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# WAUCHULA POLICE DEPARTMENT

JOHN M. EASON, CHIEF OF POLICE

TO: Lt. Matthew Whatley  
FROM: Chief John M. Eason   
DATE: August 25<sup>th</sup>, 2016  
SUBJECT: Tuition Reimbursement Program

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As outlined in the City of Wauchula Personnel Rules and Regulations manual the City of Wauchula provides for employees to participate in the tuition reimbursement program for educational coursework that enhances the employees work performance. Additionally, members of the Executive team are authorized to utilize their city issued credit card, for payment of these courses upfront, instead of seeking reimbursement at the conclusion of the course. This approval to utilize the city credit card will continue with the following procedures being implemented:

- Education Benefit Application MUST be completed and approved by the Chief of Police prior to payment for any portion of the course utilizing the city credit card
- Upon completion of the approved course the following documents must be submitted to the Chief of Police for review:
  - o Original Education Benefit Application
  - o Copy of credit card receipt(s) used to pay for course / textbook(s) / materials
  - o Copy of detailed college receipt showing payment for the class was made
  - o Copy of transcript, or similar document, showing final grade of course(s)

Any monies owed to the City of Wauchula for textbooks, or similar costs, will be required to be repaid, to the City, within thirty (30) days of completion of the approved course. Failure to complete any of the required steps, listed above, could result in disciplinary action and/or suspension from participation in the Tuition Reimbursement Program.

Please feel free to contact me with any questions or concerns.