TUITION REIMBURSEMENT

Educational Assistance is offered to City employees in accordance with City Personnel Policy, Section 6.04. The program has been established to improve service to the public and the City of Cedar Rapids by encouraging employees to take advantage of educational opportunities through courses, programs, or degree studies that reasonably relate to current job duties or future City assignments. Educational assistance must be approved prior to enrolling in the course.

Prior to enrolling in a course, employees must initiate a Tuition Reimbursement - Degree Program Request form in NEOGOV. This initial request, once approved by the department head and HR Director, allows the employee to pursue courses that pertain to the degree they are seeking.

Within 90 days of course completion, a Tuition Reimbursement - Request for Reimbursement form must be initiated through NEOGOV. Reimbursements are included in the employee's paycheck. All tuition reimbursement requests must be received prior to the Finance cutoff date for payroll processing.

Approval of all courses must be received in advance of enrollment.

Non-Bargaining Employees
Available to full-time, non-bargaining employees who have completed a probationary period. Coursework must be at accredited institution. Covers degree program, or position-related course. Covers tuition and books at 100% up to maximum of $3,000 per calendar year. Requires grade of "C" or above for reimbursement. Reimbursement required for payments made in previous 12 months in event of resignation.

Bargaining Employees
Tuition reimbursement for bargaining employees follows the same rules as set forth in the Personnel Policy Manual, Section 6.04. Refer to the bargaining agreements for eligibility of employees.

Airport Employees: Refer to your bargaining contract or personnel policy if non-bargaining.