



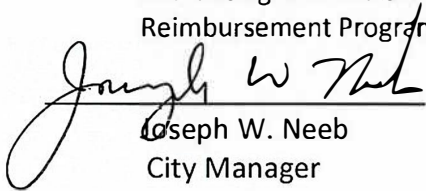
# City of Laredo Tuition Reimbursement Program

## Tuition Reimbursement Agreement

Date: June 20, 2024

Effective June 20, 2024, employees participating in the Tuition Reimbursement Program must abide by the following conditions for eligibility:

1. If an employee leaves the employment of the City of Laredo (voluntarily or involuntarily) within 0 to 24 months after receiving tuition reimbursement through the City's Tuition Reimbursement Program, he/she will be required to pay back 100% of all reimbursements received during the preceding 24 months.
2. Only an employee who is terminated due to Return to Work Policy or reduction in force reasons will not be required to pay back reimbursement(s) providing that proper documentation is submitted and approved.
3. The employee will authorize the City of Laredo to deduct any amounts due/owed (in accordance with this agreement) from the employee's payroll check prior to leaving.
4. This agreement in no way creates a contract for employment between myself and the City of Laredo, and this agreement is limited to the terms associated with my participation in the Tuition Reimbursement Program.

  
 Joseph W. Neeb  
 City Manager

I, \_\_\_\_\_, hereby authorize the City of Laredo to deduct  
(Print Name)

any amounts due/owed from my payroll check in the event of separation of Employment with the City of Laredo (in accordance with this agreement).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee ID#

\_\_\_\_\_  
Department Name