

**RESOLUTION NO. 1061**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
TERRELL, TEXAS, ADOPTING THE UPDATE TO THE CITY OF  
TERRELL EMPLOYEE HANDBOOK AND DECLARING AN  
EFFECTIVE DATE**

**WHEREAS**, the City of Terrell Employee Handbook sets forth policies and procedures for the employees of the City; and

**WHEREAS**, the City Council desires to maintain the most up to date information in the City Employee Handbook; and

**WHEREAS**, the City wishes to institute an update to the City of Terrell Employee Handbook for its employees; and

**WHEREAS**, the City has determined that it is in the best interest of the City of Terrell employees that the City adopt the update to the City of Terrell Employee Handbook.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
TERRELL, TEXAS THAT:**

**Section I.**

The City Council hereby approves the update to the City of Terrell Employee Handbook.

**Section II.**

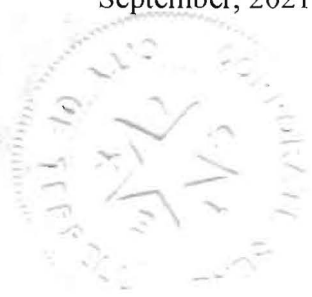
This Resolution shall be effective immediately after its passage.

**PASSED AND APPROVED** by the City Council of the City of Terrell, Texas, on this 21<sup>st</sup> day of September, 2021.

  
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**E. RICK CARMONA, Mayor**

**ATTEST:**

  
\_\_\_\_\_  
**Dawn Steil, City Secretary**



## CHAPTER 22 – EMPLOYEE BENEFITS

### SECTION 7 PROFESSIONAL GROWTH

#### 7.1 City Initiated Courses

If the City requests an employee take an educational course, or the course is within the employer's regular scope of employment requirements, the City shall pay 100% of the required tuition, fees, supplies, and textbooks and the City shall reimburse the employee for 100% of all reasonable expenses for travel, lodging, parking surcharges and other costs directly required for course participation.

#### 7.2 Employee Initiated Courses

If the employee requests to take additional educational courses from an accredited college, university or technical school according to established City Policy and budget limitations and if said courses are determined by the applicable Department Head to be related to improving said employee's productivity, knowledge base, or skills in the employee's overall career with the City, the City will reimburse the employee's documented expenses for the Texas in-state public equivalent rate of 100% of the required tuition, fees, supplies, and textbooks after the course is completed and a passing grade of "B" or above is received by the employee. The Director of Human Resources shall annually provide a report on the program.

The following policies apply to subsection 7.2 Employee Initiated Courses:

No employee may be eligible for this benefit without preparing and submitting an overall educational plan to the applicable Department Head or City Manager and receiving permission in writing for the overall educational plan.

All regular City employees working forty (40) hours or more are eligible to participate in the tuition reimbursement program.

It is not the policy of the City to reimburse the cost of tuition for any individual who receives grants and other subsidy programs.

An employee receiving a "C" is eligible for reimbursement of 50% of the employee's documented expenses for the required tuition, fees, supplies, and textbooks.

An employee making less than a "C", or withdrawing or receiving an incomplete of any sort is not eligible for any reimbursement.

The course and the estimated related costs must be approved in writing by the Department Head or City Manager on the City's form prior to the employee's registration in the course.

Nothing herein shall prevent an employee from attending a private institution, however; reimbursement shall be made at an equivalent public institution rate.

If an employee is no longer a City employee or no longer an employee in good standing upon the date of requesting reimbursement, the City shall not reimburse any cost. All reimbursements must be requested in writing within sixty (60) days of completing the course.

Any employee separating from the City within three (3) months of receiving any reimbursement under Section 7.2 shall repay the full amount of such reimbursement received within the three (3) month period prior to separation.