

CITY OF WHITING, INDIANA

COLLEGE AND TRADE TUITION ASSISTANCE PROGRAM

1. PURPOSE

The City of Whiting administration wishes to encourage and assist those employees who wish to further their education or trade training. To that end, the City will provide limited reimbursement for tuition costs for those employees who qualify and comply with the program requirements. The program will commence January 1, 2020.

2. ELIGIBILITY

Effective January 1, 2023, the Tuition Assistance Program is open to full-time employees only.

Elected officials, board and commission members, seasonal employees and part-time employees do not qualify for the program.

3. PROGRAM RULES

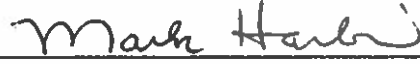
- A. The employee must complete the application form and return to his/her supervisor before enrolling in the class. This allows the Clerk-Treasurer to confirm availability of funds.
- B. The reimbursement amount is limited to no more than Three Thousand Dollars (\$3,000.00) per 12 month period.
- C. The employee must be working toward an associate, bachelor's or master's degree or trade certificate.
- D. Reimbursement is only for the cost of tuition, books, and class-related fees and an employee shall provide evidence of payment of said costs.
- E. The employee must attend a state accredited institution.
- F. Employee must provide documentation from the institution and must obtain a grade of C or GPA of 2.5 or the equivalent to receive reimbursement.
- G. On-line courses are included so long as the school is a state accredited institution.
- H. The employee must still be employed with the City at the time of reimbursement.
- I. The employee shall file the documentation of course completion and grade within sixty (60) days of course completion.
- J. The employee is not permitted to attend classes during his/her normal work hours.
- K. The City reserves the right to limit the number of enrollees in any given year based on availability of funds.

So authorized and approved by the City of Whiting Board of Public Works and Safety this
20th day of December 2022.

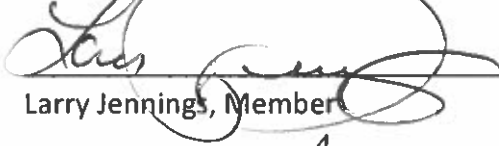
20



Steve Spebar, President

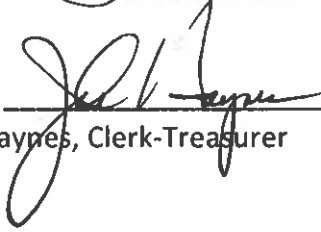


Mark Harbin, Member



Larry Jennings, Member

Attest:



John Haynes, Clerk-Treasurer