



Resolution 17-03
Changes to the City's Personnel Policy: Educational Assistance Policy

Effective: May 17, 2017

A RESOLUTION TO APPROVE THE NECESSARY UPDATES OF THE CITY'S PERSONNEL POLICY.

WHEREAS, the City Council of the City of New Carrollton, a body politic and corporate in the State of Maryland is required by the City Charter §C3(D) to approve all changes and updates to the City's Personnel Policy; and


WHEREAS, the Administration discussed and recommends proposed changes to the City's Educational Assistance Policy to provide better clarification and administration of personnel matters; and

WHEREAS, the Administration held employee meetings to review the changes with the employees on Tuesday, May 9, 2017; Wednesday, May 10, 2017; and Friday, May 12, 2017; and

WHEREAS, the Administration has attached to this resolution a memo outlining and providing further detail on these changes and recommends to the Council adoption of said changes by way of this resolution.

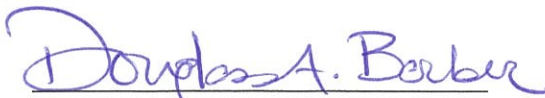
NOW THEREFORE BE IT HEREBY RESOLVED, by the City Council of New Carrollton, Maryland, that the City Administration be hereby directed to make these necessary updates to the City's Personnel Policy regarding the Educational Assistance Policy becoming effective with the adoption of the FY 2018 Budget.

ADOPTED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF NEW CARROLLTON, MARYLAND THIS 17TH DAY OF MAY 2017.


Sarah Potter Robbins, Chairman
City Council

[SEAL]

ATTEST:


Douglass A. Barber, CMC
City Clerk

APPROVED:


Andrew C. Hanko
Mayor

Date: 5/17/17



MEMORANDUM

To: Mayor and City Council

From: Joseph Nagro, Interim City Administrative Officer
Alayna Rowlett, Human Resources Coordinator

Re: Educational Assistance Policy Revision

Date: 05.17.2017

To ensure the City's policies are clear and concise, we recommend the following changes be made to the City's Educational Assistance policy upon approval by the City Council. The new policy is in bold text.

EDUCATIONAL ASSISTANCE

The City of New Carrollton shall provide educational assistance to its full-time employees for pre-approved tuition expenses if allocated in the fiscal budget. Enrollment in college level education is voluntary and must be completed on an employee's own personal time during non-working hours. Educational Assistance will be approved and reimbursed in accordance with the guidelines established below:

A. Eligibility

1. Full-time employees with a minimum of one year (1) of continuous service with the City are eligible to receive educational assistance.

B. Approved Courses

1. Eligible employees may be reimbursed for courses the City determines are directly related to the employee's current job or that will enhance the employee's potential for advancement to a position within the City and to which the employee has a reasonable expectation of advancing. Job required training will not be reimbursed through the educational assistance program.

2. Only courses completed at a college or university that is accredited by an accrediting agency recognized by the U.S. Department of Education are eligible for reimbursement.

C. Reimbursement Criteria

1. The City shall provide reimbursement for pre-approved tuition expenses not to exceed \$1,200.00 per fiscal year for eligible employees.
2. Tuition expenses will be reimbursed at half the cost of the University of Maryland University College in-state per-credit-hour rate.
3. Minimum Grade Requirements

Employees must earn the minimum grade requirements listed below in order to receive reimbursement:

- a. Undergraduate Courses – “C”
- b. Graduate Courses – “B”
- c. Pass or Fail Courses – “Pass”

D. Pre-Approval Process

1. Employees must submit a completed Educational Assistance Pre-Approval Request Form to their Department Head through their direct supervisor no later than thirty (30) days prior to the start of the course. A copy of the course description must be accompanied with the Pre-Approval Request Form.
2. The Department Head or his/her designee will review the Educational Assistance Pre-Approval Form and make a decision within ten (10) business days of receipt of the form. Once a decision is made, the Department Head must forward the form and any attachments to Human Resources within three (3) business days for final approval or denial.
3. Employees will be notified of the decision prior to the course start date.
4. Employees will not be reimbursed for courses they begin prior to receiving approval.

E. Reimbursement Process

1. To receive reimbursement, employees must complete the Education and Tuition Reimbursement Application and submit an official grade report and proof of payment upon completion of the course.

2. **Reimbursement requests must be submitted within sixty (60) days of completing the course.**
3. **All federal, state and local tax laws are applicable.**

F. Termination

1. **Employees who are terminated or voluntarily resign within one (1) year of receiving a reimbursement will be responsible for full repayment of the funds. Repayment of funds will be made through a payroll deduction of the employee's final paycheck.**

G. Funding

1. **Each fiscal year, the Educational Assistance Program will be reviewed and the City will determine the funding amount during annual budget preparations.**
2. **Requests for reimbursement meeting the eligibility criteria will be approved on a first-come, first-served basis, depending on the availability of funds.**
3. **Educational Assistance funds remaining at the end of the fiscal year will not rollover into the following fiscal year.**

The Educational Assistance policy currently states, "It is the policy of the City to provide educational assistance to its employees in accordance with the guidelines established below:

A. To be eligible for educational assistance, employees must have regular full-time status and at least one year of service with the City.

B. Eligible employees may be reimbursed only for courses of study that the City determines are directly related to the employee's present job or that will enhance the employee's potential for advancement to a position within the City and to which the employee has a reasonable expectation of advancing. In addition, only courses that are offered by pre-approved institutions of learning will be eligible for reimbursement.

C. No reimbursement will be made for a grade lower than "C".

D. Employees who want educational assistance must obtain approval from the City Administrative Officer, Chief of Police, or the Director of Public Works, as applicable to their department.

