

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

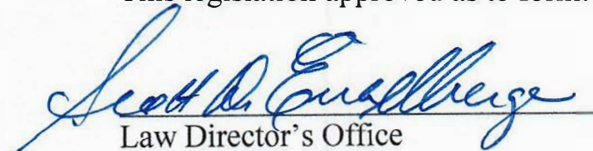
Sue Culbertson
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2019

Jeff Tilton, Mayor

This legislation approved as to form:



Law Director's Office



City of Zanesville
ORGANIZATION POLICY DOCUMENT

Title	Unaffiliated Sick Leave Donation Program
Policy Owner	City of Zanesville Administration/Human Resources
Effective Date	01/01/2020
Last Revised	10/23/2019

1. Purpose

The City of Zanesville recognizes that on rare occasions an employee may not have sufficient sick leave accruals to cover a long-term illness or serious injury. To address such occasions, the City finds it appropriate that other unaffiliated employees be allowed to donate some of their sick leave hours to other injured/ill unaffiliated employees within the parameters of this guideline.

2. Policy

Unaffiliated employees may annually donate up to forty (40) hours of accrued sick time to another unaffiliated employee of the City, per these guidelines.

The City retains the right to approve the sick leave donation. Sick leave donations are intended for those individuals who need time to recover. Sick leave donation is not intended nor may be used for extending the service time of the employee. Employees may not be on disability or otherwise separated during the time requested for sick leave donation.

Unaffiliated employees using donated sick leave will not accrue sick or other leaves.

The City may cancel this policy at any time.

3. Eligibility to Donate

In order to donate sick leave hours, employees must meet the following requirements:

- Donating employees must maintain a balance of 200 hours of sick leave.
- Donations must be in no less than four-hour increments.
- Employees may donate up to a maximum of 40 hours in one calendar year.
- Donations may only be made to eligible recipients as defined in this guideline.

4. Eligible Recipients

In order to receive donated sick leave hours, employees must meet the following requirements:

- All leave type balances must be depleted.
- Must currently be off work for a qualifying serious health condition as defined by the Family Medical Leave Act (FMLA).

5. Procedure

When a Supervisor becomes aware of the need for donated sick leave hours, he will confirm the eligibility of the employee to receive donations with Human Resource. If the employee is eligible, Human Resource will distribute a *Sick Leave Donation Request and Authorization Form* to the appropriate employees.

Unaffiliated employees wishing to donate must complete a *Sick Leave Donation Request and Authorization Form* indicating the number of hours they wish to donate and the date of the donation.

This form must be forwarded to the Payroll Department to ensure time banks are updated accordingly for both the employee receiving and the employee(s) donating time.

Donated hours will be used by the recipient according to the date in which they were donated – first hours donated will be first hours used.

6. Guidelines

- All donations are on a voluntary basis. No employee is guaranteed any donations.
- Sick leave hours are to be donated and used with no regard to the pay rate of the donor or the recipient.
- Donated sick leave hours will not be available for any cash out including retirement cash out.
- Recipients may not "bank" or save any unused donated hours.
- Donated hours will not count against the employees Sick Leave Reciprocity eligibility.
- **Unused donated hours will be returned to the donating employee.**
- Recipients may not pay back hours to those who donated to them.