

WEST BOUNTIFUL CITY

RESOLUTION #577-25

A RESOLUTION AMENDING THE WEST BOUNTIFUL CITY EMPLOYMENT POLICIES AND PROCEDURES MANUAL TUITION REIMBURSEMENT

WHEREAS, Section 10-3-717 of Utah Code authorizes the city council to establish by resolution personnel policies and guidelines; and,

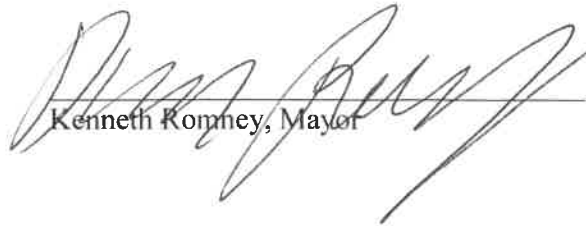
WHEREAS, periodic reviews and modifications are necessary to ensure that policies and guidelines are lawful, proper, and effective; and,

WHEREAS, the West Bountiful City Council now desires to amend the Employment Policies and Procedures Manual to amend include a section on Tuition Reimbursement:

NOW THEREFORE, BE IT RESOLVED by the City Council of West Bountiful that:

1. The *West Bountiful City Employment Policies and Procedures Manual* is amended as shown in the attached Exhibit A.
2. The provisions of the *Manual* shall be severable, and if any provision thereof or the application of such provision under any circumstance is held invalid, it shall not affect any other provisions of the *Manual* or the application in a different circumstance.
3. This resolution shall be in effect upon adoption.

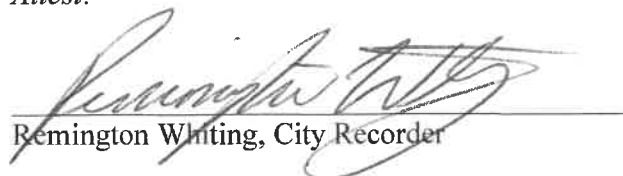
Passed and approved by the City Council of West Bountiful City this 2nd day of December 2025.


Kenneth Romney, Mayor

Voting by the City Council: Aye Nay

Council member Ahlstrom	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council member Butterfield	<u>Excused</u>	<input type="checkbox"/>
Council member Enquist	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council member Nielsen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council member Preece	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attest:


Remington Whiting, City Recorder



Tuition Reimbursement Policy

Purpose

To encourage employees to pursue education that enhances their ability to perform current or future duties with the City.

Eligibility

- Full-time employees who have completed at least one year of continuous service.
- Coursework must be job-related and pre-approved by the Department Head and City Administrator prior to enrollment.

Covered Expenses

Tuition, mandatory fees, and required textbooks from schools:

- Belonging to the Utah System of Higher Education, or
- Belonging to Utah's Career and Technical Education system, or
- Accredited by a "nationally recognized" accrediting agency per the U.S. Department of Education.

Reimbursement Limits

- Reimbursement is available per semester or academic term, up to a maximum of \$4,000 per calendar year. All reimbursements shall be based on available funding.
(Example: An employee may be reimbursed for multiple courses during the year, but total reimbursement cannot exceed \$4,000 in that calendar year.)
- Reimbursement requests must be submitted prior to June 1st and be for coursework completed during the same fiscal year, with:
 - Itemized receipts; and
 - Proof of successful completion with a grade of "B" or higher (or "Pass" in a pass/fail course).

Repayment Obligation

Employees must remain employed by the City for two years following the date of the last reimbursement payment.

If an employee voluntarily resigns or is terminated for cause before completing this period, repayment will be required as follows:

Time Employed After Course Completion	Repayment Required
0-12 months	100%
13-24 months	50%

Agreement Requirement

Employees must sign a Tuition Reimbursement Agreement acknowledging:

- Repayment terms and schedule;
- Authorization for payroll deduction (if needed);
- Acknowledgment that reimbursement funds are not part of base salary or benefits.

Other Terms

- The City reserves the right to modify or discontinue this policy without notice.
- Program is always subject to available funds.
- Available funds will be distributed on a first-come basis for employees that enter the Tuition Reimbursement Agreement, and if needed, based on seniority.
- The repayment obligation may be waived in cases of layoff, disability, or retirement, at the discretion of the City Administrator.
- Job Performance. An employee's outside educational activities should not interfere with the employee's work and the employee's job performance must remain satisfactory. Unsatisfactory job performance during enrollment may result in denial or forfeiture of education assistance in addition to disciplinary action.