

# TUITION REIMBURSEMENT ADMINISTRATIVE GUIDELINES

## **EMPLOYEE ELIGIBILITY**

- New employees may begin using the tuition benefit as of their start date; however, courses, seminars and conferences must begin on or after the start date. Memberships, certifications and licenses must be effective and paid for on or after the start date (not all bargaining units are eligible; see Amounts Summary).
- More than half-time and half-time employees are eligible for the Tuition Benefit on a pro rata basis.
- Employees going from non-benefit to benefit are eligible for courses, seminars and conferences that began on or after the benefits effective date. Memberships, certifications and licenses must be effective on or after the benefits effective date (not all bargaining units are eligible; see Amounts Summary).

## **TUITION BENEFIT DOES NOT COVER and is not limited to the following**

- Costs paid upfront by department
- Driver's and motorcycle license
- Out-of-State licenses
- Software, PCs, laptops, tablets, calculators
- Supplies and equipment
- Advanced standing fees (i.e. work experience, transfer of credit, credit by examination, etc.)
- Finance charges, sales tax, shipping and handling fees, late fees
- Travel expenses (parking, lodging, meals, mileage, transportation, etc.)
- Transcript fees, graduation fees, ID fees, student accident insurance
- Subscriptions to magazines, journals or periodicals
- Non-required textbooks and/or textbooks not affiliated with a course
- Union dues
- Gym Memberships, fitness classes, mental health, wellness, self-help courses
- Any and all clothing or uniform expenses
- Music Lessons

Participation in the City's Tuition Reimbursement program is voluntary and uncompensated. Pursuant to Wisconsin law, any injury that may result from participation in said program is not considered to be in the course of employment and is excluded from coverage under the Worker's Compensation Act.

## **COLLEGE COURSE (and NON-CREDIT), SEMINAR and CONFERENCE REIMBURSEMENT**

- a.** Must be related to your current position or to a reasonable transfer/promotional opportunity.
- b.** Is based on the calendar year and is applied to the year in which a course, seminar or conference begins.
- c.** The application and supporting documents must be submitted as soon as possible, but no later than \*four weeks of the completion date. Contact DER at [TuitionReimb@milwaukee.gov](mailto:TuitionReimb@milwaukee.gov) if you missed the deadline.
- d.** Certain course subjects that will not be approved, include, but are not limited to are sports, fitness and recreation.
  - Real Estate courses must be directly related to an employee's current position.
  - Sworn personnel: requests for dive classes will only cover the cost of the class and required textbooks and not supplies, equipment, exam or certification fees.
- e.** If you attend a course, seminar or conference while on an unpaid leave of absence or layoff you are not eligible for the tuition benefit.
- f.** If you begin a course prior to being seasonally laid off, prior to taking an unpaid leave of absence, you will receive reimbursement when you return to work. You must still complete the reimbursement application and submit the supporting documents within \*Six\* (6) weeks of the course or seminar completion. Anything after the deadline will be denied!
- g.** If pursuing a certificate program or college degree, your major must be related to your current position or to a reasonable transfer/promotional opportunity.
- h.** If you take a continuing education course to maintain a license or certification, the course must be related to your present position or a reasonable transfer/promotional opportunity.
- i.** Course, seminar, or conference fees paid out-of-pocket (including student loans) are eligible for the Tuition Benefit.

- Tuition expenses paid for by a grant, scholarship, veteran's benefit, or paid upfront by your department are not eligible for the Tuition Benefit.

**j. Textbooks for a successfully completed course are reimbursable only if required by the instructor.**

**k. Courses of more than three weeks in length and all college courses require a completion statement (i.e., certificate, letter of successful completion or grade report).**

- For college courses a copy of the grade report must be submitted along with the tuition/textbook receipts.
- A grade of "C-" or higher is required for college courses.
- When grades are not given or a course of study taken is non-credit and more than three weeks in length, a certificate or statement of completion from the school or organization must be submitted along with the tuition/textbook receipts.
- Conferences, courses and seminars of less than three weeks in length do not require a completion statement; only paid receipts.

### **MEMBERSHIP DUES REIMBURSEMENT**

- Organizations must be nonprofit, nonsectarian and established for the expressed purpose of providing information, resources and programming that benefit its members in their professional specialties.
- Reimbursement is based on the calendar year. Membership Dues are applied to the year the enrollment period begins, not when the dues were paid.
- The application and paid receipt must be submitted as soon as possible, but no later than \*four weeks of start date of the membership. Contact DER at [TuitionReimb@milwaukee.gov](mailto:TuitionReimb@milwaukee.gov) if you missed the deadline.
- Not all bargaining units are eligible. See the Amounts Summary.

### **LICENSE REIMBURSEMENT**

- Must be job or promotion related.
- If you take a continuing education course to maintain a license or certification, the course must be related to your present position or a reasonable transfer/promotional opportunity.
- Reimbursement is based on the calendar year and is applied to the effective date of the license, not when the license was paid for.
- Out of state licenses are not approved for reimbursement.
- FAA or Drone Licenses are not approved for reimbursement.
- Real estate related licenses and certifications must be directly job related.
- Commercial Driver's License (CDL): reimbursement will be approved for a Commercial Driver's License Hazardous Material Endorsement, Tanker Endorsement, as well as Class A or B. Reimbursement includes the cost of the written test, license, fingerprinting and road test fees, if applicable. A copy of the license must be submitted with the paid receipt. Testing fees are only reimbursable if the test was passed.
- The application, paid receipt and copy of the license must be submitted as soon as possible, but no later than \*four weeks of the effective date of the license. Contact DER at [TuitionReimb@milwaukee.gov](mailto:TuitionReimb@milwaukee.gov) if you missed the deadline.
- Not all bargaining units are eligible for license reimbursement. See the Amounts Summary.

### **CERTIFICATION AND EXAM REIMBURSEMENT**

- Reimbursement is based on the calendar year and is applied to the year the Certification was achieved. For exams and related study materials, reimbursement is applied to the year the exam was taken and passed.
- Represented sworn personnel are not eligible for Certification or Exam reimbursement; however, classes that lead to a certification are eligible as long as they are job-related or relate to a reasonable transfer/promotional opportunity. See the Amounts Summary.
- If you fail an exam and must re-take it, you can only be reimbursed the fee for the exam that was passed.
- If you obtain a certification or take an exam while on an unpaid leave of absence or layoff you are not eligible for reimbursement.
- The application, paid receipt, proof of certification or passing an exam, and related study materials must be submitted as soon as possible, but no later than four weeks of receiving the certification or passing an exam. Submit all supporting documents together. Contact DER at

TuitionReimb@milwaukee.gov if you missed the deadline. Applications can be denied if it's after the deadline. (For example, you completed your class or course in May but you submit your documents in November.) You will be denied.

**ACCEPTABLE RECEIPTS**

- Acceptable receipts include cash register, money order, official receipt provided by the school or organization, proof of approved student loan, credit card statement, and canceled check (not check carbons). A receipt must show payment was made as well as the amount paid.
- Unacceptable receipts include registration forms and invoices requesting payment or showing a balance is due, check registers and carbons, or receipts that show payment was made by another person. Receipts must be on the school or organization's letterhead. Receipts on a plain piece of paper are not acceptable.

**SPECIAL NOTES**

- Employees in the Milwaukee Police Association and Milwaukee Police Supervisor's Organization, in accordance with the union contract, must remain in service for a 6-month period after receiving tuition benefits or the amount reimbursed will be deducted from the employee's final paycheck.
- Employees of Local 215, MPFFA, must remain in service for a 1-year period.
- Exceptions are: Retirements, positions eliminated due to budget cuts, reimbursement used by the employee at the department's request, or reimbursement that was directly job-related 30 days after reimbursement.

If you separate from City service for any reason, the reimbursement application and supporting documents must be submitted at least one pay period prior to going off payroll. You are not eligible to receive reimbursement if you separate from City service for any reason prior to completing a course, seminar or conference.

\*For the following represented sworn personnel, the deadline for submitting applications and supporting documents is eight (8) weeks: MPA, MPSO, MPFFA, in accordance with the union contract.

**TUITION BENEFIT AMOUNTS SUMMARY**

**GENERAL CITY EMPLOYEES:**

- A maximum of \$1200 per calendar year for tuition, required textbooks and membership dues.
- Up to \$600 (of the maximum) per calendar year for job or promotion-related certification and license fees (including related exam fees and study materials, provided the exam was passed).
- Police Aides are eligible for a combined maximum of \$2,400 during the first 2 calendars years of employment.
- Part-time (regular) employees working at least 20 hours per week are eligible to receive prorated Tuition Benefits.

**SWORN PERSONNEL:**

Members of the following bargaining units are **not** eligible for certification, exam or license fee reimbursement. Members of MPSO are eligible for Membership Dues reimbursement.

<b>Local 215, Milwaukee Professional Firefighters' Association, IAFF, AFL-CIO (1/1/19 – 12/31/21)</b>	<input checked="" type="checkbox"/> \$925 per calendar year for tuition and required textbooks
<b>Milwaukee Police Association, Local #21, IUPA, AFL-CIO (1/1/19 – 12/31/21)</b>	<input checked="" type="checkbox"/> \$1500 per calendar year for tuition and required textbooks
<b>Milwaukee Police Supervisors' Organization (1-1-18 to 12-31-21)</b>	<input checked="" type="checkbox"/> \$1500 per calendar year for tuition and required textbooks <input checked="" type="checkbox"/> \$150 of the \$1500 maximum for membership dues