

City of Cupertino Proposal to CEA
Distributed at the Table on June 27, 2016
Revised

SECTION 21: EDUCATION REIMBURSEMENT PROGRAM

It is the intent of the City to recognize the value of continuing education and professional development of its employees; and adopted an Education Tuition Reimbursement Program which will encourage employees to avail themselves of City job related educational opportunities that will advance their knowledge and interests in the direction of their career path. Courses may be specific to their current job specifications, requirements for degree completion or taken to advance knowledge and skills for a position within the City the employee wishes to obtain.

The Education Reimbursement Program is a benefit to all full time benefited employees who have completed the required probationary period and provides ~~tuition~~ education reimbursement of up to one thousand, ~~two-three~~ hundred fifty (\$ (1,350.00 1,200) per ~~fiscal~~ calendar year for the cost of registration, required textbooks and/or materials and parking. Employees who wish to seek reimbursement from the City for educational program costs shall provide a written request for reimbursement in advance of enrollment to the Human Resources Division. The form provided shall include the type of training, sponsoring organization or institution, meeting times and costs. The Human Resources Director and the employee's department head will make the determination if the chosen education program is eligible for reimbursement.

No employee shall receive any reimbursement until they have provided satisfactory proof of successful completion of the coursework.

Mandatory or annual coursework, attendance at conferences and training required to maintain job specific certifications or proficiencies are not included in the ~~Tuition~~ Education Reimbursement Program.

TA Krista Alfaro
9/26/16

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