

ORDINANCE 106

TOWN OF MOUNT CARMEL TUITION AID POLICY

Introduction:

The conditions under which full-time employees of the Town of Mt. Carmel, Tennessee, will be reimbursed for tuition for courses of study taken by such employees and how such reimbursements will be made follow.

Policy:

Certain classes, extension work, and correspondence courses are helpful to employees in their work. It is, therefore, the Town's policy to encourage employees to take those courses which are of recognized value. The Town will reimburse full-time employees for courses which meet the following conditions:

The course must be of definite value to the employee in connection with the current work assignment or is likely to be helpful in any job to which the employee may reasonably progress with the Town. Taking the course must be completely voluntary on the employee's part and must not be required as part of the job.

The course must be offered by a school or agency generally recognized in the community and approved in advance by the Town.

Courses must be taken outside the employee's regular working hours where attendance records are kept and grades issued. Correspondence courses may be acceptable if no suitable resident course is available and all other requirements are met.

Coursework must not interfere in any way with the employee's ability to discharge satisfactorily the duties of his/her job with the Town.

Eligibility:

In order to be reimbursed for completing an approved course, an employee must:

1. Be employed on a full time basis. Must have worked an average of at least 20 hours per week in the 12 months preceding the application for tuition reimbursement.
2. Have submitted a tuition reimbursement application and had it approved by the Mayor and Education Committee before enrolling in the course or making any tuition payment to the school.
3. Complete the course and receive a grade of "C" or above. A graduate course grade must be acceptable for degree credit at the school granting the degree. Incomplete or "P" (for progress) are not to be considered acceptable grades. Cost of the various individual courses taken in a thesis will not be reimbursed until the thesis has been completed in its entirety. Evidence of satisfactory completion from the school is necessary before a student will be reimbursed for tuition incurred in the process of obtaining a thesis.
4. Be actively at work. (An application for an employee who is on an approved leave of absence may be approved if it has been established that return to work will occur.) Any exceptions must have the additional approval of the Mayor and Education Committee.

Amount of Reimbursement:

1. The amount to be reimbursed regular full-time employees will be 75% of the tuition cost paid by the employee.
2. Reimbursement for correspondence courses will be for instructional materials only.

3. The tuition for no more than two college courses per term (not to exceed 7 hours per quarter or 7 hours per semester) will be reimbursed to regular full time employees.

4. Any other compensation the employee receives for taking a course will reduce the total amount of the reimbursement from the Town by the amount of such compensation.

5. Tuition costs will include any direct school charges such as laboratory fees, registration fees, etc., which are included on tuition bills. Any expenses incurred separately by the individual and not charged by the school as a part of tuition will not be included. This policy does not cover textbooks.

6. An employee does not become eligible for a refund unless the course is completed while still in the employment of the Town.

7. The employee will reimburse the Town of Mount Carmel for all tuition payments, if any, received in the twenty-four months immediately prior to voluntary termination of employment.