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**POLICY NO. P16-01**

**CITY OF COLDWATER**

**CONTINUING EDUCATION POLICY**

Recognizing that the continuing education of its employees is essential to its continuing to provide City services to its residents, the City Council of the City of Coldwater will authorize payment of the cost of tuition and text books subject to the following criteria:

1. The employee shall first receive the City Manager's approval of the course of study after determining that the classes to be taken are in the employee's work related area or are required toward the attainment of an associates, bachelors or other degree or certificate program, determined to be in the best interest of the City of Coldwater by its City Manager.
2. The employee shall pay the full cost of tuition and required text books, shall provide his/her own transportation, and shall obtain approval of time off without pay if the course is presented during working hours. Vacation, if approved, may be used for this purpose.
3. Upon submission of proof of successful completion, with a "C" or better grade, of the course or courses taken, the City of Coldwater shall reimburse the employee 75%, up to a maximum of \$5,000 per calendar year, of his/her out-of-pocket expense for tuition and text books.
4. Funds budgeted for employee education represents an investment by the City. To insure a reasonable degree of return on its investment, the City will require reimbursement of costs should the employee leave the employ of the City due to retirement, resignation, termination or other similar cause within 24 months of the completion of any class for which reimbursement is received.

City Council Adopted: 07-11-16