



**City of Hampton  
PERSONNEL ADMINISTRATIVE INSTRUCTION**

<b>DATE:</b> December 1, 1992	<b>CHAPTER:</b> 6	<b>PAI No.</b> 3								
<b>REFERENCES:</b>	<b>SUBJECT:</b> Employee Education Assistance Program (EEAP)									
<p>I.     <u>Purpose:</u></p> <p>The Employee Educational Assistance Program (EEAP) is a reimbursement benefit that is limited based on available funds. The program is a partnership between City employees and the City of Hampton. Employees are encouraged to continue their education and professional growth. The City of Hampton offers diverse learning and development opportunities in order to achieve the following strategic goals: attract and retain a motivated and qualified workforce; provide excellent customer service; prepare employees for potential advancement in public service; and encourage high performance in service delivery and operations. Coursework should be relevant to the employee's current position or a reasonable career advancement opportunity within the City.</p> <p>II.    <u>Eligibility:</u></p> <p style="margin-left: 40px;">A. Full-time employees who have completed one (1) year of service, and part-time employees who have completed two (2) years of service are eligible to apply for educational assistance.</p> <p style="margin-left: 40px;">B. Employees must have an overall "achieved" rating on their most recent performance evaluation.</p> <p>III.   <u>Program Conditions and Limitations:</u></p> <p style="margin-left: 40px;">A. Courses for college credit must be from an institution that is approved by a regionally or nationally recognized accrediting agency and are related to the business of the department and/or an employee's career development. Courses must be approved in advance by the department director and the Department of Human Resources.</p> <p style="margin-left: 80px;">Employees must obtain a minimum grade of "C" for undergraduate courses and a grade of "B" for graduate courses.</p> <p style="margin-left: 40px;">B. Courses taken for skills development or professional certification are eligible for reimbursement if the employee passes any examination or test required to obtain the certification.</p>										
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<p>Workshops, seminars and conferences that may award continuing education units are not eligible for reimbursement under this policy. Departments are encouraged to support these professional development opportunities in the development of their annual budgets.</p> <p>C. Employees shall disclose on the application any and all information relating to educational assistance received from other sources. Educational assistance is available for employees' direct out-of-pocket expenses as outlined in Section III, D. The EEAP shall not be used for expenses covered by educational assistance received from other sources. Failure to disclose any additional assistance may result in disciplinary action, repayment of educational assistance provided by the City and program ineligibility for one (1) year.</p> <p>D. Educational assistance applies to tuition fees only. Educational assistance is not available for textbooks, learning aids, materials, university fees, lab fees, technology fees, parking or activity fees.</p> <p>E. The EEAP will not cover dropped courses. Courses must be completed within the period identified on the application to receive reimbursement.</p> <p>F. Courses must be taken on the employee's own time unless otherwise approved by the department head.</p> <p>G. Applications for educational assistance shall be approved based on eligibility and the availability of funds on a first come, first serve basis.</p> <p>IV. <u>General Provisions:</u></p> <p>A. Under the EEAP, the City of Hampton will provide financial assistance to an eligible employee who has completed coursework in a degree seeking program, skills development or professional certification program. The amount of funds awarded to applicants is contingent upon funding approved each fiscal year as a part of the annual budget process.</p> <p>B. The maximum award levels during the fiscal year are as follows:</p>											
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Educational Type</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Associate degree</td> <td>\$1,000</td> </tr> <tr> <td>Undergraduate degree</td> <td>\$2,000</td> </tr> <tr> <td>Graduate degree</td> <td>\$3,500</td> </tr> <tr> <td>Skills Development/Professional Certification</td> <td>\$750</td> </tr> </tbody> </table>			Educational Type	Amount	Associate degree	\$1,000	Undergraduate degree	\$2,000	Graduate degree	\$3,500	Skills Development/Professional Certification	\$750
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Associate degree	\$1,000											
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Skills Development/Professional Certification	\$750											
<p>V. <u>Application Process:</u></p> <p>A. Applicants must submit a completed Educational Assistance Application up to two (2) weeks prior to the start of the course. Courses should be for the current semester and/or block. Incomplete applications may be subject to denial.</p> <p>B. The Director of Human Resources or designee will review the application and determine eligibility. The applicant will receive notification on eligibility within one (1) week after the submission of the application.</p> <p>C. Within thirty (30) days of course completion, the applicant submits the receipt for the amount of tuition paid for the course and proof of final grade.</p> <p>D. For skills development or professional certification courses, documentation that demonstrates a passing score or attainment of the professional certification is required for payment.</p> <p>E. Direct deposit of funds will occur within two (2) pay periods of receipt of required paperwork.</p>												
<p>VI. <u>Repayment of Funds:</u></p> <p>In the event that an employee separates from the City for any reason other than a Reduction in Force (RIF) within one (1) year of receiving educational assistance, the employee is responsible for repayment of the assistance as outlined below:</p>												
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Separation Date	Repayment Amount
1-90 calendar days of receiving educational assistance	100%
91-180 calendar days of receiving educational assistance	75%
181-270 calendar days of receiving educational assistance	50%
271-365 calendar days of receiving educational assistance	25%
365+ calendar days of receiving educational assistance	0%

If repayment is not made within thirty (30) calendar days of the date of separation, the City will pursue collection in the same manner and by the same means that the collection of other City debts are handled.

**VII. Responsibilities:**

**A. Human Resources:**

Human Resources administers the EEAP , has final approval on all educational assistance payments and has the responsibility to notify the employee of repayment responsibilities when an employee leaves the City within one (1) year of receiving educational assistance.

**B. Supervisors and Department Heads:**

Supervisors and department heads have the authority to approve educational assistance applications, ensure that the submitted courses are relevant to the employee's job or promotional objective and determine that the courses will not interfere with department operations.

**C. Employees:**

Employees have the responsibility of initiating the educational assistance application process and complying with all terms stated in this personnel administrative instruction and the educational assistance agreement. Failure to do so may result in forfeiture of educational assistance benefits.

**VIII. Taxes:**

All educational assistance payments are subject to income tax laws and regulations as determined by the Internal Revenue Service. Employees may have to report any amounts received through the EEAP as taxable income.

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