

**RESOLUTION NO. 2008-37**

**A RESOLUTION OF THE BLUFFDALE CITY COUNCIL ADOPTING AN EDUCATION ASSISTANCE/TUITION REIMBURSEMENT POLICY FOR BLUFFDALE CITY**

**WHEREAS**, the Bluffdale City Council approved employee education assistance/tuition reimbursement in the 2008-2009 budget; and

**WHEREAS**, the education of City employees is beneficial to the City; and

**WHEREAS**, it is the intent of Bluffdale City to encourage its employees to improve job performance and increase career potential by taking job-related courses.

**NOW, THEREFORE, BE IT RESOLVED BY THE BLUFFDALE CITY COUNCIL:**

**Section 1. Adoption of Policy.** The Bluffdale City Council hereby adopts the Bluffdale City Education Assistance/Tuition Reimbursement Policy. The full policy is attached as Attachment A.

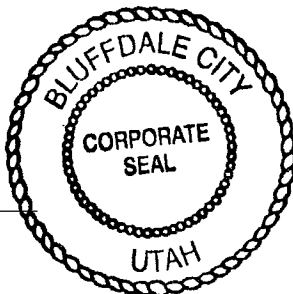
**Section 2. Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution and all sections, parts and provisions of this Resolution shall be severable.

**Section 3. Effective Date.** This Resolution shall become effective immediately upon its passage and authorizes and directs the Mayor to execute and cause to be delivered the same.

**PASSED, ADOPTED, AND APPROVED the 9th day of September, 2008.**

ATTEST:

Teddie K. Bell  
Teddie K. Bell, City Recorder



By: Claudia Anderson  
Claudia Anderson, Mayor

|                             |                   |                   |
|-----------------------------|-------------------|-------------------|
| Voting by the City Council: | Aye               | Nay               |
| Council Member Chisholm     | <u>  x  </u>      | <u>          </u> |
| Council Member Flanigan     | <u>          </u> | <u>  x  </u>      |
| Council Member Kartchner    | <u>  x  </u>      | <u>          </u> |
| Council Member Lord         | <u>  Absent  </u> | <u>          </u> |
| Council Member Maxwell      | <u>  x  </u>      | <u>          </u> |

# BLUFFDALE CITY

## EDUCATION ASSISTANCE/TUITION REIMBURSEMENT POLICY

### I. PURPOSE:

The purpose of this policy is to provide Bluffdale City employees equitable financial assistance through tuition reimbursement for courses of study which are consistent with their job activities and are beneficial to the City.

### II. POLICY:

A. It is the intent of Bluffdale city to encourage its employees to improve job performance and increase career potential by taking job-related courses. The granting of tuition reimbursement for successfully completed courses shall be accomplished between the employee and department head, with approval from the City Manager.

B. Education assistance is not an employee right. Approval for participation in education assistance shall take into account the availability of funds, number of employees requesting assistance, management support for the specific course work, employee workload, and successful performance.

C. Tuition assistance will generally not exceed \$1,000 per semester and no employee will receive more than \$3,000 within any calendar year unless approved by the City Manager and City Council.

D. Tuition assistance will be considered only for classes that are directly related to the employee's current position, or likely future positions.

E. Employees are encouraged to use other available forms of tuition assistance or waiver, scholarships or grants. In accepting assistance, employees are certifying that no other tuition assistance such as scholarships or grants have been accepted for the classes and reimbursement requested.

F. The employee must have satisfactorily completed at least six months of continuous full-time employment, and completed their probation with Bluffdale City to qualify for participation in the tuition reimbursement program.

G. Tuition reimbursement will not be considered for employees who have a current (within one year) disciplinary action on file. Any disciplinary action taken during the period of course work may release the City from any assistance commitment.

H. Assistance is for tuition only and shall not include books, travel, parking or other related student fees. Any applications for reimbursement must be received in the Human Resources office prior to the beginning of the course. The employee must verify satisfactory completion of the course to receive reimbursement with a "B" grade or better.

I. Employees receiving assistance must agree, in writing, to remain employed by Bluffdale City for a specified time after receiving assistance. The agreement shall be as follows:

\$0 to \$500 annual contribution = 6 month commitment

\$501 to \$1,000 annual contribution = 12 month commitment

\$1,001 to \$1,500 annual contribution = 18 month commitment

\$1,500 and higher annual contribution = 24 month commitment

If any employee leaves City employment either voluntary or for cause prior to the above mentioned employment commitment, they will be required to reimburse the city for the tuition assistance received.

**BLUFFDALE CITY**  
**EDUCATION ASSISTANCE REQUEST FORM**

Employee Name \_\_\_\_\_ Department \_\_\_\_\_

Name of Educational Institution \_\_\_\_\_

Course Title \_\_\_\_\_ Course Duration \_\_\_\_\_

Amount of Tuition for Course \_\_\_\_\_

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Brief description of how this course will improve job performance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read the Bluffdale City Education Assistance Policy. I understand that in order to receive reimbursement for the course listed above I must receive a B grade or better. I also understand that once reimbursement is received, should my employment with Bluffdale City discontinue during the employment commitment mentioned in the policy, I will be required to reimburse the city for tuition assistance received.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

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I have discussed the above course with \_\_\_\_\_ and feel this course is appropriate for tuition assistance. I approve for reimbursement to be given upon completion of all course and policy requirements.

Department Head \_\_\_\_\_ Date: \_\_\_\_\_

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City Manager \_\_\_\_\_ Date: \_\_\_\_\_

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\*\*\*\*Once course is complete, attach photocopies of tuition receipts and report card\*\*\*\*

Course Completion Date \_\_\_\_\_

I approve for reimbursement to be given for \$ \_\_\_\_\_

Department Head \_\_\_\_\_ City Manager \_\_\_\_\_