

AN ORDINANCE AMENDING THE CITY'S PERSONNEL RULES AND REGULATIONS MANUAL

WHEREAS, the City Manager has recommended certain changes to the City's tuition reimbursement plan; and

WHEREAS, the City Council discussed amending tuition reimbursement at its February 16, 2010 Committee of the Whole Meeting.

NOW THEREFORE, BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF ROLLING MEADOWS, ILLINOIS, AS FOLLOWS:

SECTION ONE: The City's Personnel Rules and Regulations Manual Section 23.2 will be revised to read the following:

Section 23.2 Tuition Reimbursement: Regular full-time employees will be reimbursed for courses/programs taken that have been approved by the Department Head and City Manager. The tuition assistance program is a discretionary program subject to the availability of funds and may be discontinued at any time by the Mayor and City Council or the City Manager.

Employees must be employed with the City a minimum of three years before they are eligible to participate in the tuition reimbursement program. Employees must be meeting performance expectations based upon their yearly performance evaluations to qualify for the program. Employees desiring to participate in the program must submit an Employee Education Request for Reimbursement Form which must be completed and submitted to Human Resources for approval prior to enrolling in any course. Human Resources, with input from the applicable department head and taking into account the employee's current and future job assignments, potential impact on the employee's work responsibilities and availability of funding will advise the employee in writing as to whether their request has been approved. Such requests will be due to the City by October 1 for the following budget year. If possible, attached to the form should be the school schedule and classes in order for the City to properly evaluate budget considerations for reimbursement.

The following points will be examined in relation to each application for tuition reimbursement:

- a. The immediate benefit which the course would provide to the employee, and the immediate effect which it would have on job performance. The opinion of the employee's Department head in regard to the specific benefit to the department, the City and to the employee's overall educational pursuits.
- b. The employee's written explanation of the benefits (both personal and job related) provided by the course.

- c. In the event that the course for which tuition reimbursement is requested is not directly related to the employee's present position and responsibilities, the request may be evaluated in terms of the benefits the course would provide by preparing the employee for another position within the organization for which they may be eligible (e.g. a course which provides supervisory training for an employee in a non-supervisory position who may soon be placed in a supervisory position).
- d. Whether or not the course for which tuition reimbursement funds are requested is to be taken as part of a program leading to a college degree which is related to the employee's position and responsibilities (e.g. some courses required for a college degree may not appear to be job related when examined in isolation, but may be classified as job related when viewed in the context of the employee's degree program).

The reimbursable amount for tuition is a maximum of \$4,500 per employee per fiscal year. Reimbursement will be made for the cost of tuition according to the following scale:

Directly job related and receives an "A"/pass = 75%, "B" = 50% or "C" = 25% reimbursement. Indirectly job related and/or required for a degree which is directly job related and receives an "A" or "B" or Pass = 50% or "C" = 25% reimbursement. No reimbursement will be provided for a grade of "D"/fail or lower.

The City will not reimburse tuition for grades other than those above, nor will the City reimburse for any expenses associated with taking classes such as books, commuting, meals, and supplies. If grants, scholarships, or other means are available to assist the employee in paying for tuition, those other means should be pursued and the City's reimbursement will be secondary to any other source of funding tuition costs.

Any employee receiving reimbursement under this plan and who voluntarily (retires, resigns, quits, etc.) leaves City employment, must repay the City according to the following schedule: less than three years between receiving assistance and terminating employment = 100%; three to five years 75%; over five years from the time between receiving assistance and terminating employment = 0%. The determination of repayment for tuition reimbursement for employees who involuntarily (lay-offs, dismissed for non-performance, etc.) leave the City will be done on an individual basis. Additionally, as per Internal Revenue Service (IRS) rules regarding Fringe Benefits, a portion of the City's reimbursement may be subject to state and federal taxes, which are the responsibility of the employee. (Such payments may be deducted from final paychecks or other moneys owed to the employee by the City).

These changes **do not** affect permanent part-time employees currently enrolled in a degree program.

SECTION TWO: This Ordinance shall be printed and published in pamphlet form by order of the City Council of the City of Rolling Meadows.

SECTION THREE: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

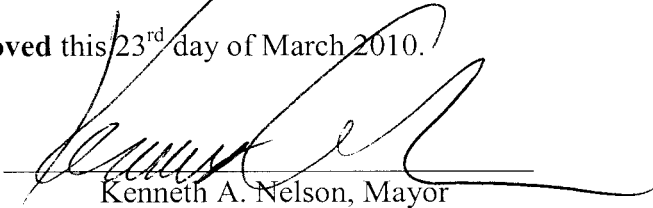
YEAS: Pitzafarro, Lusk, Buske, Judd, D'Astice, Larsen

NAYS: Adams

ABSENT: 0


Passed this 23rd day of March 2010.

Approved this 23rd day of March 2010.




Kenneth A. Nelson, Mayor

ATTEST:



Lisa M. Hinman, City Clerk

Published this 24th day of March 2010.



Lisa M. Hinman, City Clerk