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 <u>personal</u> 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

CITY OF PALM SPRINGS APPLICATION FOR EDUCATIONAL REIMBURSEMENT

GU MOU Article 18, MAPS MOU Article 16
Personnel Rule 18, Section 18.2

Form ER01 (College or University Courses for GU, MX, EX)

Name:	Date:				
Position:	ID #	‡ :	Dept:		
I hereby request approval to e	nroll in the following o	course (one form	per course):		
Name of Educational Institutio	n:				
	☐ I have attache	ed a copy of the	course description.		
Full Tuition		=	\$		
Total Cost of Books	\$	÷2 =	\$		
Total Reimbursement			\$		
I understand that the above request for educ Understandings (MOUs) and any reimburseme benefits to take the above course. I understan must be submitted prior to reimbursement. I for or a grade of "B" or equivalent for a graduate lot I agree to pay the City of Palm Springs the full or resign during the second year following the crules.	nt will be paid accordingly. I had that proof of payment (receing urther understand that I must evel course. City contribution if I retire or received.	ereby certify that I have ots, cancelled checks, receive a grade of "C" esign in the first year fo	e exhausted all State and Federal etc.), together with proof of course or equivalent, or better for an und allowing the completion of the cour	eligibility for educational completion and grade lergraduate level cours rse reimbursed, if I retir	
Employee Signature	Date	Department Head Signature Date		Date	
Personnel Officer Signature	Date				
	FOR PERSON	NEL USE ONLY	<u>′</u>		
Total Reimbursement Date submitted to Finance Account Number 1001030-50		\$ \$ \$	Attachments: Tuition Recei Receipt for B	ooks 🗖	
APPROVED FOR PAYMENT:_		ersonnel Officer Signature		Finance Director Signature	
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