

**Introduced by: Council Present**

**AN ORDINANCE OF THE CITY OF BERKELEY ESTABLISHING THE EMPLOYEE TUITION ASSISTANCE PROGRAM FOR ALL FULL-TIME PERMANENT CITY EMPLOYEES FOR EMPLOYEE DEVELOPMENT PURPOSES**

**WHEREAS**, Ordinance 4394 adopting the 2018 Operating Budget authorized the creation of the Tuition Assistance Reimbursement Program for city employee's professional development; and

**WHEREAS**, the city council met and discussed various recommendations that offers all full time permanent employees of the City to enhance their job skills by obtaining a degree through a tuition assistance reimbursement program; and

**WHEREAS**, tuition assistance programs demonstrated employees with advanced skills, education, knowledge is more likely to be retained by the City; and

**WHEREAS**, recommendations provided by the Mayor and Council also include a dedicated funding source that would support employees that desires to obtain an associate, a bachelor or an advanced degree from an accredited college or university; and

**WHEREAS**, the City desires to create the Tuition Assistance Reimbursement Program

**Now, Therefore, Be it ordained by the City Council of the City of Berkeley, Missouri, as follows:**

**Section 1:** That City's Personnel Handbook is hereby amended by adding subsection 10.03 for the purpose of establishing an Employee Tuition Assistance Reimbursement Program for all full-time permanent city employees that receives a satisfactory rating in their most recent annual job performance evaluation for purpose of professional development, advanced skills, and positive retention for employees of the City.

**Section 10.03 is hereby added to the City's Personnel Policy Handbook to read as follows:**

**Section 2:** Employee development

(a) The City Manager shall work with department heads, employees and others in promoting and providing programs of development; such education programs shall improve the quality of service rendered to the public and to enhance employees' skills for advancement and career success.

(b) The City Manager shall work with department heads, employees and others in promoting measures directed toward making working conditions more professional, and have more positive retention of employees.

(c) The City Manager shall follow the comprehensive tuition assistance reimbursement program, as attached in this ordinance, for all full time permanent employees of the city. The tuition assistance reimbursement program shall consist of a technical/associate, a bachelor and master's degree programs and job-specific certification programs that are directly related to an employee's present position; or to a reasonable promotional/transfer opportunity within the city that is

approved by the City Manager. Included in the establishment of this program, the City Manager has created a policy related to eligibility criteria, application process, performance requirements, and repayment obligations; which is attached to this ordinance.

**Section 3:** The disbursement of any funds under this ordinance for the establishment of an Employee Tuition Assistance Reimbursement Program shall be contingent upon the final approval of the City Council during each budget planning session.

**Section 4:** The City Manager is hereby directed to provide to the Finance Director within 30 days of the adoption of this Ordinance a copy of a comprehensive tuition reimbursement policy. No funds shall be appropriated to any tuition reimbursement/job certification program for any employee until the City Council has approved the annual budget, no later than June 30 of each year.

**Section 5:** The City Council shall meet no later than March 31st of each year to discuss funding for this program, as part of the Council's annual list of budget priorities.

**Section 6:** The City Manager shall report on the overall performance of the Employee Tuition Assistance Reimbursement Program to the City Council on a quarterly basis.

**Section 7:** Any funds for the Employee Tuition Reimbursement Assistance remaining at the end of each fiscal year shall be re-allocated to the program in the new budget year.

**Section 8:** That last line of Section 10.02 is hereby deleted, *"The City of Berkeley shall not reimburse expenses for regular college classes."*

**Section 9:** That all ordinances and parts of ordinances in conflict herewith are hereby repealed for purposes of this ordinance only, and only to the extent of the conflict.

1st Reading this \_\_\_\_\_ day of \_\_\_\_\_ 2017

2nd Reading this \_\_\_\_\_ day of \_\_\_\_\_ 2017

3rd Reading, PASSED and APPROVED, this       day of             2017      

\_\_\_\_\_  
Theodore Hoskins, Mayor

ATTEST:

\_\_\_\_\_  
Deanna L. Jones, City Clerk

\_\_\_\_\_  
Approved As To Form:  
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Kirkland	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mathison	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman-at-Large McDaniel	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mitchell	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Williams	Aye ___	Nay ___	Absent ___	Abstain ___