

**THE CITY OF FREDERICK  
MAYOR AND BOARD OF ALDERMEN**

**RESOLUTION NO: 23-06**

**A RESOLUTION** concerning

Policies and Procedures Handbook for Employees of The City of Frederick

**BACKGROUND**

On June 2, 2011, the Board of Aldermen adopted Resolution No. 11-14, adopting a new Policies and Procedures Handbook for Employees of The City of Frederick ("Handbook"). Subsequently, the Board of Aldermen has adopted numerous additional resolutions amending various sections of the Handbook.

As part of its discussions following the completion of a comprehensive salary and benefits study in 2021, the Board of Aldermen determined that the education assistance program should be modified to remove barriers to education for employees. The Board of Aldermen therefore desires to amend the Handbook accordingly.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF FREDERICK**, as follows:

The Handbook, in Section "Benefits", Title "Education Assistance Program", will be revised as shown on Exhibit A, attached hereto and incorporated herein by this reference.

**AND BE IT FURTHER RESOLVED** that except as amended by this resolution, the Policies and Procedures Handbook for Employees of The City of Frederick remains as adopted on June 2, 2011 and subsequently amended by the Board of Aldermen.

**ADOPTED AND APPROVED THIS 16<sup>th</sup> DAY OF MARCH, 2023.**

**WITNESS**

  
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Michael C. O'Connor, Mayor

**APPROVED FOR LEGAL SUFFICIENCY:**

  
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City Attorney



**THE CITY OF FREDERICK**

**EMPLOYEE POLICIES AND PROCEDURES HANDBOOK**

<b>Section:</b> BENEFITS	<b>Page:</b> 1 of 2
<b>Title:</b> Education Assistance Program	<b>Approved:</b> 3/16/2023

The City recognizes that education is an essential part of a successful employee development program. The City provides an educational assistance program to assist you with the cost of tuition. This program provides an opportunity for full-time employees and part-time employees who work 1040 hours or more annually to obtain additional education in order to increase your competence in your present position and to prepare you for advancement as opportunities occur within the City. Therefore, credit and noncredit courses that provide skills enhancement for your current position or credit programs from an accredited institution of higher learning which prepare you for advancement into other positions with the City may be eligible for education assistance. Additionally, general education courses that are a component of an eligible defined degree program at an accredited institution will be eligible for assistance, upon approval by the Human Resources Department.

Educational programs and courses not related to jobs specific to employment with the City (either your current or a future City role) are ineligible for payment under the City's Education Assistance Program.

To be eligible for education assistance, you must be a full-time employee or part-time employee who works 1040 hours or more annually and must have completed your probationary period with the City.

Only courses from an accredited institution, or from a recognized public, professional or commercial organization, which are approved in advance, will be eligible for payment under this Education Assistance Program. To receive payment assistance for educational course expenses, you must complete a Request for Education Assistance Form and obtain written approval from your department head and the Manager of Human Resources prior to commencement of the course(s).

Education Assistance benefits are approved as part of the annual budget process. You should consult with your supervisor or the Human Resources Department regarding the maximum annual benefit for the fiscal year. Educational assistance guidelines are listed below:

- One hundred percent (100%) of your education costs (up to the annual maximum) when you complete credit or noncredit coursework with a grade of "C" or better or the equivalent. Coursework must be related to your current job requirements or promotional opportunities within the City.
- One hundred percent (100%) of your education costs (up to the annual maximum) when you complete coursework toward a degree program, certificate, or professional/ technical accreditation that may be essential to or a requirement for any promotional opportunities within the City. You must receive a grade of "C" or better or the equivalent in order to be eligible for payment assistance.
- One hundred percent (100%) payment made directly to the institution in advance of your education costs (up to the annual maximum) when you enroll in job-related or degree-related coursework at Frederick Community College or another institution with a direct pay agreement with the City.
- One hundred percent (100%) payment of non-refundable fees, associated with coursework that is approved for payment (up to the annual maximum)
- One hundred percent (100%) payment of required textbooks, registration fees, course fees, and required equipment and supplies can be approved for payment (up to the annual maximum).



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<b>Title: Education Assistance Program</b>	<b>Approved: 3/16/2023</b>

- One hundred percent (100%) of required tuition, books, supplies, and fees can be paid to the employee prior to the commencement of the course upon request. The employee must sign an agreement which requires the employee to reimburse the City for all advance payments if the employee does not successfully complete the course with a grade of "C" or better or the equivalent. An employee will not be eligible to receive additional advance payments until any balance owed to the City under this program is paid in full.

Other optional expenses such as non-required textbooks, library fees, equipment, supplies, meals, transportation, payment deferral fees, etc., are not eligible expenses under the City's Education Assistance Program.

Within thirty (30) calendar days after having successfully completed the approved course(s), you must forward to the Human Resources Department the original approved Request for Education Assistance form that was returned to you prior to the course start date. Attached to the original form you must include a copy of the itemized invoice showing the cost of the course(s) and a certified transcript of your course grade(s). The Human Resources Department will record the amount to be reimbursed on the original Request for Education Assistance and forward it along with the invoice and grade(s) report to the Finance Department for reimbursement. The Finance Department will prepare the reimbursement check and forward it to you.

Assistance requests submitted without proper documentation and/or after thirty (30) days following the end of a completed course may be denied payment and the employee will be responsible for repaying any payments the City made in advance to the school or to the employee directly.

If you withdraw from a course before successfully completing it, you will not be eligible for payment under the City's Education Assistance Program and any costs incurred will become your responsibility.

If you seek payment assistance for educational expenses through the City's Education Assistance Program, you must agree to repay the City in full if you leave employment with the City voluntarily/involuntarily or are terminated within two years from the completion date of the course(s). Reimbursement is not required if termination is a result of a layoff.