

Memo

To: Mayor and City Council
From: Joel Lanken
CC: City Attorney and Administration Staff
Date: 9/30/2013
Re: Minutes, Special Work Session, February 23, 2012

The job descriptions of City Manager, City Treasurer, City Clerk, Police Chief, Public Works Superintendent, Special Assistant to the City Manager/Public Works and Municipal Court Clerk were approved by the Mayor and Council.

The Employee Handbook was approved by the Mayor and Council subject to the following modifications being made to the previously documented text within the booklet: A revised booklet will be presented with an enabling Resolution at the March 12, 2012 Council Meeting.

Tuition Aid

- Tuition Aid will be reimbursed based on the grades attained. A=100%. B=80%. C=70%.
- Courses taken must be from a SACS (Southern Association of Colleges and Schools) Accredited Institution.
- Tuition Assistance is applicable for Associate, Bachelor, or Master level degrees from SACS accredited colleges or universities.
- **Eligibility** Coursework must be from a nationally or regionally SACS accredited school, college or university, and class attendance must be during the employee's off-duty time.
- Job-related seminars, workshops, certifications, or other courses, which are short term, are ineligible for tuition assistance. Instead, these short-term

courses should be funded through a department's training fund and applied for through the respective departments.

- **Course Eligibility** The City may provide tuition assistance when the individual course or the degree plan meets one or more of the following criteria:
 - Career development related to City functions
 - Courses in preparation for a promotion within the City
 - Relates to current job duties
 - Provides new knowledge and skill to enhance job performance.
 - Supports the documented "Performance Objectives" section of the employee's Performance Evaluation
 - Is legally required by a government entity or by the City

Grievance Procedure

- Insert the words "chain of command" to emphasize the steps to be taken in the grievance procedure.
- Insert "the appeal will include the Mayor and Council whose decision will be final when there are cases involving demotion, suspension, reduction in pay or termination."