



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

TUITION REIMBURSEMENT POLICY

Full-time employees with two (2) months or more of credited service who successfully complete a course or courses of study which culminate in the awarding of a degree (e.g. Associates, Bachelors, Graduate (e.g., M.A., M.S.), or Professional (.e.g. Business, Law, etc.) Degrees), or who enroll in any course or certificate program which will require the City to expend at least \$1,000 in costs, even if it does not award a degree, which their Department Director, in consultation with the Department of Human Resources, determines is job-related, will receive tuition reimbursement in an amount not to exceed five thousand dollars (\$5,000) per fiscal year, provided that:

- (1) The course or program of study is not intended to meet the minimum qualifications necessary for another vocation;
- (2) Prior approval to attend such course or program of study is received from the Department Director and the Department of Human Resources on the approved form;
- (3) The employee executes a written commitment that he or she shall remain in the employ of the City for at least one (1) year for each year's tuition reimbursement. The one year period shall start to run on the next business day following the check date on the reimbursement check;
- (4) An employee who resigns or is terminated for cause before the expiration of the commitment period shall refund to the City any tuition reimbursement paid to the employee; and
- (5) Reimbursement shall be made upon submission of receipts and proof of successful completion of the course/courses.
- (6) Classes must be scheduled to not interfere with normally scheduled working hours (e.g., if the course is offered during nights/weekends, it should be taken at that time). Additional requirements may be provided for by the Director of the Department of Human Resources via the tuition reimbursement policy, if drafted, or any appropriate tuition reimbursement application.



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REQUEST FOR TUITION REIMBURSEMENT APPROVAL FOR MANAGEMENT AND/OR UNCLASSIFIED EMPLOYEES

This request must be submitted to Human Resources in advance of commencing course date each semester. After receiving this approval, in order to be reimbursed, you must submit an NC Voucher with the following documentation:

1. Copy of your tuition bill
2. Method of payment
3. Grade report showing successful completion of the course(s)
4. This approval form

Please note that Human Resources' approval of full tuition reimbursement may be limited by the availability of funds and may pay up to \$5,000.00 per fiscal year.

Name: _____

Title: _____

Department: _____ Division: _____

Name of Course(s): _____

School: _____ Semester Cost: _____

Attendance date from: _____ to _____

Is this course in pursuit of a degree or certification: Degree Certification

If yes, what degree or certification: _____

Expected date of completion of degree or certification: _____

Explain in detail how the degree, certification or course is related to your job duties:

By signing below, I am certifying that I agree to all terms and conditions of the tuition reimbursement policy, including an agreement to remain an employee of the City for one year after receipt of my reimbursement check.

Employee Signature: _____

Date: _____

Department Director:

Approved

Denied

Signature: _____

Date: _____

*** Dept. Director: Please forward to HR Director for final review***

HR Director:

Approved

Denied

Signature: _____

Date: _____