upon approval, you will receive an email confirmation of pre-approval

POLICY

The City of Tempe Tuition and Book Reimbursement Policy, provides all of the program management and procedure information.

Included in the policy is information on eligibility, maximum annual reimbursement, covered expenses, tax implications, additional requirements and how to apply for tuition and book reimbursement.

The policy is available on line through the intranet by accessing Tempe Learning Center web site which can be found on Human Resources Department web site.