



# CITY OF EL PASO REQUEST FOR TUITION ASSISTANCE - ADVANCE

Name:	Last 4 #'s of SS #:	ID#:
Department:		

TO: City of El Paso Human Resources Director  
 SUBJECT: Request for Tuition Assistance Prior to Completion of Course(s)

In accordance with the City of El Paso's Tuition Assistance Policy and Procedures, I wish to submit for your consideration my request to be provided with tuition assistance funds to pay for the following:

**School Attending:** \_\_\_\_\_ **Number of hours:** Graduate \_\_\_\_\_  
**Course Dates:** \_\_\_\_\_ to \_\_\_\_\_ Undergraduate \_\_\_\_\_  
**Course Number(s) & Title(s):** \_\_\_\_\_  
 \_\_\_\_\_

I agree and understand that if I fail to complete the above identified course(s) for any reason or fail to attain the required grade, the City of El Paso will require the repayment of all funds disbursed to me under the tuition assistance "advance" provision. Furthermore, I agree that the amount of \_\_\_\_\_ will be deducted from my paychecks in four (4) equal installments beginning on the 46<sup>th</sup> day after the course(s) has concluded. Additionally, I understand that if I obtain financial assistance in the form of scholarships, grants or any other source (not to include loans), I will be required to re-pay the City all costs covered by such assistance.

\_\_\_\_\_  
 Employee Signature \_\_\_\_\_  
 Date

### SWORN AFFIDIVAT

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose signature appears above and by me being duly sworn on oath says that he executed the above resignation and waiver for the purposes therein expressed and as his/her free act and deed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ in the county of El Paso, state of Texas.

\_\_\_\_\_  
 Notary Public

### HUMAN RESOURCES DEPARTMENT

Approved  Denied

\_\_\_\_\_  
 Human Resources Director

\_\_\_\_\_  
 Date

Schedule: \_\_\_\_\_ PPE: \_\_\_\_\_



## ADMINISTRATIVE POLICIES AND PROCEDURES

**Policy ID: Human Resources**  
**Subject: Tuition Assistance Program**  
**Creation Date: Feb. 05, 1985**  
**Revision Date: April. 25, 2006**  
**Prepared By: City Manager's Office**  
**Approved By:**  
**Legal Review Date:**

### **DESCRIPTION:**

Tuition Assistance Program

### **POLICY:**

It is the policy of the City of El Paso to encourage employee development and excellence of performance by sharing costs of approved courses and educational programs.

- A. Assistance is available to employees who have successfully completed courses that are related to either their current position or to a position or career with the City of El Paso. The courses may be for a degree or certificate from a nationally accredited college, university, trade school or technical institution. Professional organizations that grant certificates or licensing may also be considered on an individual basis as recommended by the employee's department director. Required sitting fees for examinations leading to certifications and Internet courses maybe included under this program. All courses and certifications are subject to approval.
- B. Seminars, conferences and other courses that are a requirement of the employee's department are not eligible for tuition assistance. These courses are the responsibility of the employees respective department or the individual, or both.
- C. Permanent employees may enroll in the Tuition Assistance Program upon completion of six (6) months of continuous service with the City of El Paso.
- D. The Tuition Assistance Program will advance or reimburse 80% of the tuition and/or registration fees, not to exceed specified fees at the University of Texas at El Paso. Part-time employees will be eligible for assistance at a pro-rated amount based on the number of hours worked per week.

Certificate and licensing courses will be advanced or reimbursed at 80% of the total cost of the course, for a maximum of \$1000 per employee each fiscal year.

Total employee assistance per fiscal year, may not exceed the amount of advancement/reimbursement for 6 academic courses at 80% of the current UTEP rate.

*Expenses that will not be eligible for assistance include, but are not limited to the following: Cost of living expenses, textbooks, equipment, materials, tests, travel, late registration fees and parking.*

E. Assistance is limited to two (2) academic courses per semester and a maximum of six (6) courses per fiscal year. The last day of the class will determine the fiscal year in which payment will be applied.

F. Courses taken for academic credit must be successfully completed as evidenced by a transcript or grade report indicating a grade of "C" or better. Graduate level courses must be completed with a "B" or better. If a course is non-graded, documentation of satisfactory performance or a passing grade must be submitted. Grades of "I" (Incomplete) can be reimbursed if completed within the time frame established by the college or university attending.

Courses leading to certification or licensing must be evidenced with official documentation supporting successful completion.

G. Tuition Assistance Program funds will not be used to grant educational leaves without pay nor will benefits be available to employees on leave without pay status.

H. For employees receiving financial assistance from the Veteran's Administration, scholarships, grants or any other source (not to include loans), the tuition assistance amount will be calculated at 80% (or applicable rate) of the cost not covered by financial assistance.

I. If courses are available both during and after regular working hours, the employee shall attend the course offered after regular working hours. If the only course available is during work, however, the department director MAY reschedule the employee's work hours to compensate for the time lost from work to attend the course or adjust the employee's pay accordingly.

J. Funds will be distributed on a first-come-first served basis depending on fiscal year funding availability.

K. Employees who leave City service, except for non-voluntary military assignment, prior to completing coursework will forfeit their right to assistance/reimbursement.

Any employee who receives tuition assistance and leaves City employment due to voluntary resignation or involuntary termination, shall repay to the City the full amount of reimbursement paid to him/her within one year prior to the effective date of separation. As a receipt of tuition assistance, the employee agrees to pay back said amount in the form of payroll deduction, personal check, money order or any other final payments due to the employee.

- L. This policy becomes effective May 11, 2006 and supersedes all previous Tuition Assistance Program policy and procedures.

## **PROCEDURE**

### A.1. Committee

A.1.1 The Tuition Assistance Program Committee will be composed of:

The City Manager or their designee,

The Human Resources Director or their designee,

Other member agreed to by the above.

A.1.2. The TAP Committee will meet when necessary to review the program and the consistency with which the program's established policies and procedures are administered.

A.1.3. The TAP Committee shall hear appeals regarding tuition matters submitted by the employees and shall render final decisions on those appeals in accordance with the policy and procedures.

### B.1. Procedures for Filing TAP Application

B.1.1. In order to participate in the program, an employee must complete and submit a "TAP" application to the Human Resources Department. An up-to-date transcript and a current degree plan must accompany applications for assistance for academic courses completed at a university or college. This is a one-time application, except as required when major changes to the TAP Policy occur.

B.1.2. Applications for certificates or licensing must be accompanied by information on the seminar; workshop or licensing program the employee is attending. Applications must have a recommendation by the employee's department director and must be submitted each time the employee is seeking assistance.

C.1. Approval

The Human Resources Director will on behalf of the TAP Committee approve and authorize assistance in accordance with this policy and procedures.

D.1. Payment

Employees may request assistance to pay for tuition and fees in the form of an early payment by completing the appropriate form available at the Human Resources Department, Organizational Development Division. Forms must be completed prior to course start dates. Employees must agree to the terms and conditions prior to receiving funds.

An itemized receipt of payment and an official grade report (or documentation of successful completion for certificates or licensing programs) must be submitted to the Human Resources Department within forty-five (45) calendar days from the date of the completion of the course.

Assistance will be issued through the City's biweekly payroll process and will appear on the employee's paycheck/direct deposit.

**APPROVED BY:**

Joyce G. Wilson  
Joyce Wilson, City Manager

5/11/06  
Date