

# Agenda Report

April 24, 2000

TO: City Council  
FROM: City Manager  
SUBJECT: Amendment to the Salary Resolution to Provide Tuition Reimbursement for Unrepresented Employees

## RECOMMENDATION:

It is recommended that the City Council adopt a resolution to amend the Salary Resolution to provide tuition reimbursement of up to \$750 in any 12 month period for eligible un-represented employees. The Amendments to the Salary Resolution will be effective April 10, 2000, and will cover unrepresented employees in the following categories: Executive, Top, Middle, and Professional Management; Technical and Administrative, Non-Represented, Confidential-Clerical, and Hourly.

## BACKGROUND:

On March 13, 2000, the City Council approved the tuition reimbursement program for unrepresented employees. This agenda report provides for the actual amendment to the Salary Resolution so that the tuition reimbursement program can be implemented.

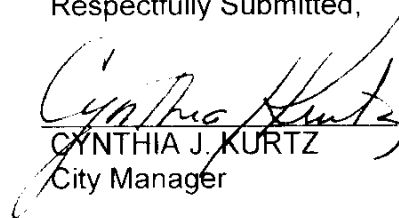
The tuition reimbursement program will allow eligible unrepresented employees to apply for tuition reimbursement not to exceed \$750 in any 12 month period for pre-approved coursework. The coursework must be taken at an accredited local educational institution and must contribute to the achievement of a diploma, degree, certificate or license that is of potential benefit to the City. Eligibility for reimbursement is also based upon successful course completion with a passing grade.

The specific policy, eligibility requirements, and procedures of this program are set forth in detail in the City's Manual of Personnel Rules, Practices and Procedures.

FISCAL IMPACT:

On March 13, 2000, the Council approved a journal voucher appropriating \$26,000 to account 504-324200-8272 from the Benefit Fund balance to cover the estimated annual cost of this program.

Respectfully Submitted,

  
CYNTHIA J. KURTZ  
City Manager

Approved:

  
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for GALE E. HARRISON  
Director of Human Resources