

AN ORDINANCE OF THE CITY OF OSAGE BEACH, MISSOURI, AMENDING CHAPTER 125 HUMAN RESOURCE SYSTEM (PERSONNEL) RULES AND REGULATIONS – TUITION REIMBURSEMENT.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF OSAGE BEACH, MISSOURI AS FOLLOWS:

Section 1. That the Code of Ordinances of the City of Osage Beach, in Chapter 125, specifically Section 125.050 Pay and Compensation -, Item G #3 – Tuition reimbursement are hereby enacted with amendments as set forth below with new material set out in red and deleted material struck as follows:

Section 125.050. Pay and Compensation.

G. Individual Employee Pay Adjustments. Individual pay adjustments may be made in any of the following ways:

3. College and Law Enforcement Academy Tuition reimbursement. Refer to policy dated 05/01/05 01/01/2022

Section 2. Copy of Policy COLLEGE AND LAW ENFORCEMENT ACADEMY TUITION REIMBURSEMENT POLICY attached is ratified and adopted as if fully set out in this bill.

Section 3. After passage and approval by the Mayor this Ordinance shall be in full force and effect beginning on January 1, 2022

READ FIRST TIME: December 16, 2021

READ SECOND TIME: December 16, 2021

I hereby certify that the above Ordinance No. 21.83 was duly passed on December 16, 2021, by the Board of Aldermen of the City of Osage Beach. The votes thereon were as follows:

Ayes: 5

Nays: 0

Abstain: 0

Absent: 0

This Ordinance is hereby transmitted to the Mayor for his signature.

12.16.21
Date

Tara Berreth
Tara Berreth City Clerk

Approved as to form:

Edward Rucker, City Attorney

I hereby approve Ordinance No. 21.83

12.16.21
Date

John Olivarri, Mayor

ATTEST:

Tara Berreth, City Clerk



CITY OF OSAGE BEACH
COLLEGE AND LAW ENFORCEMENT ACADEMY
TUITION REIMBURSEMENT POLICY

Effective May 1, 2005 ~~January 1, 2022~~

CITY OF OSAGE BEACH
COLLEGE AND LAW ENFORCEMENT ACADEMY
TUITION REIMBURSEMENT POLICY

City of Osage Beach Tuition Reimbursement Policy Statement

The City of Osage Beach recognizes the benefit that the continuation of formal education brings to the individual employee and the City as an employer. The City will also consider requests for flex time/change in work schedule to accommodate course schedules whenever possible.

Policy and Procedures

A. College Tuition Reimbursement

1. Application

To be eligible for **college** tuition reimbursement, the employee must have successfully completed his/her probationary period and have scored satisfactory or better on his/her most recent performance appraisal.

2. Policy and Procedures

- A. College tuition reimbursement shall be requested by the employee, by way of the *Request for College Tuition Reimbursement form*, and approved by the employee's Department Manager and the City Administrator prior to commencement of the course.
- B. All coursework must be taken on non-duty time. The City will consider requests for flex time/change in work schedule to accommodate course schedules whenever possible.
- C. The City will reimburse the employee up to 100% of the cost of college tuition for job-related coursework, based on grades obtained in the course:

GRADE A	-	100% Reimbursement
GRADE B	-	75% Reimbursement
GRADE C	-	50% Reimbursement
- D. Receiving tuition reimbursement obligates the employee to remain employed by the City for six (6) months for each course taken plus one (1) month for each credit hour of tuition reimbursed.
- E. Upon termination of City employment, any coursework for which the employee received tuition reimbursement that correlates to any unsatisfied time commitment to the City shall be repaid by the employee, and may be deducted from the employee's final paycheck(s).

B. Law Enforcement Academy Reimbursement

1. Application

To be eligible for law enforcement academy tuition reimbursement, the employee must have successfully completed a P.O.S.T academy within five (5) years of his/her hire date.

2. Policy and Procedures

A. Law Enforcement academy tuition reimbursement shall be requested by the employee, by way of the *Request for Law Enforcement Academy Tuition Reimbursement form* and approved by the employee's Department Manager and the City Administrator.

B. Receiving law enforcement academy tuition reimbursement obligates the employee to remain employed by the City for five (5) years.

C. Upon termination of City employment, any coursework for which the employee received law enforcement academy tuition reimbursement and has not satisfied his/her time commitment to the City shall be repaid by the employee, prorated monthly, and may be deducted from the employee's last paycheck(s).