

**SAN DIEGO POLICE DEPARTMENT  
PROCEDURE**

**DATE:** February 17, 2016  
**NUMBER:** 5.14 - PERSONNEL  
**SUBJECT:** TUITION REIMBURSEMENT PROGRAM  
**RELATED POLICY:** 5.14  
**ORIGINATING DIVISION:** TRAINING/EMPLOYEE DEVELOPMENT  
**NEW PROCEDURE:**   
**PROCEDURAL CHANGE:**   
**SUPERSEDES:** DP 5.14 – APRIL 26, 2013

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**I. PURPOSE**

This Department procedure establishes guidelines for participation in the Tuition Reimbursement Program.

**II. SCOPE**

This procedure applies to all members of the Department.

**III. BACKGROUND**

The City's Tuition Reimbursement Program is outlined in Administrative Regulation 70.30. The maximum reimbursement amount is \$1,000 per fiscal year for employees represented by the POA and MEA. Employees represented by Local 127 are eligible for a maximum reimbursement of \$900 per fiscal year. Because each bargaining group (POA, MEA, and Local 127) negotiates this benefit with the City separately for the employees they represent, the benefits afforded employees of each group differ slightly. Represented employees should review their respective group's MOU with the City for a more detailed explanation of their tuition reimbursement benefit. A copy of the appropriate section for each bargaining group's current MOU is available for review at In-Service Training. Training Division will adhere to the current MOU for each requesting employee.

NEW

Per paragraph B of Article 40 of the POA MOU (FY16), effective the first full pay period of Fiscal Year 2016, the City will provide up to \$5,000 tuition reimbursement for Tactical Flight Officer's (TFO) who are actively working toward their pilot's license as a prerequisite to become an Airborne Law Enforcement (ABLE) pilot. This tuition reimbursement is subject to the conditions set forth in Administrative Regulations 70.30. This tuition is in addition to any reimbursement available under Article 39 of the POA MOU.

#### **IV. CONDITIONS FOR REIMBURSEMENT**

- A. The course work must relate to the applicant's present position, must be beneficial to the employee's City-related professional development, or must enhance career advancement potential within the City of San Diego in the following areas:
1. Improvement in skills or knowledge required for the employee's present position;
  2. Preparing the employee for significant technological changes occurring in his/her City-related career field;
  3. Preparing the employee for changes in duties due to the different use of a position or class;
  4. Preparing the employee for the assumption of new and different duties as a result of a recent promotional appointment;
  5. Preparing for promotional opportunities within the employee's present career series with the City, supported by a logical educational plan of accomplishment approved by the appointing authority; or,
  6. Preparing the employee for career enhancing promotional opportunities or transfer opportunities into a different City career series.
- B. Prior to course enrollment, an educational plan must first be approved by In-Service Training. Plans must include the following four criteria:
1. Intended degree to be achieved or continuing professional education requirements to be satisfied;
  2. Major area of study;
  3. Core courses and number of electives required by the educational institution; and,
  4. Additional information as required by In-Service Training.

NEW

C. Reimbursement will be made for all courses and electives meeting the requirements in paragraphs A and B of Section IV of this procedure. Core courses should take priority, and the majority of them should be completed prior to enrolling in elective courses.

NEW

D. Reimbursement will be made for courses taken to satisfy professional continuing education certificates and/or licensing requirements. These courses must directly relate to the employee's City career and must meet all of the requirements in paragraphs A and B of Section IV of this procedure.

E. Individual semester or quarter classes directly related to the employee's current position with the City are potentially reimbursable.

NEW

F. On-line college courses offered by an accredited institution and meeting the requirements in paragraphs A and B of Section IV of this procedure are reimbursable.

F. Requests for reimbursement must be pre-approved by In-Service Training before enrollment in the course.

NEW

G. To receive reimbursement, POA represented employees must show proof of completion with a grade of at least "C," "Satisfactory," "Pass" (for Pass/Fail courses), or the equivalent. Once proof of completion is submitted and reviewed by In Service Training, reimbursement will be made for tuition fees, required textbooks and a reasonable amount of supplies (as determined by the Appointing Authority). All reimbursement requests must be verified with receipts. Employees represented by the MEA and Local 127 are not required to submit proof of a passing grade. They need only to provide evidence of attendance to receive reimbursement.

NEW

H. The employee must have completed six months of City service in a budgeted City position prior to starting the course. Tuition reimbursement is available only to Permanent Full-Time employees.

I. The minimum amount of tuition reimbursement that will be approved for an employee is \$5 per course.

NEW

J. To receive reimbursement, POA represented employees must not receive funds for the same course from any other source, such as scholarships, etc., with the exception of Veteran's benefits. Members of MEA and Local 127 should refer to their respective MOUs for clarification of their particular benefits.

K. Tuition fees for City-sponsored courses for which academic credit is granted by an accredited college or university shall be reimbursable under this program, subject to the limits described above.

- L. One-day seminars are generally considered training and are evaluated for tuition reimbursement on a case-by-case basis. A semester or quarter course can be paid for by tuition reimbursement.
- M. Tuition reimbursement course attendance must occur during the employee's personal time, not during City working hours.

**V. REQUIRED REIMBURSEMENT REQUEST PROCEDURES**

The following are the proper steps for employee tuition reimbursement requests:

- A. Complete an original and one copy of a Request for Approval of Tuition Reimbursement form (CM-1578) and the original Supplemental Tuition Reimbursement & Educational Plan form (CM-1578 Supplemental), prior to enrollment in the class;
- B. Forward the forms to In-Service Training at MS 731A, for approval;
- C. Upon approval, a copy is returned to the employee;
- D. Upon completion of a qualifying course, the employee needs to send the following paperwork to In-Service Training:
  - 1. Original receipt of tuition payment;
  - 2. A copy of the front and back of the canceled check (if a check is used for payment) as a receipt of payment;
  - 3. Original receipt for required textbooks/supplies;
  - 4. Copy of evidence of satisfactory completion of the course (certificate or grade card).
- E. In-Service Training will forward the approved paperwork to the Fiscal Operations Office. The reimbursement will be reflected in the employee's future paycheck.