

RESOLUTION NO. 347

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING  
THE PERSONNEL POLICIES AND PROCEDURES**

WHEREAS, the City has established policies and procedures for the reimbursement of some tuition costs of city employees;

WHEREAS, the City Council finds that there are budgetary limits on how much tuition the city can afford to reimburse;

WHEREAS, the City Council wishes to limit the amount of reimbursement per employee per year;  
and

WHEREAS, the City Council wishes to ensure that the City is able to recoup its investment in tuition reimbursements; NOW, THEREFORE,

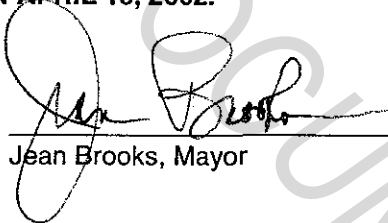
**BE IT RESOVED BY THE CITY COUNCIL OF UNIVERSITY PLACE AS FOLLOWS.**

Section 1. Personnel Policies and Procedures amended. Section 8.03 of the Personnel Policies and Procedures is amended as shown in Attachment A to this resolution.

Section 2. Authorization of City Manager or Designee to Administer the Personnel Policies and Procedures as Amended. The City Manager or designee shall administer the Tuition Reimbursement Program as amended in Attachment A to this resolution.

Section 3. Effective Date. This resolution shall take effect June 1, 2002.

**ADOPTED BY THE CITY COUNCIL ON APRIL 15, 2002.**

  
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Jean Brooks, Mayor

Attest:

  
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Catrina Craig, City Clerk

### 8.03 TUITION REIMBURSEMENT PROGRAM

To promote the continued education and professional growth of City employees, a tuition reimbursement benefit program is available to regular employees with twelve (12) months of City service. Through reimbursement, an employee may have tuition costs for a job-related course reimbursed by the City, all or in part, following successful completion of the course.

- Reimbursement is for tuition or the cost of the course only; no reimbursement is made for books, lab fees or travel costs.
- Reimbursement is limited to a maximum amount per employee that is set each year by the City Manager.
- To qualify for reimbursement, the employee must submit a tuition reimbursement application and receive prior approval from the department head and City Manager. In addition, the employee must complete each course with a minimum grade of "pass" or "C".
- In the case where limited funds prevent the City from reimbursing all eligible employees, the following criteria will be considered in determining which applicants shall receive reimbursement:
  - (1) Length of service with the City;
  - (2) The City's need for the particular knowledge, skill or training; and
  - (3) How the course work relates to the employees' current job or a future promotional position.

The City's commitment shall be established in advance, in writing, using the following guidelines:

- Courses directly benefiting current duties and assignments but not considered training - 100%.
- Courses in a degree path directly benefiting future promotional opportunities with the City - 50%.
- Courses of a personal development nature or in a degree path indirectly benefiting the City or future promotional opportunities with the City - 0%. However, the City will attempt to make reasonable accommodations to the work schedule to allow the employee to participate in the educational opportunity.

The percentage paid shall be at the maximum for comparable courses at a state university within the State of Washington. Notwithstanding the above guidelines, reimbursement shall be limited to \$1,500 per employee per calendar year.

Employee acknowledges that education is on the employee's time and is not training as such. Employee agrees to reimburse the city for any preceding ~~12~~ 24 months' tuition reimbursement payments in the event employee voluntarily leaves City service.