

ORDINANCE NO. 94-2015

TITLE: NON-BARGAINING PERSONNEL POLICY - AMENDMENT

AN ORDINANCE AMENDING THE NON-BARGAINING PERSONNEL POLICY REGARDING TUITION REIMBURSEMENT.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Barberton, State of Ohio:

SECTION 1. That the Educational Benefits Section of the “Non-Bargaining Personnel Policy” adopted by Barberton City Council, which now reads:

Eductional Benefits

The Employer will reimburse the entire cost of necessary charges for admission fees, textbooks, and tuition to any employee who, upon being granted prior approval as provided herein, successfully completes a course in an employment related field of study in a two year, four year, or graduate program at an accredited institution. Such reimbursement shall be contingent upon employee receiving a grade of “C” or better.

Approval is based upon the discretion of the Director of Human Resources who may approve attendance to courses if requested by the employee in writing. Such request shall state clearly; 1) the employee’s desires and extent of curriculum; 2) established benefit to the Employer for allowing same; and 3) some statement of assurance that the employee will in fact extend such skills to the Employer in the future without obligation to higher compensation.

Once approval is received, an employee claiming this benefit must submit evidence to the Employer that the charges and textbooks were required for a course in one of the above approved programs. In addition a paid receipt shall also be submitted showing payment in full for the charges, and evidence that the employee has successfully completed the course for which the charges were required. The Employer shall not reimburse the employee for charges for which the employee is entitled to reimbursement from any other entity.

An employee who chooses to terminate employment with the City shall be required to reimburse the City one hundred percent (100%) of all payments made pursuant to this Section during the last year of employment; and seventy-five percent (75%) of all payments made during the second to last year of employment; and fifty percent (50%) of all payments made during the employee’s third to the last year of employment. The City reserves the right to withhold an employee’s final check in lieu of any reimbursement owed.

be and the same is hereby amended to read as follows:

Eductional Benefits

The Employer will reimburse the entire cost of necessary charges for admission fees, textbooks, and tuition to any employee who, upon being granted prior approval as provided herein, successfully completes a course in an employment related field of study in a two year, four year, or graduate program at an accredited institution. Such reimbursement shall be contingent upon employee receiving a grade of “C” or better.

Approval is based upon the discretion of the Director of Human Resources who may

approve attendance to courses if requested by the employee in writing. Such request shall state clearly; 1) the employee’s desires and extent of curriculum; 2) established benefit to the Employer for allowing same; and 3) some statement of assurance that the employee will in fact extend such skills to the Employer in the future without obligation to higher compensation.

Once approval is received, an employee claiming this benefit must submit evidence to the Employer that the charges and textbooks were required for a course in one of the above approved programs. In addition a paid receipt shall also be submitted showing payment in full for the charges, and evidence that the employee has successfully completed the course for which the charges were required. The Employer shall not reimburse the employee for charges for which the employee is entitled to reimbursement from any other entity. **There shall be a lifetime cap of \$40,000 on any particular employee’s right to the reimbursement under this ordinance.**

An employee who chooses to terminate employment with the City shall be required to reimburse the City one hundred percent (100%) of all payments made pursuant to this Section during the last year of employment; and seventy-five percent (75%) of all payments made during the second to last year of employment; and fifty percent (50%) of all payments made during the employee’s third to the last year of employment. The City reserves the right to withhold an employee’s final check in lieu of any reimbursement owed.

SECTION 2. That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were taken in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were meetings open to the public in compliance with the law.

SECTION 3. That this ordinance shall be in full force and effect from and after the earliest period allowed by law.

Passed _____ 2015

Clerk of Council

President of Council

Approved _____ 2015

Mayor