

Medina Police Department

Subject: Reimbursement Procedures	Policy Number: 4090	Reimbursement 4090
Reference: Union Contract / City Policy	Pages: 1	
Personnel: Sworn and Non-Sworn Personnel		
Issue Date: 01-01-2004	Revised Date: 11-17-2020	

4090.1 - PURPOSE

To maintain a simple and efficient way of reimbursing employees for expenses related to your position such as education reimbursement, health club memberships, and uniforms.

4090.2 - EDUCATIONAL REIMBURSEMENT PROCEDURE

4090.2.1 Employee requesting education reimbursement will submit a written memo to the Chief of Police describing the class that they are requesting, and the cost of the class. The request will be reviewed and approved or denied in accordance with Medina City Policy 5.80.

4090.2.2 If approved, the officer will complete the class with a passing grade to qualify for the reimbursement.

4090.2.3 The employee will fill out a reimbursement form and attach proof of course completion with a passing grade.

4090.3 - HEALTH CLUB REIMBURSEMENT PROCEDURE

4090.3.1 Officers will be reimbursed per union contract/health insurance reimbursement for belonging to a health club.

4090.3.2 Officers will be reimbursed in December for the entire year.

4090.3.3 Officers will fill out a reimbursement form and note what health club they were members of and each month they were members.

4090.4 - PURCHASE OF UNIFORMS

4090.4.1 Officers will continue to buy the uniforms that they need without prior approval from the Chief of Police up to amount specified by the union contract.

4090.4.2 If the uniforms are charged to the City, the officer will submit the invoice to the administrative assistant.

4090.4.3 If the officer pays for the items and requests reimbursement, he/she will fill out a reimbursement form, attach the receipt, and submit with payroll.