

## TUITION REIMBURSEMENT - SWORN

### POLICY:

It is the policy of the Omaha Police Department (OPD) that any sworn employee of the OPD, who has completed the initial probationary period, is eligible to apply for college level tuition reimbursement in accordance with the employee's respective [collective bargaining agreement](#) (CBA).

### PROCEDURE:

#### I. Tuition Reimbursement

##### A. Eligibility

1. Any full-time sworn employee who has completed the initial probationary period is eligible to apply for tuition reimbursement.
2. Sworn employees in the Deferred Retirement Option Program (DROP) are not eligible for tuition reimbursement.

##### B. Limitation of Reimbursement and Restrictions

1. This policy applies to reimbursement of tuition only.
2. No reimbursement will be available to any sworn employee who receives a grant, scholarship, a tuition payment, or a tuition reimbursement from any other program administered through or by the City of Omaha, the State of Nebraska, the federal government, the school, or any other source.
3. Tuition reimbursement will be paid at a maximum rate equal to the cost of three (3) hours per semester – up to six (6) hours annually – of in-state undergraduate tuition at the University of Nebraska at Omaha (UNO). If the coursework is graduate level, reimbursement will be paid at the rate of in-state graduate level tuition at the University of Nebraska at Omaha.
  - a. Employees may attend any public or private college they choose, but the maximum amount that will be reimbursed will be based on the current tuition cost at UNO. Employees will receive tuition reimbursement at the UNO rate ONLY, and will owe the remaining tuition balance to the college.
  - b. For the purposes of this policy, a semester is defined as either of two 6-month periods including: (1) January – June; and (2) July – December.
4. The costs of parking, books, supplies, lab fees, printing, etc., are the responsibility of the employee and will not be reimbursed.
5. This type of education is voluntary, so the times at which the course meets are not considered hours worked and must not conflict with the sworn employee's working hours unless preapproved, in writing, by the sworn employee's supervisor.

##### C. Courses Considered for Reimbursement

1. Undergraduate and graduate courses are eligible when the course(s) are for credit and can be applied toward an associates, bachelors, or graduate degree.

2. Sworn employees will only be reimbursed for courses successfully completed with a passing grade. Employees will not be reimbursed for courses that must be retaken.
3. Professional seminars/workshops, vocational courses, and adult education courses are not covered by this policy.

**D. Application for Tuition Reimbursement**

1. Sworn employees must complete and submit a Sworn Application for Tuition Reimbursement ([OPD Form 8](#)) within 60-days of receiving a grade for a qualifying course.
2. The Sworn Application for Tuition Reimbursement ([OPD Form 8](#)) must be submitted with documents showing the cost of tuition/fees for the course(s) taken and the grade(s) earned to be eligible for reimbursement.
3. The Sworn Application for Tuition Reimbursement ([OPD Form 8](#)) and accompanying documents must be submitted to the Support Services Section (SSS) Captain.

**NOTE:** It is the employee's responsibility to submit a Sworn Application for Tuition Reimbursement ([OPD Form 8](#)) and accompanying documents on time. Applications not submitted within the specified time will be denied, and the employee will not receive tuition reimbursement for the listed course(s).

**E. Eligibility Approval Process**

1. The SSS Captain and Deputy Chiefs will meet quarterly to determine reimbursement eligibility for all reimbursement applications received during that period.
2. The SSS Captain and Deputy Chiefs will then either approve or deny the request based upon compliance with this policy.
3. The SSS Captain will forward a copy of the approved or denied Sworn Application for Tuition Reimbursement ([OPD Form 8](#)) to the employee, Fiscal Affairs, and City Payroll.

**REFERENCES:**

**I. Previous OPD Orders**

- A. Previous OPD General Orders include #21-99, 19-00, 28-11, 5-13, 15-19, and 75-23.
- B. Previous OPD Information Orders include #241-99.

**II. Other**

- A. See OPD's "[Tuition Reimbursement – Non Sworn](#)" or "[Tuition Waiver – Sworn](#)" policies for more information.

**III. PPM Monthly Updates**

- A. PPM Monthly Updates include #5-2017 and #3-2020.