

RESOLUTION 1-2005

**RESOLUTION OF INTENT TO AMEND THE MADISON COUNTY PERSONNEL POLICY
MANUAL UPDATED OCTOBER 2002**

WHEREAS, the Board of Madison County Commissioners have noticed a significant problem in the Tuition Assistance Policy because the Personnel Policy requires a minimum of 30 hours per pay period to be worked by the recipient to be eligible to remain in the Tuition Assistance Program.

WHEREAS, this has caused hardship for persons attending school full time and trying to comply with the program.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners intend to amend the Madison County Personnel Policy Manual Updated October 2002 as follows:

Appendix J, Section 5.

Remove the language in subsection "5" and replace with the following: While an employee is enrolled in school, that staff member must continue to work an average of 30 hours per pay period (720 hours per fiscal year) and maintain satisfactory course performance to remain in the program.

Appendix J, Section 6.

Remove the language in subsection "6" and replace with the following: While an employee is enrolled in the Tuition Assistance Program, any rule violation (as per the Madison County Personnel Policy Manual) may result in suspension or termination from the Tuition Assistance Program and require loan repayment. An employee enrolled in this program who receives disciplinary action (i.e. written warning) will participate in a status review with their supervisor.

Appendix J, Section 8.

Remove the language in subsection "8" and replace with the following: Employees who leave employment before the above three (3) year commitment is completed will be responsible for reimbursement of the tuition to the County according to the following schedule:

| <u>LOAN AMOUNT REPAID</u> | |
|--|-------------|
| <u>LEAVE BEFORE COMPLETEING COURSE</u> | <u>100%</u> |
| LEAVE BEFORE ONE YEAR | 100% |
| COMPLETE YEAR ONE | 65% |
| COMPLETE YEAR TWO | 35% |
| COMPLETE YEAR THREE | 0% |

Appendix J-1.

Remove the language in the acknowledgement paragraph and replace with the following: I understand that if I do not meet the obligation of working 720 hours per year while enrolled in school and three years for the facility following completion of the course, I will be responsible for reimbursement of the tuition within 90 days in accord to the schedule set out in the attached Madison County Tuition Assistance Policy. I agree and expressly authorize Madison County to withhold payments due under the above referenced schedule from my final paycheck, including sick leave and vacation leave, upon termination of employment. Failure to obtain the degree/certificate of completion will result in having to reimburse 100% of the assistance provided by Madison County.

Dated this 3rd day of January, 2005.

FRANK G. NELSON, CHAIRMAN

C. TED COFFMAN

DAVID SCHULZ