



## **TUITION REIMBURSEMENT ELIGIBILITY REQUIREMENTS AND INSTRUCTIONS**

Eligibility for reimbursement is governed by the provisions of the Memoranda of Understanding (MOU) between the San Francisco Municipal Transportation Agency (MTA) and the employee's respective bargaining unit. Employees in said classifications may not receive more than the amount stated in the MOU per fiscal year from this special allocation.

### **Eligibility:**

- 1) Any regularly scheduled full-time or part-time employee within the City services;
- 2) Who has served a minimum of one (1) year of continuous service in any class immediately prior to receipt of application may apply for tuition reimbursement;
- 3) Reimbursement shall be for training courses pertaining to the duties of a higher classification or for purpose of improving performance in the present classification; and
- 4) Courses are offered by an accredited educational institution.
- 5) **Reimbursement shall be subject to successful completion of the course. MUNI will attempt to make such payment promptly upon the employee's submission of proof of satisfactory completion with a passing grade.**

MUNI will reimburse each eligible employee the specified amount as indicated in employee's respective MOU for tuition, books, supplies and other fees for such course, upon successful completion of the course.

### **Instructions PRIOR to course start date:**

- 1) Complete the Personal Information and Educational Information sections of the form on reverse side.
- 2) Sign and date the application and submit **the ORIGINAL tuition reimbursement form to MUNI Human Resources for approval of reimbursement within the first two (2) class meetings. Late requests will NOT be accepted.**

### **Within thirty (30) calendar days of class start date:**

- 1) Submit proof of payment for your tuition/book cost(s). **ORIGINAL receipt** from the educational institution, a cancelled check (front and back), a credit card statement, or similar documents are all acceptable.
- 2) Send receipts within 30 days to:

MUNI Human Resources  
401 Van Ness Ave., Room 320  
San Francisco, CA 94102  
Attn: Tuition Reimbursement

**UPON COMPLETION OF THE COURSE OR WORKSHOP**, your instructor will send to MUNI Human Resources, confirmation that you have satisfactorily passed the course or completed the workshop.

MUNI Human Resources will process the request and authorize Finance Division to process the payment of your Tuition Reimbursement Request.

### **Please Note:**

- a) In order for funds to be reimbursed, receipts must be submitted to the above address within 30 days of class start date. **Reimbursement will NOT be processed without ORIGINAL receipts.**
- b) Incomplete or inconsistent information on Tuition Reimbursement Requests will be returned for correction or completion before processing.
- c) Late requests will be reviewed on a case by case basis or may still be denied. However, due to fiscal year end constraints, completion documentation for courses ending in April, May or June must be submitted by the 10<sup>th</sup> working day of July in order to be paid. (Note: If a course/seminar begins in one fiscal year and ends in the next, then the reimbursement would be paid from the next year's fund. Muni's fiscal year starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup>).
- d) If an employee resigns from MUNI within two (2) years following completion of the training course, the amount of tuition reimbursement shall be repaid by the employee to MUNI by cash payment or out of the employee's last pay warrant or, if applicable retirement earnings.

