

MIDVALE CITY, UTAH

RESOLUTION NO. 2017-R-29

**A RESOLUTION ADOPTING AMENDMENTS TO THE
MIDVALE CITY POLICIES AND PROCEDURES MANUAL**

WHEREAS, the City Council adopted the most recent version of the Midvale City Policies and Procedures Manual by Resolution in June 2017; and

WHEREAS, additional amendments were made to the Educational Assistance policy to clarify the policy; and

WHEREAS, the City Council finds the revisions to the Midvale City Policies and Procedures Manual to be in the best interest of the City,


NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MIDVALE CITY, UTAH:

Section 1. The City Council hereby desires to approve the proposed Midvale City Policies and Procedures Manual (Exhibit A).

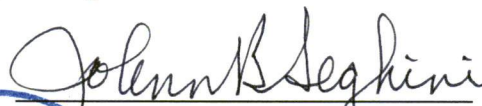
Section 2. This Resolution shall take effect immediately upon passage.

APPROVED AND ADOPTED this 1st day of August 2017.

ATTEST:


Rori L. Andreason, MMC
City Recorder




JoAnn B. Seghini, Mayor

Voting by the City Council	"Aye"	"Nay"
Stephen Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paul Glover	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quinn Sperry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paul Hunt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wayne Sharp	<input checked="" type="checkbox"/>	<input type="checkbox"/>



4.17 EDUCATIONAL FINANCIAL ASSISTANCE

The City recognizes that the skills and knowledge of its employees are critical to the success of the organization. The City's Educational Financial Assistance program encourages personal development through formal education so employees can maintain and improve job-related skills.

- a. The City may provide educational financial assistance up to seventy-five (75%), but not to exceed ~~\$500~~ **\$1,000**, of the cost of tuition, fees, and books per semester/term to eligible employees. A maximum amount of ~~\$1,500~~ **\$3,000** per fiscal year may be granted depending upon annual budget appropriations. Only full-time employees are eligible to participate in this program.
- b. To maintain eligibility, employees must remain on active payroll and perform their job satisfactorily through completion of each course. Educational financial assistance is limited to courses required for a college degree, provided that the degree relates to the employee's career path.
- c. The City has sole discretion to determine approval for any educational financial assistance requested. Approval must occur first through the Director and next through the City Manager prior to enrollment in the course.
- d. Pursuant to this policy, costs of tuition, fees, or books will be disbursed upon successful completion of the approved course. Where a grade is given, the employee must successfully complete said course with a grade of "B" or better. If the course is on a pass/fail basis, the employee must pass the course to qualify for reimbursement. The employee must submit a request for reimbursement along with documentation of successful completion of the course to the City Manager within 30 calendar days of completion of any approved course.
- e. If an employee separates from City employment within two years of completing any course for which the employee received reimbursement, the amount of educational financial assistance for that course shall be deemed a loan and will be deducted from the employee's final paycheck. **Employee must agree to sign a promissory note if the final paycheck is insufficient to repay the loan in full. The terms of which will be: a negotiated monthly payment; 0% interest; and full repayment of the outstanding balance within one year of the employee leaving employment with the City.**



- f. The City may pay 100% of education costs when the course is necessary for an employee's current job, and the course is limited in both time of offering as well as length (e.g. one-day seminar or a one-week training and certification course). The City may also pay 100% of the education costs for certain occupations where ongoing education is necessary to maintain a certification or continuing education required by the State, City, or professional organization to which the employee belongs. Employees are not required to reimburse the City for these costs upon separation from the City.