CITY OF ALBUQUERQUE
TUITION ASSISTANCE AND EDUCATIONAL LEAVE
APPLICATION

SPRING, 2008 SEMESTER

NAME:____________________________________E-Mail ____________________________

OTHER NAME(S) UNDER WHICH YOU HAVE BEEN EMPLOYED BY THE CITY:
_____________________________________________________________________________

EMP ID # (NOT SS#)_____________________________ SEX: MALE ____ FEMALE ___

DEPARTMENT___________________________ DIVISION______________________

JOB TITLE ____________________________ GRADE_____________________________

DATE OF HIRE _______________ CLASSIFIED/UNCLASSIFIED ___________________

TEMP/PERM/PART-TIME ________________________________

WORK PHONE__________________HOME PHONE ______________________________

CIRCLE HIGHEST DEGREE OBTAINED:

HIGH SCHOOL / BACHELOR'S / MASTER'S

THESE COURSES WILL BE APPLIED TOWARD: (CHECK ONE)

SKILLS IMPROVEMENT: ______

UNDERGRADUATE DEGREE: ______ WHAT DEGREE? ___________________________

GRADUATE DEGREE: ______ WHAT DEGREE? ___________________________

HOW MANY CREDIT HOURS TOWARD THIS DEGREE DO YOU HAVE? _______________

<table>
<thead>
<tr>
<th>COURSE TITLE &amp; #</th>
<th>CREDITS</th>
<th>INSTITUTION</th>
<th>DURING WORK HOURS? Y OR N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WILL YOU GRADUATE AFTER THIS CLASS (S)? YES_____ NO_____

(Please provide complete information for consideration by the Training and Education Committee.)

APPLICATION DEADLINE IS FRIDAY, DECEMBER 14, 2007 AT 5:00PM. No applications accepted after deadline.
1. HAVE YOU RECEIVED ANY CHANGES IN JOB DUTIES (i.e. PROMOTIONS, NEW DUTIES/ RESPONSIBILITIES, LATERAL MOVES) SINCE USING THE CITY’S TUITION ASSISTANCE PROGRAM?  YES_____  NO_____
IF YES, HOW OFTEN?  #_______

2. ARE YOU REQUESTING OR RECEIVING TUITION ASSISTANCE FROM OTHER SOURCES?  YES_____  NO_____
IF YES, PLEASE EXPLAIN, INCLUDING SOURCE AND AMOUNT.
_____________________________________________________________________________

3. HAVE YOU RECEIVED CITY TUITION IN THE PAST?  YES ____  NO_____

PLEASE FILL OUT EITHER SECTION A OR SECTION B ON THE FOLLOWING PAGE. PLEASE NOTE THAT EMPLOYEES ON PROBATION ARE NOT ELIGIBLE FOR THE CITY’S TUITION ASSISTANCE PROGRAM. IT IS THE EMPLOYEE’S RESPONSIBILITY TO SUBMIT THE TUITION APPLICATION TO THE TRAINING DIVISION, PLAZA DEL SOL, SUITE 700 FOR MORE INFORMATION CALL CATHERINE GARCIA, 924-3808.

4. THE FOLLOWING INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS OPTIONAL:

NATIVE AMERICAN ___________ HISPANIC ________ BLACK ____________
WHITE _____________ OTHER ________________
COMPLETE JUST ONE -- SECTION A or SECTION B

SECTION A
I WILL BE ATTENDING SCHOOL DURING NON-WORKING HOURS ONLY.

/ AMOUNT OF TUITION REQUESTED: $ ________________________________

/ AMOUNT REQUESTED FOR TUITION AND BOOKS: $ __________________

(The City can only pay for books at CNMCC for non-arts & science classes)

EMPLOYEE SIGNATURE ___________________________________________ DATE _______________________

NOTE: Supervisor/Division Manager/Department Director signatures are not necessary if employee is attending school during non-working hours. For more information, call 924-3808.

SECTION B
I AM REQUESTING EDUCATIONAL LEAVE. I UNDERSTAND THAT THE MAXIMUM AMOUNT ALLOWED IS THREE HOURS PER WEEK AND THAT DEPARTMENT APPROVAL SIGNATURES ARE REQUIRED.

/ NUMBER OF LEAVE HOURS REQUESTED PER WEEK. # __________ Days ________ Times __________

/ AMOUNT OF TUITION REQUESTED: $ ________________________________

/ AMOUNT REQUESTED FOR TUITION AND BOOKS: $ __________________

(The City can only pay for books at CNMCC for non-arts & science classes)

EMPLOYEE SIGNATURE ___________________________________________ DATE _______________________

EMPLOYEE LEAVE:          APPROVED                  DISAPPROVED

SUPERVISOR

DIVISION MANAGER

DEPARTMENT DIRECTOR
TUITION ASSISTANCE PROGRAM
STANDARDS AND GUIDELINES

FALL 2007 SEMESTER

POLICY STATEMENT: The City of Albuquerque provides its employees the opportunity to pursue
their career interest in City government if it is determined to be of mutual interest to the City and the
employees. In providing this incentive, the City grants to its employees tuition assistance and/or
educational leave to attend courses for credit.

CONDITIONS FOR TUITION ASSISTANCE AND EDUCATIONAL LEAVE:

1. Employees must be classified non probationary, unclassified with a minimum of six (6) months
service, and classified part-time employees working 20 hours or more per workweek at the
time the class(es) begin.
2. Courses must be for credit.
3. The courses or degree sought must enhance or create a skill that is either related to the
employee’s profession, skill, craft, or career goals, and must demonstrate a benefit to the City.
4. Employees receiving assistance from other sources will inform the City of the amount of such
assistance when application is made with the Tuition Assistance Program. The City will
provide assistance up to the amount of actual educational costs, less any other assistance
received by the employee.
5. Courses taken under the Tuition Assistance Program will be taken at the employee’s initiative.
The employee assumes full responsibility for course selection, scheduling and other matters
that are traditionally the responsibility of the student and the educational institution.
6. It will be the responsibility of all employees to undergo career counseling with a counselor from
the LEAD staff to establish a career path plan compatible with the City structure and to be
eligible for requesting tuition assistance from the City.
7. If the demand for tuition assistance exceeds the availability of funds, awards will be granted in
the following priority order:
   A. Applicants for undergraduate courses and vocational courses.
   B. Applicants for graduate courses.
   C. Applicants who are seeking a second undergraduate or master’s degree.
8. The educational institution must be recognized and certified as an accredited institution of
higher learning by an accrediting body such as the North Central Association of Colleges and
Secondary Schools. Courses requiring out-of-city travel will be considered on a case-by-case
basis.
9. If an employee is participating in a program which leads toward a degree or certificate which is
verified by the Training and Education Committee, the Department Director, with the approval
of the Director of Human Resources, may grant educational leave up to three (3) hours per
week. The following criteria will be used to determine if an employee qualifies for educational
leave:
A. Employee must be working on a full-time basis.
B. It is determined that the course(s) would be of benefit to the City.
C. The employee maintains a satisfactory academic record.
D. The employee maintains a satisfactory job performance.

10. An employee who attends school during non-working time does not require Departmental approval of the Tuition Assistance Application.

REIMBURSEMENT FOR TUITION ASSISTANCE:

1. The employee is solely responsible for payment of all tuition and related expenses. Reimbursement will be made for the cost of approved courses only. Proper documentation of such payment will be necessary in order to receive reimbursement.

2. Employee must agree to reimburse the City for any course(s) dropped or not completed. Employees must further agree to reimburse the City if they do not attain a satisfactory grade for a completed course(s) as follows:

   A. Undergraduate . . . . . . . . . . . . . . . . . . C or better
   B. Graduate . . . . . . . . . . . . . . . . . . . . . B or better
   C. Skills Training . . . . . . . . . . . . . . . . . . C or better or Certificate of Satisfactory Completion

3. Employees will be required to submit official documentation to verify their grades to the LEAD Section prior to receiving assistance for the following semester.

4. Reimbursement can be granted up to the following maximum awards per semester:

   A. 6 Credit Hours at UNM or NMHU.
   B. 6 Credit Hours at CNMCC for Associate Degree credit.
   C. 3 Credit Hours at other approved institutions.
   D. Cost of registration, books, and course material for CNMCC non “Arts & Science” courses.

Reimbursement will not be made for application fees, late registration fees, test requirements, parking or transportation expense, fines, laboratory fees, lodging, typing fees, graduation fees, supplies, tools, equipment, books (except for CNMCC non-“Arts & Science” courses), auditing of courses, non-credit courses, seminar/workshops, practicum courses, and other similar expenses. Distance Learning fees are not covered.