

Tuition Reimbursement Program Administrative Guidelines

- Up to \$1,500 maximum per calendar year for approved professional development costs such as tuition, required textbooks, conferences, seminars, and membership dues.
 - MPA, MPSO and Local 215 may use up to \$600 for membership dues (excl. union dues).
- Of the \$1,500 maximum, up to \$600 may be used for job- or promotion-related certification and license expenses, including exam fees and study materials, if the exam is passed. Use type CERLIC.
 - MPSO and Local 215 members are not eligible for certification and license fee reimbursement.
- Police Aides are eligible for a combined maximum of \$3,000 during the first two (2) calendar years of employment.

All prior year applications and back-up documents must be received by February 28 of the following year.

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.

I. EMPLOYEE ELIGIBILITY

Start of Eligibility

- New employees are eligible to use tuition benefits starting on their official hire date.
- Courses, seminars, and conferences must begin on or after the employee's start date.
- Memberships, certifications, and licenses must be paid for and effective on or after the start date.

Employment Status

- Employees working ½ time or more are eligible for tuition benefits on a pro-rated basis.
- Employees transitioning from non-benefit to benefit-eligible status qualify for expenses incurred on or after their benefits effective date.

II. INELIGIBLE EXPENSES

The tuition benefit does not reimburse for the following expenses (this list is not exhaustive):

- Covered costs: grants, scholarships, department paid, discounts, etc.
- Required departmental training and development activities
- Personal licenses (e.g., driver's or motorcycle), out-of-state licenses, FAA licenses
- Supplies, tools, materials, technology, and equipment
- General fees: convenience, late, processing, taxes, shipping/handling, etc.
- Institutional fees: transcripts, graduation, ID, application, transfer of credits, etc.
- Travel: lodging, meals, parking, transportation, mileage, etc.
- Subscriptions or non-required reading materials
- Gym, fitness, wellness, self-help classes, and hobby classes (e.g. music, cooking, art)

- Charitable/donation-based payments
- Union dues, uniforms and clothing

III. RECEIPT REQUIREMENTS

Receipts are required for all reimbursements and must depict employee name / payment method.

Acceptable Receipts

- Cash register, official school/organization receipts
- Credit card statements, money orders, canceled checks (not carbons)
- Receipts must include payment confirmation and amount, printed on letterhead

Unacceptable Receipts

- Invoices or forms showing balance due
- Handwritten or non-institutional receipts
- Receipts showing payment by a third party

IV. COLLEGE COURSES, SEMINARS, & CONFERENCES

General Conditions

- Reimbursement is only for qualifying, approved, and completed expenses.
- Educational activities must relate to the employee's current role or a logical transfer/promotion opportunity.
- Benefits are applied based on the calendar year in which the course begins.

Application and Documentation

- Applications should be submitted at the time of registration.
- Submit all supporting documents within four (4) weeks of course completion. Represented staff must submit within (8) eight weeks.
- If a course extends past February 28 of the following year, proof of good standing must be submitted by February 28 for the reimbursement to be processed.
- Courses longer than three weeks require proof of completion (e.g., grade report, certificate).
- College courses require a final grade of C- or higher and a copy of the grade report.
- Textbooks are reimbursable only if required by the instructor.
- All seminars, conferences, and courses under three weeks require proof of attendance effective January 1, 2024.
- Employees on unpaid leave or layoff are not eligible unless the course began prior to leave and all documentation is submitted within six (6) weeks of completion.
- Late submissions will not be accepted.

V. MEMBERSHIP DUES

- Must be for nonprofit, nonsectarian organizations that support professional development.
- Reimbursement is applied to the calendar year in which the membership begins.
- Submit the application and paid receipt within four (4) weeks of the membership start date.
- Up to \$600 may be used per calendar year for union members.

VI. CERTIFICATIONS & LICENSES

- Licenses must be job- or promotion-related.
- Benefits apply to the year of the license effective date.

- Submit the application, paid receipt, and a copy of the license within four (4) weeks of the effective date.
- Reimbursement for CDL includes costs for written tests, licensing, fingerprinting, and road tests (upon passing).
- Drone licenses are eligible for reimbursement if the employee is in the drone program.
- Reimbursement applies to the year in which the certification was achieved or the exam was passed.
- MPSO and Local 215 members are not eligible for certification or exam reimbursement but may qualify for reimbursement of related coursework.
- If a test is failed and retaken, only the passing attempt is reimbursable.
- Submit the application, paid receipt, and proof of passing/certification within four (4) weeks.
- All supporting documents must be submitted together. Late submissions will be denied.

VII. SEPARATIONS FROM CITY SERVICE

- Employees separating from City service must submit all documentation at least one (1) pay period prior to their departure.
- Employees who separate before completing a course, seminar, or conference are ineligible for reimbursement.

Represented

- Represented staff must remain employed for the following periods after receiving tuition reimbursement, or the reimbursed amount will be deducted from their final paycheck:
 - MPA: six (6) months
 - MPSO: six (6) months
 - Local 215: one (1) year
- Exceptions include retirement, job elimination due to budget, department-requested reimbursement, or job-related reimbursement submitted within 30 days.

IX. MORE INFORMATION

Represented employees should visit milwaukee.gov/laborcontracts to review the full tuition reimbursement terms outlined in their collective bargaining agreement.

For questions about tuition reimbursement, please contact tuitionreimb@milwaukee.gov.