

*City of St. Louis Department of Personnel Administrative
Regulation NO. 101*

Tuition Assistance For Employees

I. INTRODUCTION

The Department of Personnel encourages all employees to develop their personal capabilities to the maximum extent possible. The personal development of each employee is the responsibility of that individual. The City of St. Louis does however, wish to encourage and aid those who seek additional academic training. This administrative regulation sets forth the general guidelines and procedures for the City-wide Tuition Assistance Program. The program provides assistance for regular full-time employees in the classified service and in those state-mandated City offices funded from City General Revenue funds and certified as eligible to participate in the program by the Director of Personnel.

II. CITY-WIDE TUITION ASSISTANCE PROGRAM

A. When funds are appropriated for tuition assistance, the Department of Personnel will publish an announcement which will set forth the following information.

1. The announcement will specify the dates during which employees may apply for tuition assistance and the forms which must be used.
2. The announcement will specify the maximum amount of tuition assistance which will be available to an employee.
3. The announcement will list any special or unusual requirements which are necessary in addition to the general requirements listed in this regulation.

B. The following general standards will apply to the City- wide Tuition Assistance Program.

1. The employee must occupy a regular full-time position in the classified service or with one of the state-mandated offices funded from City General Revenue funds. The employee must remain employed in a full time capacity until reimbursement occurs.

2. The employee must pay the tuition fee for each approved course. Reimbursement will occur only after submission of the Request for Tuition Reimbursement Form and proof of payment of tuition and successful completion of the course(s).
3. Approval will be limited to courses offered by educational institutions or professional associations of recognized standing. Tuition assistance is not available under this program for workshops, conventions, conferences, seminars or other short-term programs. Short term academic programs such as intersessions, summer sessions etc. are acceptable if they are part of the regular school schedule and result in credit being earned. Correspondence courses will be considered on an individual basis. Assistance will not be provided for courses used for hobby, avocational or recreational purposes; and courses required to fulfill physical education requirements.
4. Tuition assistance will be available only for the cost of tuition and will not cover the costs of activity fees, parking, books and supplies or other related expenses.
5. Employees must submit requests in the manner prescribed and by the deadline set forth in the announcement.
6. Employees requesting tuition assistance must indicate the source and amount of any additional financial assistance. No assistance will be paid under this program which would be greater than the total tuition cost of the course(s) less any scholarship, grant or other assistance which does not have to be repaid. Failure to disclose, or falsification of, information regarding other sources of assistance may disqualify the employee from participation in the City of St. Louis Tuition Assistance Program.

C. The Department of Personnel will evaluate applications for tuition assistance as they are received. Each request will be assigned to one of the following categories:

PRIORITY I -- These are courses directly related to the employee's current position.

PRIORITY II -- These are courses directly related to the employee's career with the City. Requests may also be assigned to this category when the employee is seeking training in an area where the City of St. Louis has a definite need for the skill or knowledge being acquired.

PRIORITY III -- All remaining eligible requests will be assigned to this category. Requests assigned to Priority III may be conditionally approved, however actual reimbursement will take place only if sufficient funds are available after all Priority I & II requests have been paid.

Whenever the employee is enrolled in a program leading toward an academic degree, the relevancy of the degree shall normally be the factor considered in assigning the tuition request to one of the categories listed above. Elective courses which have no apparent relationship to the declared major or to the employee's career with the City will be assigned to Priority III.

III. AGENCY TUITION ASSISTANCE PROGRAMS

An individual agency may wish to establish an agency Tuition Assistance Program. The program must meet the following standards:

A. The agency submitting the proposal must have money appropriated for the program or a written statement from the Comptroller of the City of St. Louis that funds are available for the proposed program.

B. The agency must publicize the program to all eligible employees of the agency and must administer the program in a fair and equitable manner. Agencies may, subject to the provision contained herein, established a special program for all employees in particular classes of position.

C. The agency must submit a written summary of the proposed program to the Department of Personnel for approval prior to implementation.

The Department of Personnel will coordinate assistance available under the approved agency program and the City-wide Tuition Assistance Program.

IV. ASSISTANCE FOR SPECIALIZED PROGRAMS

Funds may occasionally be used to pay for specialized training programs which are determined to be of significant value and importance, but which may not fit the traditional academic course model.

Initial inquiry regarding funding under this provision should be made through the Employee Development Division of the Department of Personnel.

V. GENERAL

A. Responsibility for administering and interpreting the provisions of this Administrative Regulation rests with the Department of Personnel. This includes the assignment of priority to courses being taken.

B. The Department of Personnel will evaluate all requests for tuition assistance on the basis of the data presented by the employee and his or her appointing authority on the original request forms.

C. This Administrative Regulation supersedes and cancels Department of Personnel Administrative Regulation No. 101 dated August 8, 1979 and reissued August 31, 1982.

Questions about this Administrative Regulation should be directed to the Employee Development Division of the Department of Personnel, 1300 Convention Plaza, Suite 201, St. Louis, Missouri 63103-1935. The telephone number is 622-5763.

DEPARTMENT OF PERSONNEL

William C. Duffe
Director of Personnel

July 10, 1989