	Pittsfield Charter Township	PERSONNEL POLICY - 305 Educational Assistance and Educational Incentive Benefits	
		Authorization or Resolution Number: 19-19 <u>20-56</u>	Created On: 06/01/2005 Revision Date: 06/12/2019 <u>12/09/2020</u>

Pittsfield Charter Township recognizes the skills and knowledge of our employees are critical to the success of the Township. Therefore, the Township has established the Educational Assistance and Incentive Benefits Policy to encourage employees to maintain and improve their job-related skills through formal education.

Educational Assistance


Educational assistance, often referred to as tuition reimbursement, is available to all regular, full-time employees who have completed their probationary period in an eligible employment classification.

To be eligible for tuition reimbursement, individual courses or courses that are part of a degree, licensing, or certification program must be related to an employee's current job duties or to a position they might have at the Township in the foreseeable future, as determined by the Department of Human Resources. The maximum reimbursement for educational assistance is \$1,800 per fiscal year and involves a two-step process:

- Employees must first complete a *Tuition Enrollment Request Form* and submit it to the Department of Human Resources for processing and approval by the Township Board of Trustees prior to the start of class.
- Once the course is completed, an employee must complete a *Tuition Reimbursement Request Form* and submit to the Department of Human Resources for reimbursement processing, along with all required supporting documentation attached to the request.

Once an employee begins receiving tuition reimbursement, they must stay on the active payroll and perform their job satisfactorily as they complete each course to remain eligible for the program.

While the Township expects additional education to enhance an employee's performance and professional abilities, the Township does not promise or guarantee that additional education will result in advancement, new job assignments, or pay increases.

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If an employee voluntarily terminates employment within three years of the last tuition reimbursement payment, then the Township will consider tuition reimbursement amounts to be loans. Accordingly, the employee will be required to repay a percentage of the original tuition reimbursement payment within a three-year period subsequent to completion of the course, in accordance with the following chart:

If the employee voluntarily separates employment, the amount to be repaid is as follows:

- After less than 1 full year - Repaid in full (100%)
- After 1 full year, but less than two years – 66.66% repayment
- After 2 full years, but less than three years - 33% repayment
- After 3 full years - No repayment

Repayment shall be in one lump sum to be deducted from the employee's final paycheck, a payroll deduction is hereby authorized, or reimbursement shall be made forthwith by the employee upon separation of employment in the event there are not sufficient funds in the final paycheck.

Educational Incentive

The Township will pay a stipend to all regular, full-time employees who have a Bachelor's Degree or higher and have completed their probationary period.

The educational incentive stipend will be paid annually as follows:

- Bachelor Degree = \$1,250
- Master Degree or higher = \$2,500

In order to be eligible for an educational stipend you must be an active employee at the time the payout is made, past your probationary period, and provide proof of your degree. Educational stipends will be paid out in January.

The Department of Human Resources can provide more information about the educational assistance or educational incentive stipend if you have questions.