

SIDEWALK ASSESSMENT POLICY

Adopted by the Pleasant Hill City Council

MARCH 8, 2005

The purpose of this "Sidewalk Assessment Policy" is to serve as the City's official policy on how requests from fulltime employees for tuition reimbursement are administered and

The Policy is as follow:

An employee must submit a written request for educational reimbursement to the department director. The department director shall review the request and submit recommendation to the City Manager. The City Manager shall forward the request to the city council for final action. The area of study should be directly related to the employee's current position and/or responsibilities. It is understood that core and pre-requisite classes are both paid for and education is not limited to the type of degree. Any permanent, full-time city employee shall be reimbursed for education costs (tuition and books), if approved by the city council, subject to the following requirements:

1. Request must be made no later than December 1 of each year for the following budgetary year. A response to the employee will be provided by February 1 of the following year;
2. The course shall directly relate to the employee's current job duties;
3. Such work must be completed in an officially accredited educational institution;
4. The employee shall successfully complete the course with a "C" or better; and:
5. Participation in the course shall be solely on the employee's time, unless waived by the city council.
6. Unless approved by the Department Head, City Manager and City Council, the maximum tuition reimbursement that can be reimbursed by any employee in one fiscal year can not exceed \$1,000.00.
7. The employee agrees that in the event that they leave their employment with the City of Pleasant Hill within a 3 – year period after the completion of the course they are being reimbursed for, they will be required to pay back the amount paid by the City as stated follows:
 - a. Within 1 year – 100% of the reimbursement
 - b. Within 2 years – 2/3 of the reimbursement
 - c. Within 3 years – 1/3 of the reimbursement
 - d.

It should be noted that this policy does not apply to the Fire Department and Police Academy training as they are governed under a separate policy