



NEW: Tuition Reimbursement

City of Taylor employees may be eligible to receive Tuition Reimbursement for college and technical school classes.

Eligible employees

All regular employees, full time and part time, who have completed the probation period not on a Performance Improvement Plan (non-civil service) or disciplinary suspension during the time of class. Must get C or better in class.

Eligible classes & expenses

Technical and academic courses at accredited schools and institutions related to your present job or career objectives with the City of Taylor and part of a degree plan.

Tuition, mandatory fees and course materials are eligible for reimbursement. Employees are responsible for exam fees, parking and travel expenses.

How to apply for Tuition Reimbursement?

Complete these 2 forms, have signed by your director and submit to HR:

- Tuition Reimbursement Program Enrollment at time of class enrollment
- Tuition Reimbursement Request at end of class, with proof of grade & expenses

How much can I get reimbursed?

Maximum reimbursements are established annually as part of the budget process. For FY 18-19, the maximum reimbursement, subject to budget availability is:

Full time (40+hours/ week)	\$2,000
Part time (30-39 hours/ week)	\$1000
Part time (less than 30 hours/ week)	\$ 500

Questions? Refer to the Tuition Reimbursement Procedure and forms available on the [T Drive: Depts: HR for Employees: Tuition Reimbursement](#) or [Police S Drive](#). Contact Human Resources for more complete information.