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OPERATIONS MANUAL
STANDARD INSTRUCTION 05 TRAINING
SECTION 10 TUITION REIMBURSEMENT

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I. PURPOSE

This policy outlines the steps required to receive reimbursement for training and education as described in San Diego City AR 70.30 Tuition Refund Plan.

II. SCOPE

This policy shall apply to all San Diego Fire-Rescue (SDFD) personnel.

III. AUTHORITY

The fire chief authorizes the information contained within this policy.

IV. POLICY

A. See City of San Diego Administrative Regulation 70.30 Tuition Refund Plan (<https://www.sandiego.gov/humanresources/resources/ar>) for the complete policy.

B. Eligibility

1. One-day seminars and conferences are considered training and are eligible for tuition reimbursement. Approval is on a case-by-case basis by the appointing authority. These seminars and conferences must occur on the employee's personal time; not city time.
2. For all other approved training and education courses, see Standard Instruction 05 Section 12 Appendix A: Tuition Reimbursement Approved Course List.
3. Employees will be reimbursed up to the limit set in the Memorandum of Understanding per fiscal year.
4. Personnel must have completed six months of city service in a budgeted city position.

C. Approval Process

1. Complete FD202 "Educational Plan" and COM4 "Request for Tuition and/or Training Reimbursement" prior to enrollment in the class. **SUBMIT AT LEAST ONE WEEK PRIOR TO ATTENDANCE.**
 - a. FD202 "Educational Plan"
 - 1) To facilitate approval, list courses that are of a similar nature for a particular certification or degree. For example:
 - a) Prevention 1A, 1B, 1C
 - b) LARRO, Rope Rescue Technician
 - 2) State intended degree to be achieved or continuing professional education requirements to be satisfied
 - 3) State major area of study
 - 4) List core courses and number of electives required by the educational institution
 - 5) An FD202 "Educational Plan" can be submitted prior to the COM4 "Request for Tuition and/or Training Reimbursement" and will be maintained on file for one year

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- b. COM4 “Request for Tuition Reimbursement”
 - 1) Attach a copy of the course flyer(s)
 - 2) Attach a copy of Standard Instruction 05 Section 12 Appendix A: Tuition Reimbursement Approved Course List, with the course(s) highlighted
2. All supervisors shall review all forms and documents to ensure the accuracy of the information.
 - a. Supervisors shall initial the forms or shall be copied on the submission.
3. Submit by email to “SDFD Tuitions” (SDFDTuitions@sandiego.gov) the reviewed and completed:
 - a. FD202 “Educational Plan” (if needed)
 - b. COM4 “Request for Tuition and/or Training Reimbursement”
 - c. Copy of class flyer(s)
 - d. Copy of SI 05 Section 12 Appendix A with courses highlighted
 - e. Scanned copies are acceptable
 - f. Photos of completed forms are not acceptable
4. **All tuition reimbursement requests, and documentation must be received a minimum of seven days in advance of the first day of the class, seminar or training.**
5. Include immediate supervisor on all email submissions.
6. Submittal within the guidelines of this policy does not guarantee approval. Final approval shall be made by the appointing authority.
7. The employee will be notified of the approval for tuition reimbursement by email at the earliest opportunity.
8. If employee is placed on a “wait list” for a class, it is highly suggested that the tuition reimbursement request be completed, a minimum of seven days prior to the class start.

D. Reimbursement Process

1. Within 60 days of successful completion of the course, seminar or training, the employee shall submit all necessary receipts or cancelled checks, evidence of satisfactory grades or attendance, and copies of the approved FD202 and COM4 to “SDFD Tuitions” (SDFDTuitions@sandiego.gov).
2. Tuition reimbursement will be included in the employee’s regular paycheck.
3. Taxable tuition reimbursements will be reflected on the employee's biweekly payroll Statement of Earnings and at calendar year-end on the employee's W-2.
 - a. Taxation of reimbursements will be made based on IRS regulations.
 - b. The tuition reimbursement liaison will be responsible for determining which reimbursements are considered taxable income based on guidance provided by the Office of the City Comptroller.

E. Approved Courses

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1. Courses that have been approved, in accordance to the City of San Diego Administrative Regulation 70.30, are found in the Operations Manual Standard Instruction 05 Section 12 Appendix A: Tuition Reimbursement Approved Courses List.
2. This Appendix shall be reviewed as needed through the meet and confer process with Local 145.
3. Requests for tuition reimbursement for a course not listed on Appendix A:
 - a. Submit an email with justifications for the course with the FD202 and COM4 via "SDFD Tuitions" (SDFDTuitions@sandiego.gov) addressed to the appropriate assistant chief:
 - 1) Name of course and name of school/presenter
 - 2) How and/or why the course seminar or training is beneficial(professional development, promotion, degree, etc.)
 - 3) Supervisors shall initial the forms or shall be copied on the submission
 - b. This request shall be submitted a minimum of 14 days before the start of the course, seminar or training.
 - c. Final approval will be provided by the appointing authority.
 - d. Notice of approval will be sent via email to the employee in accordance to this Standard Instruction.
 - e. Courses approved by this process are on a case by case basis and mayor may not be added to the Tuition Reimbursement Approved Courses List.

