

**TOWN OF TIMNATH, COLORADO  
ORDINANCE NO. 6, SERIES 2017**

**AN ORDINANCE APPROVING AN AMENDMENT TO THE EMPLOYEE  
HANDBOOK REGARDING EDUCATION REIMBURSEMENT**

**WHEREAS**, The Town of Timnath (the "Town") is a home rule municipality operating under the Timnath Home Rule Charter (the "Charter") adopted on November 7, 2006 and the Town's Municipal Code (the "Code"). Pursuant to the Charter, the Code and the authority given home rule municipalities, the Town may adopt and amend ordinances; and

**WHEREAS**, The Town Council recognizes that it is important to update the Town Employee Handbook from time to time to accurately reflect employee benefits and employer policies; and

**WHEREAS**, the Town Council has determined that supporting employees' pursuit of continuing education is of benefit to the employees but also strengthens the Town as a whole; and

**WHEREAS**, The Town Council hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the Town, that it is promulgated for the preservation of public health, welfare, peace, safety and property and that this Ordinance is necessary for the protection of public convenience and welfare.

**NOW, THEREFORE, THE COUNCIL OF THE TOWN OF TIMNATH, COLORADO,  
ORDAINS:**

**ARTICLE 1** - The Town Council hereby approves the attached amendment to the Town of Timnath Employee Handbook as per exhibit A to create a new "Education Reimbursement" Section.

**ARTICLE 2 – SEVERABILITY**

If any part or provision of this Ordinance, or its application to any person or circumstance, is adjudged to be invalid or unenforceable, the invalidity or unenforceability of such part, provision, or application shall not affect any of the remaining parts, provisions or applications of this Ordinance that can be given effect without the invalid provision, part or application, and to this end the provisions and parts of this Ordinance are declared to be severable.

**ARTICLE 3 – EFFECTIVE DATE**

This Ordinance shall take effect upon adoption at second reading, as provided by Section 3.5.5 of the Charter.

**INTRODUCED, MOVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN  
OF TIMNATH ON FIRST READING, ON JANUARY 24, 2017, AND SET FOR PUBLIC  
HEARING AND SECOND READING AT 6:00 P.M. ON FEBRUARY 14, 2017 AT THE  
TIMNATH ADMINISTRATION BUILDING, 4800 GOODMAN STREET, TIMNATH**

✓  
TOWN OF TIMNATH  
4800 GOODMAN ST  
TIMNATH, CO 80547

**COLORADO AND ORDERED PUBLISHED BY TITLE THIS 24 TH DAY OF JANUARY 2017.**

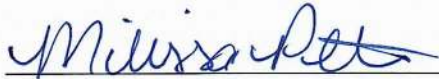
**MOVED, SECONDED AND FINALLY ADOPTED ON SECOND READING FOLLOWING PUBLIC HEARING BY THE TIMNATH TOWN COUNCIL ON FEBRUARY 14, 2017.**

**TOWN OF TIMNATH, COLORADO**



Jill Grossman-Belisle, Mayor

**ATTEST:**



Milissa Peters, CMC  
Town Clerk



## Exhibit A –Handbook Amendment

### Educational Reimbursement

If the Town asks an employee to participate in educational classes, the Town will ordinarily pay 100% of the cost of the class, including books, unless other arrangements are made. In addition:

- I. Timnath employees may request Town reimbursement or pre-payment for the cost of pursuing a degree that will increase their skills in their position.
  - a. In order to be considered for this program, an employee must meet the criteria listed below:
    1. An applicant must be a full-time employee of the Town
    2. An applicant must have successfully completed six months of full-time employment with the Town.
    3. Probationary employees are welcome to apply, as long as they as they have completed their probationary period before the first day of the reimbursable class
    4. An applicant must have the Town Manager sign the “Education Reimbursement Application”, attesting to a rating of “Competent” or higher on their current performance and last performance evaluation.
  
- II. **For Degree Seeking Courses** – Approval or denial by the Town Manager will be based upon job-relatedness of the course/program, availability of funds, and future benefit to the Town.
  - a. In order to be considered for this program, coursework must meet all the criteria listed below:
    1. Courses must be offered from an accredited public or private college, university community college, technical or vocational school to be reimbursed or paid.
    2. Courses may be taken online or in-person.
    3. Coursework must be creditable, non-credited or “audited” courses will **not** be reimbursed.
    4. Coursework must directly prepare the employee for advancement within his/her current position or another position he/she reasonably hope to obtain within the Town.
    5. Employees are eligible for reimbursement or payment for all required subject areas of an undergraduate or a graduate degree program, regardless of whether a specific course is career-related. Coursework related to recreational activities, hobbies or personal interests must be part of the program requirements to be reimbursed or paid for.
    6. Coursework taken via the internet, through an approved school or organization, is eligible.
    7. The Town will **not** reimburse employees for miscellaneous expenditures such as parking, books, mileage or other forms of transportation

4.

III. **Application Process** – Obtain an Education Reimbursement Application from the Town Manager and submit the application to the Town Manager for each semester by the appropriate deadlines.

a. Before the beginning of each semester, an Application should be submitted by the following deadlines to the Town Manager for approval:

1. For Spring/Summer Semesters, the Education Reimbursement Application must be submitted by November 1<sup>st</sup> of the preceding semester's year.
2. For Fall/Winter Semesters, the Education Reimbursement Application must be submitted by June 1<sup>st</sup> of the same semester's year.
3. The Town Manager may approve submittals beyond this date.

IV. **Reimbursement Process** – The Town will reimburse or pay for up to \$1,500.00 per participant for each calendar year, with a lifetime maximum of \$10,000, unless otherwise noted by the Town Manager. The tuition reimbursement shall **not** exceed the actual tuition costs.

a. For reimbursement to be processed, the employee must meet the following criteria:

1. Employees must provide an itemized receipt from their educational institution along with a copy of their official grades.
2. Employees must receive a grade of a "B" or better for coursework (3.0 on a 4.0 scale). If the coursework is graded on a scale of Pass/Fail, a grade of "Pass" will be accepted.
3. Employees can typically expect to receive their reimbursement after submission of their grades and an itemized receipt to the Town Manager dependent upon Town Council's schedule unless other terms are approved by the Town Manager.
  - i. The reimbursement will be paid through payroll and direct deposit or may be paid directly to the institution if approved by the Town Manager.

b. If an employee has been reimbursed for the cost of pursuing a degree that will increase their skills in their position by the Town (or the Town has otherwise paid for said costs) and subsequently leaves employment of the Town within two years of the completion of the coursework, the employee will be responsible for reimbursing the Town for those costs, and such costs may be withheld from the employee's final paycheck unless otherwise waived by the Town Manager. If the employee does not receive a grade of "B" then they will have to reimburse the Town for tuition expenses if pre-paid within sixty (60) days of notice by the Town Manager.