



KANSAS CITY, MO POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

11-09-10

EFFECTIVE DATE

11-09-10

NO.

625-9

SUBJECT

Policy Series 600: Awards and Assistance to Members
625 – Educational Assistance

AMENDS

REFERENCE

PPBM: College Incentive Program

RESCINDS

PPBM: 625-8
AM: 06-7

I. INTRODUCTION

Educational assistance is available to all employees to encourage academic achievement.

II. TERMINOLOGY

A. Accredited Institution

An institution that has achieved and maintained specific standards for accreditation through guidelines set forth and administered by the United States Department of Education.

B. Credit Course

Course for which college credit hours are granted upon successful completion.

C. Distance Learning Course

Course taken via the Internet for which college credit hours are granted upon successful completion.

D. Non-credit Course

Job-related course for which credit hours are not granted.

E. Term

Division of the academic year in which college courses are taken.

F. Tuition

Amount paid for instruction not including costs such as books or incidental fees.

III. POLICY

A. Sworn employees are eligible upon promotion to the permanent rank of police officer.

B. Non-sworn employees are eligible upon completion of one year of service as full-time, salaried employees. Eligibility applies to any course or class completed after the employee's employment date, whether the class started prior to or after the employment date.

- *C. Courses eligible for educational assistance include:
1. College-level or distance learning courses taken through an approved, accredited college or university.
 2. Non-credit courses that are job related and pre-approved by the Employee Benefits Unit Commander.
- NOTE:** Colleges or universities may grant credit hours for prior training or experience, e.g., POST training, military service, lifetime learning. Credit hours acquired in this manner do not meet the criteria for educational assistance and will not be eligible for tuition reimbursement.
- D. A minimum grade of "C" or 70 percent is required. A final grade of passing is required if only pass/fail credit is granted. A voluntary selection of pass/fail credit renders the member ineligible for assistance.
- E. If an employee has received tuition assistance funding from any other source, tuition reimbursement may be reduced by the amount of the funding.
- *F. Reimbursement upon completion of an approved course(s) includes:
1. 75 percent of tuition based on availability of funds.
- NOTE:** Any amount over the maximum IRS limit for tuition reimbursement will be taxed.
2. A maximum of \$150 per term for required textbooks, not to exceed \$600 per calendar year.
- G. Reimbursement requests must be received by the Employee Benefits Section no later than three (3) months after completion of the class and receipt of the grade to receive consideration.
- H. The Employee Benefits Section administers the program and is the liaison between the department, participating employees, and approved accredited educational institutions.

IV. PROCEDURES

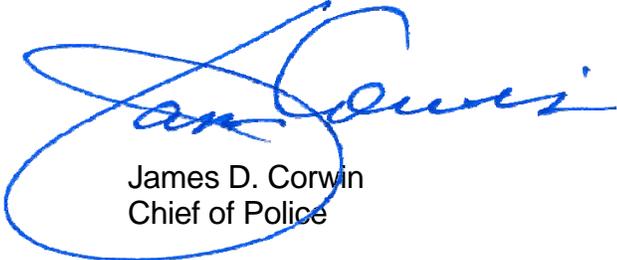
- A. The employee must state in any reimbursement request whether or not funding was received from any other source. If funding was received, information on the type of funding and the amount received must be included in the request.
- B. Employees taking courses which are granted pass/fail grades are only required to provide a statement verifying this fact from the college/university registrar or another authority within the admissions office.

*C. Credit courses

To request reimbursement, a Tuition Reimbursement Request, Form 204 P.D., must be submitted to the College Coordinator, Employee Benefits Section, through interdepartment mail, by fax, or KCPD e-mail. Attach legible copies of itemized receipts to substantiate the cost of tuition and required textbooks and final grade documents. When submitting a request through KCPD e-mail, the employee must type their name and serial number on the signature line of the form.

D. Non-credit courses

1. To request pre-approval, an Interdepartment Communication, Form 191 P.D., must be submitted through the employee's chain of command to the Employee Benefits Unit Commander.
- *2. Upon completion, a Tuition Reimbursement Request, Form 204 P.D., must be submitted to the College Coordinator, Employee Benefits Section, through interdepartment mail, by fax, or KCPD e-mail. Attach legible copies of itemized receipts to substantiate the cost of tuition and required textbooks and final grade documents. When submitting a request through KCPD e-mail, the employee must type their name and serial number on the signature line of the form.



James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____, 2010.



Patrick McInerney
Board President

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