

**TOWN OF
APPLE VALLEY, CALIFORNIA**

AGENDA MATTER

Subject Item:

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE PERSONNEL POLICIES AND PROCEDURES OF THE TOWN OF APPLE VALLEY

Summary Statement:

As a means to provide greater continuity and clarification the Town Manager/Personnel Officer has modified Rule 10 - Tuition Reimbursement Program, Section 10.1 (d) Eligibility and Section 10.3 Reimbursement Expenses. See attached copy of Rule 10 (Exhibit A) in its entirety, which reflects all applicable changes.

Recommended Action:

Adopt Resolution No. 2009-11, a Resolution of the Town of Apple Valley amending the Personnel Policies and Procedures Manual of the Town of Apple Valley.

Proposed by: Susan Ward, Administrative Services Mgr. Item Number _____

T. M. Approval: _____ Budgeted Item Yes No N/A

Exhibit A

Rule 10 TUITION REIMBURSEMENT PROGRAM

Section 10.1 Eligibility

Regular full time employees of the Town shall be eligible to receive financial assistance for approved courses completed at an accredited educational institution provided:

- a. Courses are satisfactorily completed.
- b. Appropriate proof of successful completion is submitted to the Personnel Officer.
- c. Course of instruction will enable the employee to perform their present duties more effectively or will prepare them for future opportunities into which they could reasonably expect promotion or transfer to at the Town.
- d. The hours of instruction for the course do not conflict with the employee's regularly scheduled workday, unless approved by the Town Manager in advance.
- e. Reimbursement is limited to a maximum of two (2) courses per semester or quarter.

For the purpose of this policy, an accredited educational institution shall be defined as any technical, vocational, college, university, business or high school which has been accredited by a recognized governmental or professional accrediting body and has been approved by the Personnel Officer.

Section 10.2 Application Process

Employees shall submit a Request for Education or Training to their immediate supervisor for approval prior to registration for the course. The immediate supervisor will review the request for compliance with Town policies and either approve or disapprove the request. If the request is denied, the immediate supervisor will state the reason for denial in the appropriate box. The supervisor shall forward the completed form to the Personnel Officer for review to assure compliance with Town policy. The Personnel Officer shall forward one copy of the completed form to the employee.

Employees who are eligible for educational assistance from sources outside the Town shall be restricted in their participation in this program. Such restriction shall be limited to an amount, which is the difference between the maximum amounts available under this program less the amount the employee is eligible

for from outside sources. Financial assistance from outside sources shall include scholarships, fellowships, educational grants and benefits payable from the Federal, State and Local government.

The Personnel Officer shall maintain records of those employees participating in the Tuition Reimbursement Program including the academic performance of employees and total reimbursement per employee.

Section 10.3 Reimbursable Expenses

Employees shall be eligible for reimbursement of tuition, textbooks, registration fees, paid parking fees, and laboratory fees related to an approved course of instruction. Employees shall be limited to a maximum reimbursement of \$3,000 per employee per fiscal year. Reimbursement is limited to these expenses, not to be continued beyond completion of degree program. The maximum reimbursement for a four-year degree is limited to \$12,000.

Section 10.4 Non Reimbursable Expenses

Employees shall not be eligible for reimbursement of late registration penalties or fees, transportation costs, parking, interest or any other charge not specified as reimbursable in Section 10.3 of these rules.

Section 10.5 Application for Reimbursement

Employees who successfully complete an approved course shall submit a request for reimbursement to the Personnel Officer. Such request must include receipts for all items for which the employee wishes to be reimbursed and a copy of the final grade report with a grade of C or higher. The Personnel Officer shall attach the required documentation to the Tuition Reimbursement Request and forward one copy to the Accounting Department for processing. The Accounting Department shall prepare a reimbursement check payable to the employee and forward the check to the Personnel Officer for distribution to the employee.

Section 10.6 Repayment of Tuition Reimbursement

As part of the Tuition Reimbursement Request, the employee shall agree that upon voluntary termination of employment within thirty six (36) months following receipt of a tuition reimbursement, there shall be a deduction from their final check in an amount equal to the tuition reimbursement prorated over the thirty six (36) month period.

RESOLUTION No. 2009-11

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE PERSONNEL POLICIES AND PROCEDURES OF THE TOWN OF APPLE VALLEY

WHEREAS, the Town Council of the Town of Apple Valley has established Personnel Policies and Procedures for the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the Personnel Policies and Procedures for the Town of Apple Valley employees;

NOW, THEREFORE, BE IT RESOLVED THAT the Town of Apple Valley Personnel Policies and Procedures are hereby amended as follows:

Rule 10 TUITION REIMBURSEMENT PROGRAM

***Section 10.7* Eligibility**

Regular full time employees of the Town shall be eligible to receive financial assistance for approved courses completed at an accredited educational institution provided:

- a. Courses are satisfactorily completed.
- b. Appropriate proof of successful completion is submitted to the Personnel Officer.
- c. Course of instruction will enable the employee to perform their present duties more effectively or will prepare them for future opportunities into which they could reasonably expect promotion or transfer to at the Town.
- d. The hours of instruction for the course do not conflict with the employee's regularly scheduled workday, unless approved by the Town Manager in advance.
- e. Reimbursement is limited to a maximum of two (2) courses per semester or quarter.

For the purpose of this policy, an accredited educational institution shall be defined as any technical, vocational, college, university, business or high school which has been accredited by a recognized governmental or professional accrediting body and has been approved by the Personnel Officer.

Section 10.8 Application Process

Employees shall submit a Request for Education or Training to their immediate supervisor for approval prior to registration for the course. The immediate supervisor will review the request for compliance with Town policies and either approve or disapprove the request. If the request is denied, the immediate supervisor will state the reason for denial in the appropriate box. The supervisor shall forward the completed form to the Personnel Officer for review to assure compliance with Town policy. The Personnel Officer shall forward one copy of the completed form to the employee.

Employees who are eligible for educational assistance from sources outside the Town shall be restricted in their participation in this program. Such restriction shall be limited to an amount, which is the difference between the maximum amounts available under this program less the amount the employee is eligible for from outside sources. Financial assistance from outside sources shall include scholarships, fellowships, educational grants and benefits payable from the Federal, State and Local government.

The Personnel Officer shall maintain records of those employees participating in the Tuition Reimbursement Program including the academic performance of employees and total reimbursement per employee.

Section 10.9 Reimbursable Expenses

Employees shall be eligible for reimbursement of tuition, textbooks, registration fees, paid parking fees, and laboratory fees related to an approved course of instruction. Employees shall be limited to a maximum reimbursement of \$3,000 per employee per fiscal year. Reimbursement is limited to these expenses, not to be continued beyond completion of degree program. The maximum reimbursement for a four-year degree is limited to \$12,000.

Section 10.10 Non Reimbursable Expenses

Employees shall not be eligible for reimbursement of late registration penalties or fees, transportation costs, parking, interest or any other charge not specified as reimbursable in Section 10.3 of these rules.

Section 10.11 Application for Reimbursement

Employees who successfully complete an approved course shall submit a request for reimbursement to the Personnel Officer. Such request must include receipts for all items for which the employee wishes to be reimbursed and a copy of the final grade report with a grade of C or higher. The Personnel Officer shall attach the required documentation to the Tuition Reimbursement Request and forward one copy to the Accounting Department for processing. The Accounting

Department shall prepare a reimbursement check payable to the employee and forward the check to the Personnel Officer for distribution to the employee.

Section 10.12 Repayment of Tuition Reimbursement

- a. As part of the Tuition Reimbursement Request, the employee shall agree that upon voluntary termination of employment within thirty six (36) months following receipt of a tuition reimbursement, there shall be a deduction from their final check in an amount equal to the tuition reimbursement prorated over the thirty six (36) month period.
1. This Resolution shall become effective on April 14, 2009.
 2. All resolutions, parts of resolutions in conflict herewith are hereby amended to be consistent herewith.

PASS, APPROVED AND ADOPTED THIS 14TH DAY OF APRIL 2009.

RICK ROELLE, MAYOR

ATTEST:

LA VONDA PEARSON
TOWN CLERK