



ADMINISTRATIVE ORDER No. 3-2007

TO: Departments Employing Individuals in the Classified Service

FROM: City Manager

RE: Academy Tuition Reimbursement for Cadet

EFFECTIVE: Date of Signature

This order addresses persons employed as police cadets for whom the City has paid academy expenses so the employee may meet the minimum requirements for employment as a Police Officer.

Should the employee's employment be ended with the City of Sterling for any reason, the City will use the following schedule for excusing tuition expenses the City bore on the individual's part:

Completion of FTO	25%
Completion of 12 months	12.5%
Completion of 24 months	25%
Completion of 36 months	25%
Completion of 48 months	12.5%

The City Manager reserves the right to discontinue this practice without prior notice. As with other practices of this nature, program continuation is subject to budgetary considerations and the ability of the City to fund the program.

Donald J. Selby

City Manager

11/5/2020

Date