

Ways and Means Committee
Ann Gildow, Chair

ORDINANCE NO. 19-123
INTRODUCED BY COUNCIL

AN ORDINANCE AUTHORIZING THE PROPER CITY OFFICIAL TO
IMPLEMENT AN EDUCATION REIMBURSEMENT POLICY

WHEREAS, the City recognizes the benefits of participating in furthering its employees' educations; and

WHEREAS, obtaining certain certificates, licenses, or degrees is an effective tool for an employee retention program by enabling an employee to promote within City Departments or Divisions; and

WHEREAS, having a written policy to follow ensures fairness and consistency when an employee seeks reimbursement for furthering his/her education.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Zanesville, Ohio, that:

SECTION ONE: The proper City Official is hereby authorized to implement the procedures in the City of Zanesville – Tuition Reimbursement Document attached hereto as Exhibit A.

SECTION TWO: The policy will be effective January 1, 2020, and continue each year thereafter or until amended or repealed by City Council.

SECTION TWO: This ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2019

Sue Culbertson
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2019

Jeff Tilton, Mayor

This legislation approved as to form:



Law Director's Office



City of Zanesville
ORGANIZATION POLICY DOCUMENT

Title	Tuition Reimbursement
Policy Owner	Human Resources
Effective Date	01/01/2020
Last Revised	10/1/2019

1. Purpose

The City of Zanesville is committed to the educational development of City employees. The Tuition Reimbursement Program has been designated to promote continuing education by offering financial assistance to employees for job-related courses.

2. Policy

The City of Zanesville may reimburse full-time, regular employees for education costs for courses approved by the City. The approval for reimbursement will be dependent on the course and its relevance to the employee's current or future potential position. Approval must be obtained prior to commencement of each course per semester.

- The City may reimburse employees a percentage based on the grade achieved and will cover up to two (2) courses per term (quarter/semester). Payment will not be made for travel to and from the course, time spent in class, **books**, study materials purchased for the class, exam fees, parking fees, meals, and miscellaneous supplies.
- The annual maximum benefit is \$2,400.00 per employee with a life time maximum benefit of \$10,000.
- Percentage reimbursement is as follows:

UNDERGRADUATE		GRADUATE	
Grade	Percentage	Grade	Percentage
A	90%	A	90%
B	75%	B	75%
C	50%	C	0%
A pass/fail course will be reimbursed at 75% if passed			

- Eligible expenses include: Tuition costs

3. Eligibility

To qualify for tuition reimbursement benefits, employee must meet the following criteria:

- Successful completion of the initial probationary period for the employee's current position along with one (1) year or more of continuous, permanent, full-time service and at the time of reimbursement must be a permanent, full-time employee.
- Must meet the performance expectations of his or her current position.
- Must not have any formal disciplinary actions within the previous 18 months. Formal disciplinary actions include written warnings, demotions, or suspensions.
- Must not be on a Leave of Absence due to illness or injury or on a personal, disability, labor dispute, military leave of absence, or family medical leave of absence (FMLA) (if the absence or leave began prior to the application for Tuition Reimbursement). Employees may continue a course which began before the leave commenced but may not enroll in a course while on leave.
- Must apply for and be pre-approved before enrolling in courses or any other type of formal education program.

4. Guidelines

- **Job Relatedness** – The course/degree must be job related or related to the employee's current position or to future City development and promotion. To be considered job-related, a course/degree must meet the following requirements:
 - Must have an individual development plan in place, reviewed, and agreed to by employee's Supervisor and Director with recognition that the educational investment is part of the employee's development for the current job or for a job to which he or she would realistically move to within the City of Zanesville in the future.
 - Undergraduate and graduate level studies and credit and non-credit courses are eligible for the individual's current or potential future job at the City of Zanesville.
 - Must have clear alignment between the employee's educational ambitions, the organization's needs, the employee's performance management, and individual development plan.
 - The tuition reimbursement program will not be available to provide a degree to qualify a person for a profession outside a career path with the City of Zanesville.
 - Courses are to be taken during non-working hours when possible. Employees are not eligible for paid time while attending classes without written authorization from their Supervisor and approved by the Mayor. With authorization from their Supervisor and Mayor, employees may use vacation or comp time.
- It is advisable for application to be made six (6) months in advance of the course/program to allow time to consider approval and budgeting as appropriate.

5. Criteria

- **Eligible Institutions** – Courses taken in pursuit of degrees must be taken from an accredited institution (accredited by an agency approved by the US Department of Education).
- **Funding Selection Criteria** – Available funds will be allocated on a first come, first served basis.
- **Application Submission**
 - ❖ Applications will be accepted beginning on the dates listed in the following schedule:

➤ Fall	July 1
➤ Winter	October 1
➤ Spring	January 1
➤ Summer	March 1
 - ❖ The application date determines the order of consideration for funding.
 - ❖ All eligible funds will be budgeted for the Fiscal Year through the budget process.

6. Reimbursement

- All reimbursement requests must be received within 60 days of the course end date.
- All requests must include proper documentation as listed on the reimbursement form.
- Reimbursement will be issued through Finance (Auditor).
- Please allow a minimum of 30 days for reimbursement processing.

7. Duplication of Benefits

Duplication of benefits is prohibited. The City will not reimburse fees for a program of study for which the employee has received a scholarship, grant, or subsidy to the extent of such aid. The total received by the employee from all sources cannot exceed the cost of the course. **Example:** *If an employee takes a course costing \$1000.00 and receives an "A", the City would reimburse the employee \$900.00. If the employee obtained grants or scholarships for this same course in the amount of \$400.00, the City would reimburse the employee \$500.00. The employee can reduce his or her cost, as well as the City's cost, by obtaining grants and scholarships.*

Violation of this provision is a serious offense and may result in termination of the employee from City service.

8. Recovery

Where the employee voluntarily resigns from the City of Zanesville, **or is terminated for disciplinary reasons at fault of their own**, the employee agrees to reimburse the City for **all** Tuition Fees paid by the City within two (2) years of the training completion date. The City is authorized to recover funds by means of payroll deduction from the employee's final pay(s). Any exception will need to be approved by Human Resources.

In order to recover the amount due, the City may deduct wages, vacation pay, **comp time, available Longevity**, or any other monies owed to the employee by reason of employment from the employee's final paycheck. If the amount deducted by the City is less than the total amount due, the employee will pay the remaining balance in a lump sum within ninety (90) days of the termination date. **The City may pursue all legal avenues including debt collection in order to recover the total amount due.**

Repayment is prorated:

- 100% if the employee leaves from 0 - 6 months less a day;
- 75% if the employee leaves from 6 - 12 months less a day;
- 50% if the employee leaves from 12 - 18 months less a day;
- 25% if the employee leaves from 18 - 24 months less a day;
- 0% if the employee leaves after 24 months.

9. Tax Consideration

The City of Zanesville will observe current Federal and State tax laws relative to the taxability of tuition reimbursement. If the tuition reimbursement is taxable income, the City is required to withhold taxes from the reimbursement.

10. Approval and Reimbursement Process

- The employee must complete **The Tuition Reimbursement Employee Eligibility Form** and forward to his or her Supervisor. The Supervisor may recommend approval or disapproval of the application.
- **The Tuition Reimbursement Employee Eligibility Form** is then sent to Human Resources for review and then forwards to the Director and Mayor for approval.
- **The Tuition Reimbursement Employee Eligibility Form** is returned to the employee and Human Resources.
- When the employee has successfully completed the course(s) for which tuition reimbursement was approved, the employee must complete and submit the **Tuition Reimbursement Request Form** along with the following documents to his or her Supervisor within sixty (60) days of the end of the **course**:
 - An itemized tuition statement indicating tuition
 - For Undergraduate courses grade report of a "C", its equivalent, or better
 - **For Graduate courses grade report of a "B" its equivalent, or better**

The Supervisor will review the **Tuition Reimbursement Request Form** for completeness and appropriate documentation and then forward to the Director for approval and signature. The Director will forward the **Tuition Reimbursement Request Form** along with the purchase order and appropriate documentation to the **Auditor's Office** for issuance of payment to the employee. Payment should be made within thirty (30) days of receipt.

11. Employee Responsibilities

- The employee shall advise his/her supervisor/manager of the intention to seek Educational Assistance.
- The employee shall ensure that the course/degree in which enrollment is sought is job-related and is applicable to positions reasonably attainable within the City of Zanesville.
- The employee shall ensure that the number of credits or courses requested will not negatively affect work performance.
- The employee shall complete **The Tuition Reimbursement Employee Eligibility Form** and submit the form to their supervisor/manager for initial review prior to beginning classes. If the employee does not receive approval before beginning classes, they will not receive reimbursement.
- The employee shall complete the **Tuition Reimbursement Request Form** and submit the form to his/her supervisor/manager for payment processing **within 60 days after the course ends**. Copies of the tuition statement and grade report must be attached to the **Tuition Reimbursement Request Form**.
- The employee will verify that the requested courses are scheduled during non-working hours or that he/she can be released from work to attend the course and has sufficient accumulated leave to cover such absences.
- The employee must contact his/her supervisor/manager if any of the following occurs:
 - The employee is withdrawing from a course
 - The employee has received a grade of Incomplete or No Grade.
- All information and/or forms submitted by the employee in order to secure tuition reimbursement will be true and accurate. Any misrepresentation contained on the form shall be grounds for disciplinary action up to and including dismissal.

12. Human Resource Responsibilities

- Human Resources shall maintain a record of employee's use of tuition reimbursement sufficient to determine employee's liability upon termination.
- Human Resources shall contact the Treasurer/Payroll department in writing to arrange for recovery of reimbursements if the employee has terminated employment with the City of Zanesville within two (2) years of receiving monies from the Tuition Reimbursement Program.

Ways and Means Committee
Ann Gildow, Chair

ORDINANCE NO. 19-124
INTRODUCED BY COUNCIL

AN ORDINANCE AUTHORIZING THE PROPER CITY OFFICIAL TO
IMPLEMENT A SICK LEAVE DONATION POLICY FOR
UNAFFILIATED EMPLOYEES

WHEREAS, on rare occasions an unaffiliated employee may not have sufficient sick leave balances to cover a long-term illness or serious injury; and

WHEREAS, unaffiliated employees have expressed an interest in helping their fellow employees by donating sick leave to other employees; and

WHEREAS, having a written policy to follow ensures fairness and consistency when an unaffiliated employee wishes to donate or receive sick leave.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Zanesville, Ohio, that:

SECTION ONE: The proper City Official is hereby authorized to implement the procedures in the City of Zanesville – Unaffiliated Sick Leave Donation Policy attached hereto as Exhibit A.

SECTION TWO: The policy will be effective January 1, 2020, and continue each year thereafter or until amended or repealed by City Council.

SECTION TWO: This ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2019

Sue Culbertson
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2019

This legislation approved as to form:

Jeff Tilton, Mayor



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