



**TAPO EMPLOYEE
EDUCATION INCENTIVE PROGRAM**

A TAPO EMPLOYEE WISHING TO RECEIVE REIMBURSEMENT FOR TUITION AND BOOK FEES FOR COURSEWORK RELATED TO THE ADVANCEMENT OF KNOWLEDGE AND SKILLS OF THEIR CLASSIFICATION, MUST REQUEST APPROVAL BY THE CHIEF OF POLICE AND THE CITY MANAGER PRIOR TO ENROLLMENT IN A COURSE.

UPON SUCCESSFUL COMPLETION WITNESSED BY A CERTIFICATE OR PASSING GRADE, THE EMPLOYEE WILL RECEIVE REIMBURSEMENT FOR FEES AS OUTLINED BELOW:

- 1. THE MAXIMUM INDIVIDUAL REIMBURSEMENT IS \$750 PER FISCAL YEAR.**
- 2. AN AMOUNT OF NO MORE THAN \$3,000 PER FISCAL YEAR FOR EMPLOYEES IN THE TAPO BARGAINING UNIT MAY BE USED FOR THIS PURPOSE.**
- 3. PARTICIPANTS IN THIS PROGRAM ARE REQUIRED TO HAVE AND MAINTAIN A MINIMUM OVERALL PERFORMANCE RATING OF AVERAGE OR ABOVE.**
- 4. PROBATIONARY EMPLOYEES ARE NOT ELIGIBLE FOR THIS PROGRAM**
- 5. A COPY OF THE CLASS SCHEDULE MUST BE ATTACHED TO THE PROPOSAL FORM.**

NOTE: PARTICIPATION IN THIS PROGRAM IS CONTINGENT UPON THE AVAILABILITY OF FUNDS.

TAPO EMPLOYEE
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PROPOSAL

Employee Name: _____

Date: _____

Address: _____

Dept: _____

Phone # / ext.: _____

Account #: _____

PROPOSED COURSE(S):

PROVIDER'S NAME / LOCATION:

DATES OF INSTRUCTION:

BENEFIT OR VALUE TO YOU AND THE DEPARTMENT / CITY:

COSTS:

Police Chief's Signature

_____ Approved

_____ Denied

Date: _____

City Manager's Signature

_____ Approved

_____ Denied

Date: _____

Note: Reimbursement will be made upon receipt of final grade or certificate of completion.