



## STAFF REPORT

TO: Mayor Keis and Members of the City Council

FROM: Chris Heineman, City Administrator  
Heidi Heller, City Clerk

DATE: November 21, 2018

RE: Education Reimbursement Policy Amendment

**ACTION TO BE CONSIDERED:**

Motion to approve Education Reimbursement Policy amendments as proposed.

**BACKGROUND:**

Staff has proposed amending the Education Reimbursement Policy by increasing the annual reimbursement amount, and adding language for continued employment by that employee or the tuition must be reimbursed.

The proposed deleted language is stricken and shown in red, and new language is underlined and shown in blue.

**STAFF RECOMMENDATION:**

Staff recommends the Council discuss the proposed amendments at the Workshop. If the Council agrees to any amendments, action can be taken at the regular Council meeting if the Council so chooses.

## Educational Reimbursements

In order to develop further skills and self-improvement, the City will provide financial assistance to all regular full-time employees who continue formal study in areas directly related to their present position. This includes high school and accredited college diplomas.

1. Educational assistance will be made for tuition, registration, and laboratory fees. Costs of books, supplies, mileage, or other expenses will not be included.
2. Tuition refund will be made upon completion of the approved course and will amount to 100% for a grade of C or better.
  - a. Failure to receive a grade of C or better will nullify any payment.
  - b. Reimbursement will not be made for courses not completed or courses where payments are received by the employee from another agency (i.e. GI Bill).
3. The program will apply to accredited colleges, technical institutions, certain vocational institutions and other specialized training programs.
4. Unless otherwise approved, course must be taken other than during normal working hours.
5. An annual maximum tuition reimbursement of ~~\$3,500~~ \$4,500 per employee, subject to budgetary limitations.
6. Application for educational assistance must be completed and approved by the supervisor and the City Administrator prior to taking the course. Applications may be obtained from the City Administrator.
7. Should the employee leave the City's employment within two years of completing a class, the employee will be responsible for the full reimbursement of the City's expended funds towards tuition during the previous 12 months.
8. Should the employee leave the City, any amounts owing would become immediately due and payable and be withheld from any final payroll/severance amounts owing.