



# City of Pevely

401 Main Street Pevely, Missouri 63070

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A PUBLIC NOTICE IS HERBY GIVEN THAT THE BOARD OF ALDERMEN OF THE CITY OF PEVELY, MISSOURI, WILL CONDUCT A SPECIAL MEETING AT 6:30 P.M. ON AUGUST 26, 2019 AT PEVELY CITY HALL, 401 MAIN STREET, TO CONSIDER AND ACT UPON THE MATTERS ON THE FOLLOWING TENTATIVE AGENDA AND SUCH OTHER MATTERS AS MAY BE PRESENTED AT THE MEETING AND DETERMINED TO BE APPROPRIATE FOR DISCUSSION AT THAT TIME.

## **Board of Aldermen Closed Meeting**

Special Note: This meeting will be recorded.

The meeting will take place on August 26, 2019 at 6:30 P.M.

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### **Agenda**

PLEDGE OF ALLEGIANCE  
ROLL CALL  
CLOSED SESSION

THE TENTATIVE AGENDA OF THIS MEETING ALSO INCLUDED A VOTE TO CLOSE PART OF THIS MEETING PURSUANT TO SECTION 610:021; PARAGRAPH (2) LEASING, PURCHASE OR SALE OF REAL ESTATE

OPEN SESSION  
ADJOURN

All copies of all ordinances proposed to be introduced for consideration by the Board of Aldermen meeting are available for public inspection at the Office of the City Clerk.

All ordinances and resolutions are read by caption only pursuant to RSMo. 79.130.

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Posted On: 8/22/2019 2:23:58 PM By: Ashton Lowery, Administrative Assistant



# City of Pevely

401 Main Street Pevely, Missouri 63070

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A public notice is hereby given that the Board of Aldermen of the City of Pevely, Missouri, will conduct a Workshop at 5:30 P.M. on August 26, 2019, at Pevely City Hall, 401 Main Street, to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determine to be appropriate for discussion at that time.

## **Board of Aldermen Workshop**

Special Note: This meeting will be recorded.

The meeting will take place on August 26, 2019 at 5:30 P.M.

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## **Agenda**

Money for Citizens and Handicap Barriers - Rosie Buchanan EDC  
Court Relocation – Steve Markus  
Prepaid Gas Ordinance – Larry Coulson  
Tuition Reimbursement – William Brooks  
Stacey Reece Park Bridge Electric Upgrades – Larry Coulson

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Posted On: 8/22/2019 2:24:09 PM By: Ashton Lowery, Administrative Assistant

## **City of Pevely – Tuition Reimbursement Policy (rev September 2019)**

The City of Pevely's Tuition Reimbursement Program encourages and supports employee who want to earn any of the following:

- Associate Degree
- Bachelors Degree
- Specific Information Technology Certifications (IT)
- Specific Career Certifications

from a college or university; or an academic certificate from an accredited school. In addition, this policy supersedes any previously published communication or presentation regarding tuition reimbursement. Tuition reimbursement benefits are provided to an employee based on information the City of Pevely may request over the phone, in writing and/or online. The City of Pevely may ask an employee to provide original documentation for the purpose of verification before granting tuition reimbursement benefits. The City of Pevely may also ask an employee to sign a release authorizing the City of Pevely to solicit the required documentation and/or information from a designated third party. Providing false information may result in loss of eligibility for benefits and/or disciplinary action in accordance with the City of Pevely's Code of Conduct.

### **Eligibility to Apply for Tuition Reimbursement**

“Benefits eligible employees” are only eligible to apply for tuition reimbursement six months after their hire date. Temporary or part-time employees are not eligible for the Tuition Reimbursement Program.

### **Eligibility to Receive Tuition Reimbursement**

The following requirements must be met in order to receive tuition reimbursement:

- The course must begin after the employee's hire date while the employee is actively employed by City of Pevely, and all other eligibility requirements have been met.
- The course(s) must meet the requirements outlined under the “Approved Courses” and must be approved by the Board of Aldermen or the Mayor.
- Employees must earn a grade of “C” or better. If the course is on a “pass/fail” grading system, the employee must earn a “pass” grade.
- Application and supporting documentation for reimbursement must be received by the Tuition Reimbursement Administrator (i.e. City Administrator or Mayor) no later than 90 days after a course is completed.
- The employee's employment status must be “active” on the date tuition reimbursement is paid. For example, even if an employee is active when the application is approved, the employee will not be eligible for the reimbursement payment if the employee terminates employment or the City of Pevely terminates employment before the reimbursement is actually paid.

### **Reimbursement Limits**

The following limits apply to all requests approved for tuition reimbursement:

- The maximum limit per calendar year shall not exceed \$2,500 to any one employee (Jan-Dec).
- The maximum limit shall be \$10,000 over the course of an employee's tenure with the City.
  - Employees who earn an A or A- shall be reimbursed for 100% of the class tuition.
  - Employees who earn a B+, B, or B- shall be reimbursed for 80% of the class tuition.
  - Employees who earn a C+, C, or C- shall be reimbursed for 70% of the class tuition.
  - Employees who are in a “Pass/Fail” course shall be reimbursed for 70% of the class tuition.
  - Employees may also receive up to an additional \$250 to cover the cost of books associated with each course (this will also count towards the maximum annual limit).
    - For example, if the cost of a course is \$1,000 and \$250 is spent on books, then the reimbursement may be \$1,250.

### **Approved Courses**

The following criteria (other than for the Specific Career and IT certifications) must apply in order for a course to qualify for reimbursement:

- Courses must be offered by an accredited college, university or technical school.
- Courses must earn credits towards an employee's associate or bachelors,; including degrees and certificates earned from technical schools; or an academic certificate from an accredited school. An academic certificate is defined as a series of courses taught at an accredited educational institution.
- Coursework may be completed through traditional classes or through non-traditional programs such as on-line or other distance-learning programs.
- Standardized test to earn college credit by examination offered by the College Level Examination Program (CLEP) or other exams that waive a requirement.
- Specific courses that lead to a certification and are directly related to current job or career field.

### **Courses and Expenses That Do Not Qualify**

Courses and expenses that do not qualify for reimbursement in the Program include:

- Certification or accreditation courses that are workshops or seminars (e.g., forklift) that are taken, but do NOT meet job specific requirements; therefore, prior approval will be made on a case by case basis.
- Review courses taken in preparation for testing and exams
- College entrance and qualifying exams (SAT, GRE)
- Courses audited without college credit or courses re-taken because of loss of credit
- Tools or supplies other than textbooks
- Meals, lodging and transportation, parking, student activities, etc.
- Education involving sports, games or hobbies

### **Employee Procedures for Applying for Tuition Reimbursement**

An employee applying for tuition reimbursement should complete the following steps:

1. Complete the Tuition Reimbursement Application with the City of Pevely BEFORE your courses begin.
2. Verify for the approval of funding by the City of Pevely to ensure the funding has been granted.
3. The application for reimbursement and documentation must be received by the Tuition Reimbursement Administrator no later than 90 days after the completion of the approved course(s). It is important to include all of the information requested to complete the application. If the application is incomplete, the employee's reimbursement will be delayed or may be denied.
4. Every effort will be made to process reimbursement as soon as possible; however, Fall/Winter reimbursements may occur in the following Fiscal Year.

### **Reimbursement Approval**

If the request for reimbursement is approved, the employee receives an email notification from the Tuition Reimbursement Administrator at their preferred email address upon approval for payment processing. Reimbursement will be a separate check once all criteria has been met and approved.

### **Reimbursement Denial**

If the request for reimbursement is denied, the employee will receive an email notification from the Tuition Reimbursement Administrator at their preferred email address upon denial. If the request is denied for reasons such as an ineligible or incomplete application or an invalid reimbursement amount, the employee may resubmit the claim with additional documentation, as long as he/she is still within 90 days after completion of the requested course(s).

### **Tax Considerations**

According to current IRS guidelines, up to \$5,250 per calendar year paid to an employee by an employer for undergraduate and graduate-level courses is excludable from gross income. Because the annual maximum amount available to an employee is less than \$5,250, reimbursement received through the Tuition Reimbursement Program is not subject to taxes or withholding.

### **Special Circumstances**

The following special circumstances apply to the Tuition Reimbursement Program:

- **Leave of Absence:** An employee on an approved leave of absence who was eligible to apply for tuition reimbursement prior to the date the leave began can receive tuition reimbursement upon return from leave provided all eligibility and reimbursement requirements as outlined above are met. Employee will have the later of 90 days after their course end date or 30 days from their leave return date to submit for reimbursement.
- **Reduction in Force:** An employee who was eligible to apply for tuition reimbursement at the time employment was terminated due to a reduction in force can receive tuition reimbursement provided all eligibility and reimbursement requirements as outlined above are met except active status on the date of payment.
- This program is subject to funds being available and allocated by the Board and may be reevaluated for future considerations.

**CITY OF PEVELY TUITION REIMBURSEMENT PROGRAM – APPLICATION**

Name of Employee: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Building/Department: \_\_\_\_\_

Degree/Certification Program: \_\_\_\_\_

College/Institution: \_\_\_\_\_

Accredited Degree Program:  Yes  No

If yes, list the accrediting agencies: \_\_\_\_\_

Estimated Cost (including textbooks): \_\_\_\_\_

**Include a degree program description, the course requirements, how it is related to your current job, and confirmation of your admittance/enrollment to the degree program as an attachment.**

\_\_\_\_\_  
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 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

**Courses for Approval:**

Course Number	Course Name	Start Date	Total Credit Course Hours	Total Credit Hours Cost

Approved for Course Approval

Rejected for Course Approval

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

Signature of City Official

**Form A: Degree Program Approval**

\_\_\_\_\_  
 Date

**COURSE REIMBURSEMENT REQUEST**

Name of Employee: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**Building/Department:** \_\_\_\_\_

**Degree/Certification Program:** \_\_\_\_\_

**College/Institution:** \_\_\_\_\_

**Courses for Reimbursement: (Must at least be the same courses from Form A)**

Course Number	Course Name	Grade	Course Cost
Total Reimbursement:			

\_\_\_\_\_

**Signature of Applicant**

\_\_\_\_\_

**Date**

Approved for Reimbursement

Rejected for Reimbursement

\_\_\_\_\_

**Signature of City Official**

\_\_\_\_\_

**Date**

----- **Complete This Section After Course** -----

In order for reimbursement, you must submit the paperwork listed below:

Completed and signed Degree Program Approval form (**Form A**).

Copy of your report card for City of Pevely records.

Proof of payment to university or current loan disbursement for the course(s) being reimbursed.

The application for reimbursement and documentation must be received by the Tuition Reimbursement Administrator no later than 90 days after the completion of the approved course(s). It is important to include all of the information requested to complete the application. If the application is incomplete, the employee's reimbursement will be delayed or may be denied.

**Form B: Course Reimbursement Request**