

EXHIBIT A

TUITION REIMBURSEMENT
FOP Article 11; OPBA Article 10;
IAFF Article 29

SECTION 5.17
PAGE 1 OF 1

- A. The City may, in its sole discretion, reimburse eligible employees for the cost of college tuition pursuant to the following conditions:
 - 1. Courses must be job-related (current position) and approved in advance by the Department Head and the Mayor;
 - 2. Employees must remain employed with the City of Avon for at least two (2) years following receipt of reimbursement;
 - 3. Employees must attain a grade of “C” or higher, or “pass” if a course is graded pass/fail;
 - 4. The courses must be made available through an accredited state college or community college in the state of Ohio;
 - 5. Employees must hold a full-time position with the City and must have successfully completed the initial probationary period.

- B. Eligible employees will be reimbursed 100% of the cost of up to two (2) courses per semester plus up to \$100 per class for required books and educational materials for courses where a grade of “B” or higher, or “pass” is attained. Reimbursement will be at 50% of the cost of the course, plus up to \$100 per class for required books and educational materials for courses where a grade of “C” is attained. The reimbursement amount for tuition will be based on the actual cost of the course, or current tuition rates of Cleveland State University, whichever is less.

- C. In order to receive reimbursement, eligible employees must present the Finance Director transcripts of course registration, course completion, and grade(s), receipt(s) for paid tuition, and receipt(s) for books and educational materials, if applicable.

- D. Employees are expected to utilize non-work time for class attendance and all related coursework.

- E. An employee who voluntarily terminates employment with the City, or who is terminated for just cause, within the two (2) year period following receipt of tuition reimbursement, must reimburse the City the amount paid for tuition and books/materials. The employee will have up to one hundred eighty (180) days from their last day of employment with the City to make the reimbursement payment to the City.

- F. Tuition reimbursement will not be provided to employees who are eligible for an education incentive/credit pursuant to an applicable collective bargaining agreement.

Original Adoption Date	Revision Date
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