

RESOLUTION No. 08 – 136

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA ADOPTING THE CITY OF DORAL TUITION REIMBURSEMENT POLICY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Doral City Council seeks to establish a tuition reimbursement policy for City of Doral employees; and

WHEREAS, said policy would provide for employees with enhanced skills, professional growth within the City and the continued provision of excellence to the City's residents; and

WHEREAS, Staff respectfully requests that the City Council adopt the City of Doral Tuition Reimbursement Policy as presented in Exhibit "A."

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DORAL AS FOLLOWS:

Section 1. The City Council of the City of Doral hereby adopts the City of Doral Tuition Reimbursement Policy as presented in Exhibit "A."

Section 2. This Resolution shall take effect immediately upon adoption.

[Section left blank intentionally]

The foregoing resolution was offered by Councilman Van Name who moved its adoption. The motion was seconded by Councilman Cabrera and upon being put to a vote, the vote was as follows:

| | |
|-----------------------------|--------|
| Mayor Juan Carlos Bermudez | Yes |
| Vice Mayor Michael DiPietro | Absent |
| Councilman Pete Cabrera | Yes |
| Councilwoman Sandra Ruiz | Yes |
| Councilman Robert Van Name | Yes |

PASSED and ADOPTED this 10th day of December, 2008.



JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:



BARBARA HERRERA, CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:



JOHN HEARN, ESQ., CITY ATTORNEY

EXHIBIT "A"



| | |
|---|--|
| EDUCATION REIMBURSEMENT PROGRAM | |
| Chapter VI, Rule 6.7 Employee Policies and Procedures Manual | Effective Date: December 11, 2008 |
| Category: Employee Benefits | City Manager: Yvonne Soler-McKinley |

The City of Doral's Educational Reimbursement Program (ERP) is established to provide educational assistance to full-time employees voluntarily participating in training or educational programs designed to strengthen their abilities which can directly benefit the City's operations, activities, and objectives. The program is also established to improve the employee's job performance and professional development, and to qualify him/her for career advancement within the City's service.

(a) ELIGIBILITY

Education reimbursement is available only to full-time employees who have completed six months of continuous service with the City of Doral.

1. Upon the availability of funds, the City will reimburse full-time employees seeking job-related degrees which are offered by institutions accredited and recognized by the United States Department of Education.
2. Bachelor's degrees and Master's degrees will be paid at a bachelor's rate of a state of Florida university.
3. The courses must be related and relevant to the skills required for the employee's field of work.

(b) PROCEDURE

1. Employees desiring reimbursement of courses need to submit a completed *Education Reimbursement Program Participation* form to their Department Director, stating the purpose of the education or training, the degree/certificate sought, total number of classes for which reimbursement is desired, and the estimated completion date.
2. The Employee must provide copy of curriculum and class schedule as supporting documentation attached to the *Education Reimbursement Program Participation* form.
3. The Department Director will review and approve the request for participation and forward to the Human Resources Department for review.
4. The Human Resources Department will review the *Education Reimbursement Program Participation* form with supporting documentation and determine if the employee meets the criteria for participation.
5. Upon the Human Resources recommendation, the City Manager will evaluate the request and either grant or deny the request.

6. Upon approval by the City Manager, the employee shall pay his/her tuition at the time of enrollment. School parking decals and labs associated with a class required for the degree will be reimbursed by the City. All other materials such as the cost of books, school supplies, special or additional fees, supplies, transportation, or other expenses shall be the employee's responsibility.
7. Upon completion of the approved course(s), the employee will, within 30 calendar day, present the paid receipt for tuition, with the transcripts to the Department Director.
8. The Department Director will review the transcripts and complete a Personnel Action Form (PAF) indicating approval to proceed with reimbursement. The PAF form must be submitted to the HR Director with the transcripts and paid receipts for reimbursement.
9. The HR Director will review and approve the PAF and forward it to the City Manager for reimbursement approval.
10. Upon approval from the City Manager, the PAF will be submitted to payroll for processing.

(c) PAYMENT

1. The amount payable for such reimbursement shall be based upon and not exceed the established credit hour rate of tuition as charged in the state university system at the time enrolled, regardless of the employee's election to attend a private university or college. Upon employee's successful completion of approved course, the payment schedule will be based on grades received by the employee as follows:
 - a) Grade A = 100% Reimbursement
 - b) Grade B = 75% Reimbursement
 - c) Grade C = 50% Reimbursement
 - d) Grade D = 0% Reimbursement
2. The City will reimburse two classes per semester for a maximum of six classes per fiscal year.
3. Employees shall disclose to Human Resources all financial assistance (scholarships, grants, stipends, waivers, discounts, fellowships, military and veterans' benefits) and other non-refundable financial assistance received to pay tuition costs. The combined total financial aid assistance and the City's tuition reimbursement shall not exceed 100% of the tuition cost.
4. Employees receiving educational reimbursement will be required to sign an agreement which will stipulate that the employee will remain in City employment for a minimum one (1) full year after their last tuition reimbursement. Separation prior to one full year will result in the employee reimbursing the City all tuition reimbursements received during his/her final year of employment.
5. In the event that employee's final paycheck is less than the amount to be reimbursed and employee fails to reimburse the City within thirty (30) days, the services of an attorney required to collect such refund, such attorney's fees and court costs shall be added to the reimbursement owed to the City.
6. If the employee is terminated for cause, prior to receiving reimbursement for a completed course(s), there shall be no obligation on the part of the City to reimburse any part of the tuition.
7. An employee who is laid off through no fault of the employee, after the employee begins a pre-approved course will not affect eligibility for tuition reimbursement benefits for that semester.
8. The City reserves the right to determine and amend the number of courses, the number of credit hours, and the amount of reimbursement for each school semester.