



City of Bristol
BRISTOL, CONNECTICUT 06010

SPECIAL MEETING NOTICE

A Special meeting of the Salary Committee will be held on Wednesday, October 26, 2022 at 5:00 p.m. in Webster Conference Room A.

AGENDA

1. Call to order.
2. To review the September 21, 2022 regular meeting minutes.
3. To recommend to City Council to approve amendments to the Tuition Reimbursement Policy for general city employees.
4. To adjourn.

Per order Cheryl Thibeault, Chairperson
DATED this 20th day of October, 2022

Salary Committee
REGULAR MEETING MINUTES
Wednesday, September 21, 2022
City Hall West, Meeting Room 1

Present: Councilmembers Cheryl Thibeault, Jacqueline Olsen, Susan Tyler
Staff: Mark Penney and Linda Milia

1. **CALL TO ORDER.**

The regular meeting of the Salary Committee was called to order by Council Chair Cheryl Thibeault at 5:00 p.m.

2. **APPROVAL OF MINUTES OF REGULAR SALARY COMMITTEE MEETING OF AUGUST 17, 2022.**

On motion of Council Member Susan Tyler and seconded, it was unanimously voted: to approve the minutes of the regular Salary Committee meeting of August 17, 2022.

3. **TO AMEND THE TUITION REIMBURSEMENT POLICY FOR GENERAL CITY EMPLOYEES.**

Mark Penney, Director of Human Resources, and Committee members discussed ideas for amendments to current policy which will be presented for vote at next meeting of Salary Committee. No action was taken.

4. **NEW BUSINESS.**

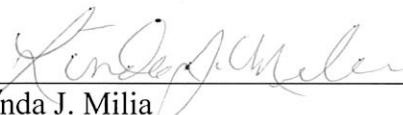
None

5. **OLD BUSINESS.**

None.

6. At 5:27 p.m., on motion of Council Member Susan Tyler and seconded, it was voted: To adjourn.

ATTEST:


Linda J. Milia
Recording Secretary

TUITION REIMBURSEMENT PROGRAM

The Tuition Reimbursement Program is administered through the Human Resources Department. All regular full-time employees who have successfully completed their probationary period and six (6) months of employment may apply for reimbursement of tuition for eligible coursework that is successfully completed at an accredited institution. "Eligible coursework" means coursework that, in the City's sole discretion, is directly related to an employee's present position or a position to which they may be promoted. Such coursework is "successfully completed" if the employee has achieved a passing grade of "B" or better.

Under the Tuition Reimbursement Program, the City may reimburse employees up to \$2,000 per fiscal year with a life-time cap of \$8,000. Reimbursement may be provided only for courses required to complete an Associate's degree or a Bachelor's degree. The City will consider paying tuition for only up to one (1) Bachelor's degree per employee.

Although the City of Bristol encourages employees to continue their education, the completion of a course of study resulting in a degree is not a guarantee of career advancement.

All expenses other than tuition, such as books, supplies, administrative fees and additional charges are not covered under this program and must be paid for by the employee. Grant money and scholarships are not reimbursable.

The application/approval procedure for tuition reimbursement under this program is as follows:

1. The employee obtains an *Application for Educational Reimbursement* from the Human Resources Department.
2. The employee completes the Application and forwards it to their department head for consideration.
3. If the department head approves the Application, they will forward it to the Director of Human Resources for consideration.
4. If the Director of Human Resources also approves the Application, they will forward it to the Mayor for consideration.
5. An official school transcript and an official itemized bill(s) for tuition cost must be submitted in order to be reimbursed for the course(s).

Approval from the department head, the Director of Human Resources, and the Mayor, must be secured at least thirty calendar (30) days prior to the start of the class to be considered for reimbursement. Requests for tuition reimbursement may be approved or denied in full or in part depending on the availability of funds and the number of employees making requests. Course reimbursement shall not exceed in-state college rates.

Any employee who voluntarily separates employment within one year of receiving educational reimbursement shall repay such reimbursement to the City of Bristol.

Amended per City Council 02-09-10; 07-10-12; 04-08-14; 06-14-16; 10-09-18