

RESOLUTION NO. 2573

A Resolution of the City of Salisbury to Modify the Employee Handbook.

WHEREAS, the City of Salisbury has an Employee Handbook; and

WHEREAS, the Human Resources Division of the ~~Internal Services Department~~ ^{Mayor's office KRN.} has reviewed the Employee Handbook; and


WHEREAS, the Human Resources Division recommends making changes to the Employee Handbook to meet the needs of the City and its employees; and

WHEREAS, the recommended changes have been discussed with the Mayor, each of the Department Directors and the City Council;

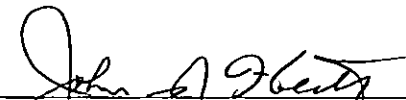
NOW, THEREFORE, BE IT RESOLVED by the City of Salisbury, Maryland to amend the Employee Handbook as shown on Attachment A with additions underlined.

THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting of the City of Salisbury held on 11 day of January 2016, and is to become effective immediately upon adoption.

ATTEST:



Kimberly R. Nichols, City Clerk



John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS 12 day of JAN, 2016.



Jacob R. Day, Mayor

Chapter 4

Employee Benefits

0411 College Tuition Reimbursement Program

All City employees may be eligible to be reimbursed for college tuition. A College Tuition Reimbursement Program is designed to provide an opportunity for employees to obtain education in order to increase their competence in their present jobs and to prepare for future advancements within the City. This is dependent on availability of funding and meeting criteria set forth in the College Tuition Reimbursement Program.

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator *JG*
Subject: Tuition Reimbursement Policy
Date: January 6, 2016

Attached please find a resolution to modify the Employee Handbook to allow for tuition reimbursement for college credit.

Unless you or the Mayor have additional questions, please advance this memorandum and resolution of support to the City Council for approval.

Attachment: Tuition Reimbursement Policy; Resolution to Modify the Employee Handbook



City of Salisbury

Employee Handbook Addition

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0411 College Tuition Reimbursement Program

Chapter: 4 – Employee Benefits

Section: 0411 (New)

Dates: Revised November 17, 2015

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Purpose: A College Tuition Reimbursement Program is designed to provide an opportunity for employees to obtain education in order to increase their competence in their present jobs and to prepare for future advancements within the City.

Policy:

I. Core Requirements

- A. Eligibility will be based upon the following guidelines being met;
1. Available budgeted funds in the Human Resources Tuition fund in the then current fiscal year. Funds will be encumbered for approved requests in the order they are received from each Department.
 2. Approval from the Department Head.
 3. Employee will not be in a probationary period and will be rated as “Satisfactory” or better during their most recent employee performance review.
- B. Employees must submit a letter of interest in attending educational classes to their supervisor by January 1st of each calendar year. The letter should include name of the institution, name of courses, a description of how this class would directly improve their job performance, and all associated costs. This provides the Department Head with sufficient time to incorporate approved tuition requests into their next FY budgets.
- C. The City will reimburse for pre-approved tuition expenses. Tuition reimbursement will be provided up to a fiscal year maximum of four classes per fiscal year per eligible employee.

II. Approved Programs & Courses

- A. Tuition reimbursement is available for credit granting associate, bachelor, or graduate degree programs at any regionally accredited university or college.

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220-02 College Education Program

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- B. Personal interest courses that are not job related and second degrees are programs not supported under this Tuition Reimbursement Policy.
 - C. Courses must directly relate to job duties currently performed by the employee, or duties which could be performed in the future by the employee at a position within City government at the approval of the Department Head. Courses that will not directly relate to the employee's current or potential job performance within the City government are not supported under this Tuition Reimbursement Policy.
- 49 III. Non-Credit Courses
- A. A preparatory, non-credit, or remedial class will not be covered under the tuition reimbursement program.
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- 53 IV. Reimbursement Level
- A. Tuition reimbursement will be provided up to an annual maximum of four courses per fiscal year. Expenses such as textbooks and lab fees are not eligible for reimbursement.
 - B. The annual maximum is based on the fiscal year, July through June.
 - C. Reimbursement will be credited to the fiscal year in which the class was completed. For example, if a class is completed in June but the reimbursement is not paid until July the reimbursement is considered part of the prior fiscal year annual maximum allowable amount.
 - D. Reimbursement will be paid at 75 percent as long as you receive a grade of 3.0 or above.
 - E. Grants, scholarships, or other funds which the employee does not have to repay must be disclosed when applying for Tuition Reimbursement. The City's payments will be coordinated with these programs so the employee does not receive more than 100% reimbursement for the tuition.
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- 69 V. Employee Responsibility
- A. Pre-Approval
 - 1. You must have your course pre-approved by the Department Head in order to be eligible for reimbursement. Any tuition reimbursement request submitted after the requested class has started will be denied.
 - 2. To have your class pre-approved, send a completed Training/Travel Request Form to your immediate supervisor, containing all required information. You will be notified whether your request has been approved or denied. The Tuition Reimbursement Request will be returned to your attention for you to re-submit when applying for your reimbursement.
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- B. Applying for Reimbursement for Your Tuition
 - 1. After you have completed the class, you must re-submit the pre-approved Tuition Reimbursement Request to your Department Head within 60 days of completing the class. The following information must be attached:
 - a. Evidence of the grade earned: Official grade report or transcript.
 - b. A verified statement of the cost of tuition and adequate receipts showing payment was made.

VI. Termination of Employment

- A. If you are terminated by the City for any reason except business conditions, eligibility for reimbursement ends immediately, whether your class is completed or not. If a participant is laid off or terminated due to a slow economy, job elimination, or other business conditions over which the employee has no control, the employee maintains eligibility for reimbursement at the completion of the course, as long as the class began prior to the layoff or termination.
- B. If participants quit their employment with the City before the class is completed, eligibility ends immediately.
- C. If participants quit their employment with the City voluntarily within one year of receiving tuition reimbursement, the complete sum of the reimbursement must be repaid to the City.

VII. Tax Status

- A. The rules of this program are governed by the Internal Revenue Code. As such, certain reimbursements may be subject to income taxes. All reimbursements are processed through the City's payroll system, regardless of whether they are subject to income tax or not. The payment of any taxes due remains the responsibility of the employee.
- B. The rules of this program may be modified at any time without notice to keep the program in compliance with the Internal Revenue Code.