

## STUDENT LOAN REIMBURSEMENT PROGRAM

By this program, the City of Austin establishes a method to reimburse police officers for outstanding student loan balances, which were accumulated as a result of their education, relative to becoming a licensed police officer. This reimbursement program is for police officer candidates who are successfully hired and become employed with the City of Austin as a police officer. In order to qualify, newly hired police officers must meet and comply with the terms and conditions as set forth below.

- A newly hired employee requesting student loan reimbursement under this program, must do so by completing and submitting a student loan request form, or per the method established by the City, within the first year of employment. No request for reimbursement will be accepted prior to active employment.
- The employee making the request must provide proper documentation showing the amount of outstanding student loan(s). The City of Austin will verify that the information is true and correct including the amounts, status of the loan(s) and loan provider. The City reserves the right to validate any and all information provided by the employee, using any means necessary to substantiate the request.
- Employee will sign any authorizations, disclosures and agreements necessary in order to be eligible to receive student loan reimbursement. Failure to provide these may result in denial of the employee's student loan reimbursement request and ineligible for the program.
- Employees who are approved to receive a student loan payment reimbursement and have documented and verified student loan(s), will be eligible to receive up to a maximum of \$5,000 of student loan reimbursement. The maximum reimbursement payments shall not exceed \$2,500 per calendar year, per employee or a maximum of \$5,000, per employee, over the course of the program.
- Employees who have met eligibility requirements and completed the necessary paperwork will receive up to a \$2,500 payment within 30-days of request approval. Additionally, employees who have met eligibility requirements, completed the necessary paperwork and have successfully passed their probationary period (one year of employment), will receive up to a maximum of an additional \$2,500 student loan reimbursement, within 30-days of request approval.
- Employees who separate employment from the City of Austin sooner than one (1) year after receiving the initial reimbursement payment, are required to repay any student loan reimbursement payments received at time of hire, on a prorated monthly basis at time of separation.
- Within sixty (60) calendar days of the student loan disbursement to the employee, the employee must provide documentation to the City of Austin, that the amount disbursed has been applied to the student loan. If the employee does not fulfill the reporting requirement, the employee will be required to repay the total amount of payments provided to the employee.
- The City of Austin reserves the right to discontinue, expand or otherwise alter any details of this program, at its discretion, at any time. Individuals who are not new City of Austin employees, but rather reinstated employees (previously employed) as a City of Austin police officer, would not be eligible for this program.
- The student loan reimbursement program is not subject to the grievance or arbitration process.