

ORDINANCE 21-04

**AN ORDINANCE TO AMEND THE EMPLOYEE HANDBOOK OF THE CITY OF
SPRING HILL ESTABLISHING AN EDUCATION TUITION ASSISTANCE AND
REIMBURSEMENT PROGRAM**

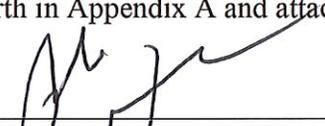
WHEREAS, the Board of Mayor and Alderman of the City of Spring Hill, pursuant to its Charter (Article 4, Section 4-101) and general law of the State of Tennessee, enacted and adopted an Employee Handbook for the employees of the City of Spring Hill; and

WHEREAS, the Board of Mayor and Alderman of the City of Spring Hill does desire to amend the personnel rules and regulations established in Ordinance 11-02; and

WHEREAS, the Board of Mayor and Alderman of the City of Spring Hill wishes to allow employees who request to enhance their professional growth by attending an accredited college or institute of higher education to be allowed to participate in the Education Tuition Assistance and Reimbursement Program; and

WHEREAS, the Board of Mayor and Alderman, by passage of this Ordinance amends the Employee Handbook by adding a Section titled "Education and Tuition Assistance and Reimbursement Program."

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SPRING HILL, TENNESSEE, BOARD OF MAYOR AND ALDERMAN, the Employee Handbook of the City of Spring Hill be amended and include an Education and Tuition Assistance Program set forth in Appendix A and attached hereto.



RICK GRAHAM, MAYOR

ATTEST:



APRIL GOAD, CITY RECORDER

LEGAL FORM APPROVED:



PATRICK M. CARTER, CITY ATTORNEY

Passed on 1st Reading: 03/15/21
Passed on 2nd Reading: 04/19/21



To: Mayor and BOMA Members
From: Pam Caskie, Interim City Administrator
Date: March 1, 2021
RE: Tuition Reimbursement

PURPOSE:

Ordinance 20-04 would provide a structure for providing tuition assistance to employees who desire to return to school to further their education. Such education would benefit the City.

BACKGROUND:

Our infrastructure is expensive, but the most important and valuable resources we have are our employees. Investing in them is in our best interest. Growing our leaders from within is an excellent method of maintaining continuity and continued dedication as well as keeping top talent. We have several employees who have asked to further their education to benefit both themselves and the organization.

It is my opinion that we should reward this willingness by assisting them with the cost of this education. This proposal lays out a process that would permit employees to receive tuition assistance and also maintain their commitment to the City for such support.

The reimbursement amount is capped at \$5,000 per employee, per budget year, and would only be available if the department budget supports such a cost.

RECOMMENDATION:

It is staff's recommendation that we amend our employee handbook to include the procedures for providing tuition support to employees.