

Proposed Policy Language:

- Subject to annual budgeting limits, the Town may reimburse each employee for a portion the cost of tuition for undergraduate or graduate coursework up to **75% of *The University of Connecticut's in-state undergraduate or graduate rates*** plus the cost of all registration, lab and other fees related to the course. There shall be no reimbursements for a degree above a master's level. Employees shall not receive reimbursement towards a second degree of the same level if the town has already reimbursed a degree at this level.
- Payment shall be made within sixty (60) days of submission of their cost to the Director of Finance and upon satisfactory completion at a ***Grade B- or better*** for each course. Employee must be taking classes at an accredited college or university in subjects that are designed to ***increase their proficiency in their present or potential assignment*** at their respective department and shall be related to their responsibilities. Judgements of relevancy to present or potential assignments are made at the discretion of the Town Manager and Finance Director.
- Employees are limited to nine (9) credits per fiscal year.
- The employee must apply for and obtain written approval of the Finance Director in advance of enrollment. Such approval shall be limited to whether or not the employee's request complies with the standards set forth within this Article and shall not be unreasonably withheld.
- The total tuition reimbursement expenditures ***shall be capped at ten thousand (\$10,000)*** dollars per fiscal year for all employees. Employees denied reimbursement due to funding will be added to a waiting list in the order that their application was received. Future funds shall be distributed accordingly. The employee must ***remain in Town employment for a period of two years*** after payment for course(s). If the employee leaves prior to two years, they will reimburse the Town of any tuition received for such course(s). New hire employees in their probationary period are not eligible for tuition reimbursement.