

Ordinance
of the
City of Cartersville, Georgia

Ordinance No.

NOW BE IT AND IT IS HEREBY ORDAINED by the Mayor and City Council of the City of Cartersville, Georgia, that the Code of Ordinances City of Cartersville, Georgia CHAPTER 16 PERSONNEL. ARTICLE II. Employee Benefits. Section 16-39 Education Assistance Program is hereby added in its entirety as follows:

1.

Section 16-39. Educational Assistance Program.

- (a.) To develop a better educated and more highly skilled city workforce employees who have been employed in a regular full-time capacity for at least 12 consecutive months are eligible to receive tuition assistance benefits to help employees pay for the cost of courses related to the employee's current job or future advancement opportunities within the city upon the availability of annually budgeted funds. Executive MBA and PHD programs are not covered under this policy.
- (b.) The following courses are reimbursable depending upon the availability of city funds and approval by the respective department head and city manager:
 - a. Courses that are part of a structured program to assist the employee in attaining his or her high school diploma or equivalent (GED);
 - b. Technical or skills courses offered through accredited technical schools if an employee's department head and the city manager determine that the courses relate to the employee's current work assignment or potential promotional opportunities;
 - c. Undergraduate and graduate courses offered through accredited colleges or universities approved by the city if an employee's department head and the city manager determine that the courses relate to the employee's current work assignments or potential promotional opportunities;
 - d. Courses that are part of an approved degree-related program which is related to the employee's current job or future advancement opportunities within the city.
- (c.) Tuition reimbursement will be provided for no more than two courses per academic term per eligible employee and tuition, registration fees and required lab fees will be reimbursed according to the following schedule:

Grade Received	Reimbursement Percentage
A or P (for "Pass/Fail" courses)	100%
B	80%
C	60%
D, F, W (withdraw), W/F (withdraw failing) or Incomplete	0%

The city will not reimburse employees for books, activity fees, parking, meals or other related expenses. Employees who receive other forms of financial aid, such as private scholarships or grants, assistance from a government agency, and/or veterans' benefits will be reimbursed only for the difference between reimbursable expenses and the aid received from elsewhere (times the applicable percentage above).

- (d) If an employee who has received funds through the city's educational assistance program for tuition reimbursement leaves the city's employ within two years of receiving these funds, he/she will be required to reimburse the entire amount to the city. The city will be authorized by the employee to collect from him or her, either directly or by payroll deduction, the amount received within the previous two years by the employee for educational assistance.

2.

The effective date for this ordinance is October 29, 2022.

BE IT AND IT IS HEREBY ORDAINED.

ADOPTED this the 6th day of October 2022. First Reading.

ADOPTED this the 20th day of October 2022. Second Reading.

/s/ _____
Matthew J. Santini
Mayor

ATTEST:

/s/ _____
Julia Drake
City Clerk