

CITY OF SAN ANTONIO  
HUMAN RESOURCES DEPARTMENT  
INTERDEPARTMENTAL CORRESPONDENCE

TO: DEPARTMENT DIRECTORS  
FROM: George K. Noe, Acting Director of Human Resources  
COPIES: Training Coordinators, Training Committee Members  
SUBJECT: TUITION ASSISTANCE PROGRAM

DATE: October 14, 1994

The Tuition Assistance Program has been initiated.

Enclosed is an application and a copy of the Administrative Directive #4.77 for the Tuition Assistance Program.

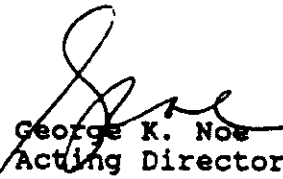
All correspondence and the distribution of materials regarding the program, will be directed to your Department Training Coordinator unless you advise us otherwise.

Employees in your department should be notified that they may begin the process of applying for the Tuition Assistance Program. Reimbursement for the Summer sessions of 94 will be retroactive, only if applications are submitted by November 30, 1994.

All applications must be accurately completed and have all appropriate original receipts attached. Upon completion, all applications must be forwarded to Sulema Gonzales, Employee Services, Human Resources Department, for process.

If you require additional information, please contact Sulema Gonzales at 207-8032.

Thank you for your cooperation!

  
George K. Noe  
Acting Director of Human Resources

EFFECTIVE DATE: September 8, 1980

REVISION DATES: August 29, 1994

SUBJECT: Tuition Assistance Program

**I. Purpose**

To encourage personal self-development by city employees to enable them to better perform their current jobs and be more prepared for increasingly responsible jobs in the future.

**II. Policy Statement**

The Tuition Assistance Program is open to all full-time, regular City employees, excluding those covered by collective bargaining agreements.

**III. Responsibilities**

A. The employee:

1. Is not eligible for aid from the City Tuition Assistance Program for Category A, B or C courses (defined in Section IV below), if he or she is eligible for tuition assistance from other programs (i.e. LEEP, GI Bill).
2. Remains eligible for the City Tuition Assistance Program, if he or she is utilizing a Student Loan.
3. Must apply for reimbursement under the Tuition Assistance Program after completion of the course within 60 calendar days of the postmark on the course grade report issued by the school for a Category A course (defined in Section IV below) or within 60 calendar days of the date on the invoice or bill rendered for a non-Category A course.
4. Must make the application for reimbursement through the employee's immediate supervisor, Division Head and Department Director, in that order, before submitting the application to the Management Services Department. The form attached to this A.D. shall be used to make the application. A separate form must be submitted for each course for which tuition assistance is requested.
5. Must submit proof of course completion as part of the tuition assistance application.
  - a.) For a Category A course, proof of course completion must indicate the grade earned.
  - b.) For a non-Category A course, proof of course completion must consist of either a letter attesting to course completion from an official of the institution offering the course, or an invoice/bill issued on a date no earlier than the day of course completion.
6. Must attend courses on his or her own time. Written authorization must be obtained from the employee's Department Director to take courses during normal working hours for which administrative leave will be granted.

7. Must understand that participation in this program in no way obligates the City to promote, transfer or otherwise compensate the employee beyond his or her current job classification.

B. The employee's Department Director or designated representative:

1. Must appoint a department coordinator for the Tuition Assistance Program and notify the Director of Management Services of the appointment within 30 days of receipt of this Administrative Directive.

2. Makes a recommendation for approval or disapproval on all applications for tuition assistance coming from within his or her department.

3. Forwards all applications to the Director of Management Services for final processing.

C. The Director of Management Services:

1. Administers the City Tuition Assistance Program.

2. Possesses final approval authority for program applications.

3. Notifies the applicant and the appropriate department's coordinator of the final action on an employee's application for tuition assistance.

4. Maintains records of Tuition Assistance Program applications and final decisions along with records of courses completed by an applicant reimbursed under the program.

5. Possesses authority, with the approval of the City Manager, to set a limit on overall funds to be spent on the Tuition Assistance Program for a given fiscal year as may be required due to budgetary constraints. If such a limit is established, once program expenditures have reached the defined limit, no further applications for tuition assistance will be accepted.

#### IV. General Provisions

A. All courses eligible for reimbursement under this program fall into one of the below listed categories. For any combination of Category A, B or C courses, no more than six (6) total semester hours or the equivalent are eligible for reimbursement for any one semester or equivalent time period.

CATEGORY A. Undergraduate and graduate courses for which a non-pass/fail letter grade is awarded and which leads to a degree from an accredited college and university. Tuition assistance applications for Category A courses must be accompanied by a letter from the employee's undergraduate or graduate advisor certifying that the course is part of a degree program.

CATEGORY B. Undergraduate and graduate courses taken from an accredited college or university not as part of a degree program or for which a non-pass/fail letter grade is not awarded. Such courses must be related to the employee's job.

CATEGORY C. Correspondence courses. Such courses must be related to the employee's job.

CATEGORY D. Job-related seminars and conferences.

B. Reimbursement for tuition for each course will be accomplished in accordance with the below listed criteria for each category of course. Only tuition will be reimbursed in accordance with the following criteria, not expenses for books, fees or other school-related expenses.

CATEGORY A: Tuition reimbursement will be based on the grade earned by the employee for the course for which reimbursement is sought. The maximum reimbursement for a given semester hour earned at any accredited college or university will be up to, but no greater than, the undergraduate semester hour tuition rate set by the University of Texas at San Antonio (UTSA) in effect for the same semester time period during which the employee earned the semester hour. The level of reimbursement by grade is as follows:

- Course completed with grade of A - 100% of UTSA tuition rate only.
- Course completed with grade of B - 75% of UTSA tuition rate only.
- Course completed with grade of C - 50% of UTSA tuition rate only.

CATEGORY B: Up to \$100 maximum reimbursement for tuition only.

CATEGORY C: 50% of costs reimbursed up to \$100.

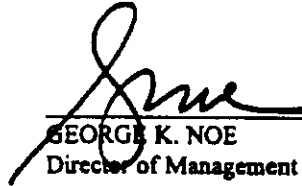
CATEGORY D: 50% of registration fee reimbursed up to \$100.

Inquiries regarding this directive should be made to the Employee Services Division of the Management Services Department at 299-7294.



ALEXANDER E. BRISEÑO  
City Manager

8/29/94  
DATE



GEORGE K. NOE  
Director of Management Services

8/29/94  
DATE