TUITION REIMBURSEMENT PROGRAM

The Tuition Reimbursement Program is administered through the Human Resources Department. All regular full-time employees who have successfully completed the probationary/introductory period are eligible to participate in the Tuition Reimbursement Program. Police Cadets are eligible to participate beginning with the first full semester following the date of hire.

The Town encourages employees to pursue higher education in the belief that the Town and its employees are both well served by improvement of skill levels. Participation in a program of study which is directly related to employment with the Town of Bloomfield leading to an Associate, Bachelor and/or Master degree from an accredited institution is covered. Although the Town of Bloomfield encourages employees to continue their education, the completion of a course of study resulting in a degree is not a guarantee of career advancement. The Town will consider paying tuition for only one bachelor’s degree and/or master’s degree per employee. The Town will not reimburse an individual for the same course twice in the event that the course has to be repeated. Books, lab fees, parking, student activity fees or other ancillary charges will not be reimbursed by the Town.

Employees who wish to receive tuition reimbursement for the next fiscal year, (July 1 through June 30) should obtain approval from their Department Head and submit an email to Human Resources by December 31st preceding the start of the new fiscal year. If Human Resources is not informed in writing about proposed tuition reimbursement requests by the end of the calendar year, reimbursement may be delayed until the following fiscal year.

Approval for Tuition Reimbursement is a two-step process.

1. **Approval to take the course or courses prior to the start of classes and:**
   - Request forms should be submitted to Human Resources at least two weeks before tuition is due to the educational institution. This will provide sufficient time to obtain approval for reimbursement. The Human Resources Director and Town Manager will review and approve/disapprove the request.
   - If just starting a degree program, upon recommendation of your Department Head and after approval of the Town Manager, proof of matriculation from the school must be submitted to Human Resources.

2. **Approval for Reimbursement at the end of the semester,**
   - Once the class is completed, submit the following to Human Resources:
     - Proof of successful completion of the course from the college or university; and
     - Proof of payment of tuition:
       - An itemized receipt from the school as proof of what the employee paid.

Scheduling of classes during work hours is discouraged and is subject to approval at the discretion of the Town Manager upon recommendation of the Department Head.

Reimbursement will be based on actual tuition paid by the employee. Up to eighteen (18) credit hours per fiscal year may be reimbursed. Maximum reimbursement equals 80% of the credit hour cost of comparable credit hours at the University of Connecticut, Storrs campus. At no time will the employee be reimbursed for more than his/her cost for the course. A grade of “C” or better for undergraduate and a “B” or better for graduate level courses must be achieved for reimbursement.

This policy is a broad guideline developed by the Town of Bloomfield. The procedures detail how the policy should be applied. It is not possible to address every situation or circumstance and decisions regarding this benefit will be made on a case by case basis. The Town of Bloomfield will make every effort to ensure that all employees are treated fairly and equitably.