

Agenda Report

TO: City Council

DATE: March 13, 2000

FROM: City Manager

SUBJECT: Amendment to the Salary Resolution to provide Tuition Reimbursement for Non-Represented Employees.

RECOMMENDATION:

It is recommended that the City Council: 1) Amend the Salary Resolution to provide Tuition Reimbursement of up to \$750 per calendar year, for non-represented employees pursuing an Associate of Arts degree or higher in a job-related field at an accredited college or university, and 2) Approve a journal voucher appropriating \$26,000 to account 504-324200-8272 from the Benefit Fund balance.

BACKGROUND:

The City of Pasadena's Salary Resolution currently provides for Tuition Assistance for non-represented employees, contingent on the availability of funds. However, the program has not been funded for several years.

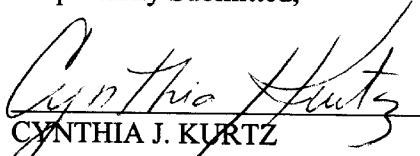
In order to encourage employees to further their education in job-related fields, the City is proposing a new Tuition Reimbursement program, which would provide up to \$750 per calendar year, to cover actual costs of tuition, books, lab fees, and other student expenses. Employees would be required to present receipts and grade cards in order to receive the reimbursement. Continuing education units, workshops, seminars and parking fees would not be reimbursable under this provision.

Employees covered by collective bargaining agreements will become eligible for Tuition Reimbursement at such time that their respective employee organizations negotiate for the provision.

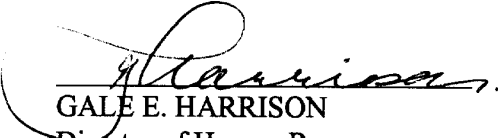
FISCAL IMPACT:

The maximum cost for the Tuition Reimbursement is \$171,750, for 229 employees in the following job categories: Confidential Clerical, Executive, Hourly, Non-Represented, Non-Represented Management, and Technical/Administrative. The maximum cost assumes one hundred percent participation in the program. However, not all employees are expected to participate in the program, therefore estimated actual costs for the first twelve months of this program are \$26,000, or 15%. Sufficient funds exist in the Benefits Fund to cover the cost of this program.


Respectfully Submitted,


CYNTHIA J. KURTZ
City Manager

Approved:


GALE E. HARRISON
Director of Human Resources

Concurrence:


JAY M. GOLDSTONE
Director of Finance