


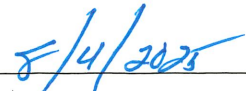


HR Procedures Memorandum #17 – Education & Training

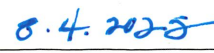
Procedures Memorandum Approval Date: August 1, 2025

Approved:


Alexander Banks VI, City Manager


Date


Angela K. Clem, Director of Human Resources


Date

Effective Date: January 1, 2026

Expiration Date: N/A

I. PURPOSE

The purpose of this procedures memorandum is to recognize City of Harrisonburg employee efforts to develop skills and enhance performance through the successful completion of certification or course work with an approved institution of higher education/vocational education. Courses shall be directly or reasonably related to the employee's job duties or to an opportunity within the City.

II. DEFINITIONS

Education: Continuing education (for credit) shall be reimbursed for pre-approved, job-related courses upon the receipt of the necessary documentation related to the Education Reimbursement Program. Eligibility criteria for the program is described in the following pages.

Training/Seminars: A structured discussion or presentation on a specific topic, focusing on instruction and/or interactive learning and differentiated from educational coursework by length, breadth of subject matter, and credential/credit type. Training/Seminars are usually briefer in length and typically provide a certificate or "pass/fail" instead of college or vocational credit. In cases where the Department Director and/or the City Manager deems it necessary for, or requires, an employee to attend training sessions, the City shall pay all costs for tuition, fees and textbooks. The textbooks then become the property of the City.

III. RESTRICTIONS

The participating employee will be expected to continue to successfully meet all work requirements while participating in the educational reimbursement program. The employee will be expected to continue their employment for a minimum of one year from the date provided on the reimbursement check for the last class participation. In the event the employee separates from the City for any reason other than a Reduction in Force (RIF) within one (1) year of receiving an

educational reimbursement, the cost of the class participation will be charged to the employee on a pro-rated (monthly) basis and the dollar amount will be deducted from the employee's final paycheck.

IV. ELIGIBILITY FOR PARTICIPATION

Regular, full-time and regular, part-time employees working an average of 20 or more hours per week based on a rolling 12-month lookback period are eligible to participate in the Education Reimbursement Program.

City of Harrisonburg Education Reimbursement Program

Eligibility

In order to qualify for the Education Reimbursement Program, the following conditions shall be met:

- The employee must have at least one year of consecutive service with the City of Harrisonburg with satisfactory work performance upon application to the program.
- The coursework must be related to the employee's current position or to a future opportunity within the City.
- The coursework must be taken from an approved institution of higher learning such as accredited colleges, universities, or vocational schools. Coursework at an accredited institution that leads to a degree, a professional registration, or qualifies as continuing adult education meets these criteria. College Level Examination Program (CLEP) courses are also eligible for education reimbursement. Employees who satisfactorily pass CLEP exams based on their out-of-class experience (e.g., self-study activities, job experience) and receive full credit for a course as if it had been taken, completed and passed, may be reimbursed for the cost of these exams.
- Other educational assistance entitlement, such as veteran's benefits, are first exhausted.
- Funds are available in the City's approved annual budget and the City reserves the right to limit the total career reimbursement for any employee.
- Application is made prior to enrollment.
- The Department Director shall recommend the coursework for approval. Recommendations shall be based on an evaluation of the employee's ability to maintain a satisfactory level of job performance.
- The employee shall receive a grade of "C" or higher, a grade of "pass" in a pass/fail course, or certificate of course completion.

Benefit

Employees who meet the aforementioned eligibility criteria, may be reimbursed up to \$3,000 per calendar year.

Eligible expenses include tuition, fees, and books for the coursework requested. All expenses require appropriate documentation.

Pre-enrollment Application

It is recommended that the eligible employee first discuss the desire to pursue further education with their Department Director. Together they can discuss the relevance of the course to the employee and the applicable job responsibilities. An employee may attend classes during working hours or during non-working hours, at the discretion of the Department Director. Before attending the class, the Department Director shall decide if the employee shall take the class outside of normal working hours, use available paid leave for time missed, use administrative leave, or have a flexible working arrangement to modify a schedule due to the class.

The employee shall submit an Education Reimbursement Program application, providing specific information regarding the course title, a copy of the course description, the institution, and the costs. (See Attachment A: Request for Participation in the Education Reimbursement Program)

Approval

The application shall be approved, prior to enrollment, by the employee's Department Director, the Human Resources Department, and the City Manager. The Human Resources Department shall notify the employee in writing if they are approved to participate in the Education Reimbursement Program.

Reimbursement

To request reimbursement, the employee shall furnish Human Resources with copies of proof of payment, such as receipts, loan disbursement documentation, or cancelled checks within 30 working days of receipt of the final grade(s).

No reimbursement shall be made for a course for which the employee receives reimbursement from another source.

If an employee fails to attain a grade of "C" or better, fails to attain a "pass" designation in a pass/fail course, fails to receive a certificate of course completion, fails to successfully complete the course, withdraws from a course, or fails to submit official documentation of grades and receipts within the specified time (30 working days from course completion), the City will not be responsible for the reimbursement of the educational expenses. A course in which a grade of "I" (incomplete) is earned is not subject to reimbursement.

Upon satisfactory completion of an *approved* course, the employee is eligible for reimbursement. The employee shall provide to the Human Resources Department:

- A copy of a statement from the school which shows the courses taken and the associated tuition and fees;
- A copy of the receipt from the institution indicating that the tuition and fees were paid;
- A copy of the receipt for the books showing the titles and cost of each; and
- A copy of the final grade(s).

Attachment A:

City of Harrisonburg
Request For Participation in the Education Reimbursement Program

The application for participation in the City of Harrisonburg Education Reimbursement Program shall be completed for reimbursement for credit courses *prior* to program enrollment. A separate application shall be submitted for each program/course request. Please review the entire HR Procedures Memorandum prior to completing this form.

Please print or type

Employee Name (LAST) _____ (FIRST) _____ (MI) _____

Employee Number _____ Department _____

Present Position _____ Date of Hire _____

School or Program Sponsor _____

Course Title _____

Beginning Date of Program/Course _____ Ending Date of Program _____

Program/Course Location _____

Days: _____ Times: _____ Asynchronous (Y/N): _____

Number of Credits _____ Estimated Cost _____

Have you previously taken any courses covered by this Memorandum? (Y/N): _____

Purpose of request: (check all that apply)

_____ Training in the use of new or modified equipment

_____ Training in skills and knowledge required by changes in current position

_____ Training for advancement

I am eligible to receive veterans benefits for education which apply to this program/course (Y/N): _____

I hereby certify all entries on this form to be correct. I plan to complete the above program. If I find it necessary to withdraw from this program, I shall immediately notify my Department Director in writing. Further, I understand that if I voluntarily choose to leave City employment within one year of completion of the course, I shall reimburse the City for any payment made under this Memorandum.

Employee Signature _____

Date _____

Approvals

Department Head _____

Date _____

Departmental Account to be charged _____

Human Resources _____

Date _____

City Manager _____

Date _____

(Attachment: Course Description)