

# EDUCATION REIMBURSEMENT

## INSTRUCTIONS FOR EMPLOYEES

1. Education Reimbursement is offered to all employees as provided in the Personnel Rules 18 and Memorandum of Understanding (MOU's).
2. Your personal allowance for education reimbursement varies according to your MOU (provided sufficient funds are available at the time of your claim). Reimbursements are paid until the City allowance is exhausted. It is therefore to your advantage to file an **ESTIMATED CLAIM** with us prior to completion of the course.

### TO FILE AN ESTIMATED CLAIM

1. Please complete the appropriate application form for your course (one form per course).  
Use **FORM CC01** for Community College Courses.  
Use **FORM UC01** for a four-year college or university.  
Use **FORM ER01** for any accredited college or university courses if you are in GU, MX, or EX.
2. Turn in the completed form with Department Head approval to Human Resources and retain a copy for your records.
3. You will receive a confirmation and claim instructions from Human Resources after receipt of your application.

### TO CLAIM YOUR REIMBURSEMENT

When you have finished your course, please follow these instructions to receive your reimbursement:

1. Provide verification and attach a copy of your final grade/s (grade must be C or higher for community college and B or higher for graduate programs).
2. Provide a copy of the itemized receipt(s) to show payment for the course (and payment for books if applicable).
3. Submit all documents to Human Resources.

IF YOU HAVE ANY QUESTIONS REGARDING EDUCATION REIMBURSEMENT, PLEASE CALL THE HUMAN RESOURCES DEPARTMENT AT 760-323-8215

