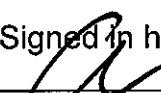
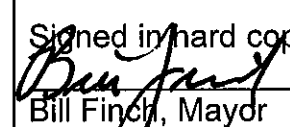


CITY OF BRIDGEPORT

Subject:	Approval:	Approval:	Effective:
TUITION REIMBURSEMENT	Signed in hard copy  Andrew Nunn, CAO	Signed in hard copy  Bill Finch, Mayor	Number: Page: 1 of 1

POLICY

All reimbursement requests for tuition and fees need the pre-approval of the following individuals:

- 1) Department Head
- 2) Labor Relations Officer

The department head must determine that the course or courses being taken are job related and will improve employee performance of his or her job. Also, the department head must determine the need for an employee registering for higher education and submit for approval a plan of courses intended for study presented by the employee.

The Labor Relations Officer must determine that the employee has that benefit available in his/her Union contract, that the request is within the bounds of the City's Contractual Obligations, and, if so, approves the plan.

If the employee registers prior to receiving approval in the prescribed manner, reimbursement requests will be denied.

Last Update
8/18/10