

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~~ 05/20/2022

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 May 20, 2022.

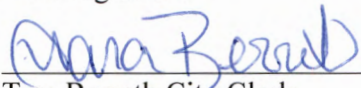
READ FIRST TIME: May 5, 2022 READ SECOND TIME: May 19, 2022

I hereby certify that the above Ordinance No. 22.23 was duly passed on May 19, 22, by the Board of Aldermen of the City of Osage Beach. The votes thereon were as follows:

Ayes: 5 Nays: 0 Abstain: 0 Absent: 1

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

5.19.2022
Date



Tara Berreth City Clerk

Approved as to form:

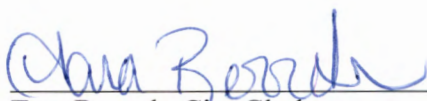

Edward Rucker, City Attorney

I hereby approve Ordinance No. 22.23

5.19.2022
Date


Michael Harmison, Mayor

ATTEST:


Tara Berreth, City Clerk



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

Effective ~~January 1, 2022~~ May 20, 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. **Beginning May 20, 2022, no continuing employment obligation under this section shall extend longer than twelve (12) months from the date of the completion of the course work.**

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)~~ **three (3)** 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).



Request for Tuition Reimbursement

Employee Name: _____ Date Submitted _____

Educational Institution: _____

Request is made to take the following classes for tuition reimbursement:

Course Name	Course Begin/Ending Date	# of Hours	Day/Time of Class
	/		
	/		
	/		
	/		

Amount of reimbursement requested: _____ hours at _____/hr

Employees who receive tuition reimbursement obligate themselves to remain in the employ of the City for **six months for each course taken plus** one month for each credit hour of tuition reimbursement received. ~~(Example: 3-hour course = six months for course + 3 months for the 3-credit hours).~~ The service obligation for this coursework will be added to any previous service obligation(s). **Beginning May 20, 2022, no continuing employment obligation under this section shall extend longer than twelve (12) months from the date of the completion of the course work.**

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

Employment obligation of this coursework expires: _____

I understand my obligations of this program, agree, and will comply:

Employee Signature

Action by Department Head:

Approved/Disapproved Signature Date

Action by City Administrator:

Approved/Disapproved Signature Date

(Use This Section to File For Reimbursements)

Reimbursement payment requests will be accepted no later than six (6) weeks after the course completion date.

Reimbursement Based on the Following:

- Grade A = 100% Reimbursement
- Grade B = 75% Reimbursement
- Grade C = 50% Reimbursement

Date Course Completed

Grade Received (Attach Grade Card)

\$ _____
Total Reimbursement Request

Human Resources Office Approval

Account Code

Date Employment Responsibility Ends

Action by Department Head:

Approved/Disapproved Signature Date

Action by City Administrator:

Approved/Disapproved Signature Date

\$ _____
Total Reimbursement Request

Human Resources Office Approval

Account Code

Date