



PROFESSIONAL DEVELOPMENT AND TRAINING REQUEST

The City encourages all employees to seek additional training and development of their job skills and knowledge. When possible, the City will provide periodic training to assist employees in developing their professional skills and knowledge.

TUITION REIMBURSEMENT

Eligibility

To be eligible for tuition reimbursement, an employee must:

- Be a regular full-time, employee of the City at the time of enrollment in course(s)
- Obtain prior written approval for the course from her/his Department Director and the City Manager
- Enroll at an accredited college or university for courses taken for credit

Regular part-time employees may request to participate in the Tuition Reimbursement Program. Approval is at the discretion of the City Manager. If approved by the City Manager, the maximum reimbursable amount would be pro-rated.

Criteria

In order to be approved, the course(s) must be:

- Scheduled on the employee's own time, and
- Either (A) directly relates to the employee's work, or (B) required for an academic degree in a field of endeavor directly related to the employee's work, or of clear benefit to the City, at the discretion of the City Manager.

Tax Issues

Tax consequences of participating in the City's Tuition Reimbursement Program depend on current IRS regulations and are ultimately the responsibility of the employee, not the City.

Reimbursement

When an employee has demonstrated completion of the approved course with a Grade of "B" or better ("B-" will not be accepted), or a "pass" if the course is offered on only a "pass or fail" basis, the employee can submit the Reimbursement Claim Form to Human Resources Department.

City of Oakley
3231 Main Street, Oakley, CA 94561
(925) 625-7000
PROFESSIONAL DEVELOPMENT & TRAINING
REIMBURSEMENT CLAIM FORM

Name: _____

Department: _____

Date	Description	Total
Total Reimbursement Request (receipts attached):		\$ -

FOR STAFF USE TO CODE EXPENSES

Fund	Dept.	Division	Object

I hereby certify that the above is a true statement of expenses incurred by me for all the courses previously approved.

Signature:		Date:	
Approved for payment by:		Date:	