



Memphis City Council Summary Sheet

1. Description of the Item (Resolution, Ordinance, etc.)

A resolution expanding the coverage of the Tuition Reimbursement Policy and setting forth new limitations.

2. Initiating Party (e.g. Public Works, at request of City Council, etc.)

Human Resources Division

3. State whether this is a change to an existing ordinance or resolution, if applicable.

This Resolution is a change to an existing Resolution adopted June 6, 2006.

4. State whether this requires a new contract, or amends an existing contract, if applicable.

N/A

5. State whether this requires an expenditure of funds/requires a budget amendment.

This Resolution does not require the expenditure of funds in excess of the budgeted amount for Tuition Reimbursement.



A Resolution Amending the Tuition Reimbursement Program

WHEREAS, the Mayor and the Memphis city Council are interested in the continuation of offering opportunities for self improvement to all employees of the City of Memphis;

WHEREAS, self improvement opportunities should be available to all employees of the City of Memphis, including opportunities for employees to obtain technical certifications, diplomas or credentials;

WHEREAS, beginning with the Fall Semester of Class schedules beginning in calendar year 2014, the City of Memphis will consider applications for assistance with tuition and book expenses for Associate, Bachelor degree programs (On-line and competency based degree courses are permitted if offered through an eligible school and reviewed and approved through the regular tuition reimbursement application process) and educational opportunities to obtain technical certifications, diplomas or credentials only ;

WHEREAS, the City will also consider approving applications for Master degrees associated with Library Sciences or approved Masters degree programs that fall within a Division's yearly funding cap; however, to the extent any employee submitted and received approval for a Master or Doctorate degree program in an area other than Library Sciences prior to July 1, 2014, the employee may continue to participate in this program for the approved degree curriculum;

WHEREAS, employees enrolled in the Tuition Reimbursement Program who are seeking an Associates, Bachelor or Master's degree may be entitled up to \$2500 for tuition and books per fiscal year beginning July 1, 2014 and employees seeking technical certifications, diplomas or credentials may be entitled up to \$1500 for tuition, fees and books;

WHEREAS, tuition reimbursement funds are processed on a first come first serve basis with caps placed on Divisions to ensure a prorated distribution of available funds to all Divisions. For purposes of this distribution all Divisions

other than Police and Fire shall be combined as one Division for this calculation which shall be done on an annual basis based upon the number of full time employees within the Divisions on July 1; and,

WHEREAS, the Human Resources Director is charged with adopting policies and procedures for the administration of the Tuition Reimbursement program to ensure optimum participation in the program.



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PURPOSE AND SCOPE

Pursuant to the Mayor and the Board of Commissioners' Resolution passed on October 19, 1965, City of Memphis Government established a Tuition Reimbursement Program to assist City employees with the cost of college tuition. This policy is applicable to any regular, full-time City of Memphis employee who has completed his/her required initial probationary period.

POLICY

Beginning with the Fall Semester of Class schedules beginning in 2014, the City of Memphis will consider applications for assistance with tuition and book expenses for Associate, Bachelor and select Masters degree programs only. The City will also consider approving applications for Master degrees associated with Library Sciences or approved Masters degree programs that fall within a Division's yearly funding cap. To the extent any employee submitted and received approval for a Master or Doctorate degree program in an area other than Library Sciences prior to July 1, 2013, the employee may continue to participate in this program for the approved degree curriculum.

The City will also consider applications for assistance with fees, including course fees, book expenses and other costs, related to a formal program leading to a certificate, diploma or credential in any technical program which strengthens job skills and improve effectiveness of the employee's job skills or which will enhance the employee's potential for advancement to other jobs within the City. Participation in the Tuition Reimbursement Program is based on the following guidelines:

- A. Before beginning a course of study, an employee must complete a City of Memphis Tuition Reimbursement and Repayment Agreement, a City of Memphis Government Tuition Reimbursement Program Educational Goals and Objectives Form and submit a degree curriculum or curriculum documentation relating to the certificate, diploma or credential sought to his/her Division Director and the Human Resources Division for review and approval. If an employee wishes to change his/her degree program or change school at any time, a new Educational Goals and Objectives Form and degree curriculum must be submitted to the Division Director and the Human Resources Division for review and approval.
- B. An employee may be reimbursed only for courses of study which the City of Memphis determines are directly related to the employee's present job



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or which will enhance the employee's potential for advancement to other jobs within the City.

- C. Employees enrolled in the Tuition Reimbursement Program who are seeking an Associates, Bachelor or Master's degree may be entitled up to \$2500 for tuition and books per fiscal year beginning July 1, 2013 and employees seeking technical certifications, diplomas or credentials may be entitled up to \$1500 for tuition, fees and books.
- D. These funds are processed on a first come first serve basis with caps placed on Divisions to ensure a prorated distribution of available funds to all Divisions. For purposes of this distribution all Divisions other than Police and Fire shall be combined as one Division for this calculation which shall be done on an annual basis based upon the number of full time employees within the Divisions on July 1.
- These caps are imposed in order to ensure that all employees are given an equal opportunity to participate in the program without one Division or Divisions receiving an excess amount of funding. If a Division does not use all of its funding in any fiscal year, those funds shall be redistributed to other Divisions proportionate to the number of individuals within those Divisions.
- E. Eligible schools must have a physical presence in Shelby County; must be accredited by one of the six regional organizations recognized by the U.S. Department of Education, and must hold classes at facilities within Shelby County. Colleges and Universities eligible for tuition reimbursement are listed on Page 6 of this policy. This list is subject to be amended by the Human Resources Director based on changes in affiliations, locations, and new additions. Eligible technical schools are also listed on Page 6 of this policy. If the course work for any credentials, certificates or diplomas for any technical training is not offered within Shelby County, the applicant may make a request in writing to the Office of Talent Development for an exception to the list. Any such request should include information on where the program is offered.
- F. On-line and competency based degree courses are permitted if offered through an eligible school and reviewed and approved through the regular tuition reimbursement application process.
- G. Tuition reimbursement applications for each term must be approved by the employee's Division Director and by the Human Resources Division, at



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least ten (10) business days prior to the first day of class. Employees must notify the Human Resources Division if there is a course title change or withdrawal from a course which has already been approved.

- H. All employees approved for tuition reimbursement must submit proof of enrollment within 60 days of approval for tuition reimbursement. If the employee fails to provide the necessary documentation that employee's approval for tuition reimbursement will be considered revoked for that fiscal year.
- I. Except for technical courses, all documentation regarding tuition reimbursement must be submitted for reimbursement within thirty (30) calendar days of the completion of the final class or payment will not be rendered.
- J. Reimbursement will only be considered for courses that are successfully completed with a grade of "C" or better for undergraduate courses or with a grade of "B" or better for graduate-level courses. If an incomplete grade ("I") is received at the end of the term, the class must be successfully completed and documentation submitted for reimbursement within thirty (30) calendar days after completion. The date that the incomplete grade is officially replaced with another grade is the date that will govern with respect to tuition repayment. For technical courses which require an examination to receive certification, the employee must pass the necessary exam within three months after completion of the course to be considered for tuition reimbursement unless an extension is granted. Extensions will be considered if the exam cannot be completed within the requisite three month period. Any such request for an extension must be submitted in writing to the Office of Talent Development before the expiration of such three month period and shall contain an explanation with supporting documentation detailing why the extension is necessary.
- K. Some courses, programs, fees, materials and expenses are ineligible for tuition reimbursement. These include, but are not limited to:
 - 1. Computers, calculators, supplies or special equipment;
 - 2. Class changes that have not had prior approval from the Human Resources Division Tuition Reimbursement Coordinator;



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3. Fees for late registration, course changes, class withdrawal, incomplete grades, technology access, student activity, campus access, or textbook shipping & handling;
 4. Financing and installment service charges;
 5. Seminars, conferences, workshops, lectures, forums;
 6. Exam fees and review courses (e.g., CPA, CPM, LAW);
 7. Private pilot instruction or certification;
 8. For employees seeking an Associates, Bachelor or Master's degree, the cost associated with obtaining Professional certification courses or exams;
 9. Continuing Education classes;
 10. Mandatory employee training;
 11. Food, travel, and parking expenses.
- L. The Tuition Reimbursement Policy will not duplicate other financial aid programs such as Pell Grants, Veteran's Administration Benefits, Scholarships, etc. It is the employee's responsibility to obtain necessary documentation from the school regarding VA benefits, grants, scholarships, etc. and submit such documentation to the Human Resources Division with each tuition reimbursement application. Any financial aid received will be deducted from the tuition and book fees reimbursed by the City.
- *For example, if an employee's tuition amount is \$500.00 and he/she receives a \$100.00 Pell Grant, VA Benefit or Scholarship, the City will reimburse \$400.00.
- M. Exam fees for college credit will be eligible for reimbursement if approved by the employee's Division Director and the Director of Human Resources. Reimbursement will be considered after the employee has successfully passed the exam and credit hours have been verified by the college accepting the credit.



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TIME OFF FOR CLASS ATTENDANCE AND STUDY ASSIGNMENTS

Employees are expected to schedule class attendance and the completion of study assignments outside of their regular working hours. Employees will not be given paid time off, other than vacation, bonus days or OJI, to attend educational classes or to complete study assignments. In cases where productivity and proper supervision of employees are not adversely affected, management may approve changes in the work schedule to accommodate the pursuit of educational opportunities, however it is expected that educational activities will not interfere with employees' work. Any unsatisfactory job performance during class enrollment may result in forfeiture of educational assistance and/or disciplinary action up to and including termination of employment.

TERMINATION OF CITY EMPLOYMENT

An employee who receives reimbursement under the provisions of the Tuition Reimbursement Policy is expected to remain in regular, full-time employment with the City of Memphis Government for a minimum of two (2) years following course or degree completion. If an employee voluntarily terminates employment, is separated, is not reappointed or if employment is terminated for cause, the employee must reimburse the City for all funds expended according to the following schedule:

- Employee remains employed less than 12 months after course / degree completion = 100% repayment of all tuition and book fees received while in the program
- Employee remains employed 13 - 24 months after course / degree completion = 50% repayment of all tuition and book fees received while in the program

Arrangements for repayment must be made with the Human Resources Director or Designee. Any balance owed the City must be paid within one (1) year of termination of employment unless an alternative arrangement is approved by the Human Resources Director, the Finance Director and the City Attorney.



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CITY OF MEMPHIS TUITION REIMBURSEMENT PROGRAM COLLEGES AND UNIVERSITIES ELIGIBLE FOR TUITION REIMBURSEMENT

The following are the colleges and universities that are currently eligible for tuition reimbursement under the City of Memphis Government Tuition Reimbursement Program.

This list is subject to be amended based on changes in accreditation affiliations, locations, and new additions and is only approved as it relates to:

- **Classes taken at Shelby County branches**
- **Online classes must be offered through local facility.**

Non-Deferred Payment Schools

Baptist College of Health Sciences
Belhaven College
Central Michigan University
Embry-Riddle Aeronautical University
Freed Hardeman University
Harding University
Memphis College of Art
Rhodes College
Southwest Tennessee Community College (degree track only)
Strayer University
Union University
University of Memphis
University of Phoenix
University of Tennessee - Health Services Center at Memphis
Webster University

Deferred Payment Schools

Bethel College	Christian Brothers University
LeMoyné-Owen College	Park University
Victory University	University of Arkansas



Memphis City Council Summary Sheet

Resolution seeking acceptance of grant funds in the amount of \$13,404.00 for the local High Intensity Drug Trafficking Area Program (HIDTA) awarded to the City of Memphis Police Department. The HIDTA Program will provide funding for allowable overtime personnel costs to develop drug control efforts by federal, state, and local law enforcement agencies in Shelby County, Tennessee.

- This item is a resolution to accept grant funds from the Shelby County Sheriff's Office in the amount of \$13,404.00 specifically for the local High Intensity Drug Trafficking Area Program.
- The City of Memphis Division of Police Services is awarded this grant from the Shelby County Sheriff's Office and Shelby County will serve as the fiscal agent for this project.
- This is a new sub-grant award pending City Council approval.
- A sub-grant contract with the Shelby County Sheriff's Office is required for this project.
- Acceptance will require an amendment to the FY 2014 Operating Budget to appropriate the funds.



A Resolution to accept grant funds in the amount of Thirteen Thousand, Four Hundred and Four Dollars (\$13,404.00) from the Shelby County Sheriff's Office through the U. S. Office of National Drug Control Policy.

WHEREAS, the City of Memphis Division of Police Services has been awarded grant funds in the amount of Thirteen Thousand, Four Hundred and Four Dollars (\$13,404.00) from the Shelby County Sheriff's Office through the U. S. Office of National Drug Control Policy for the FY 2014 High Intensity Drug Trafficking Area Program (HIDTA); and

WHEREAS, these funds will be used to support the Memphis Police Department in disrupting and dismantling drug trafficking and money laundering organizations in Shelby County by facilitating cooperation among federal, state, and local law enforcement agencies in coordinated activities; and

WHEREAS, it is necessary to accept the grant funding and amend the FY 2014 Operating Budget to establish funds for the FY 2014 High Intensity Drug Trafficking Area Program; and

WHEREAS, it is necessary to appropriate the FY 2014 grant funds in the amount of Thirteen Thousand, Four Hundred and Four Dollars (\$13,404.00) for the FY 2014 Local High Intensity Drug Trafficking Area Program.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the FY 2014 High Intensity Drug Trafficking Area Program in the amount of Thirteen Thousand, Four Hundred and Four Dollars (\$13,404.00) be accepted by the City of Memphis.

BE IT FURTHER RESOLVED that the FY 2014 Operating Budget be and is hereby amended by appropriating the Expenditures and Revenues for the FY 2014 High Intensity Drug Trafficking Area Program in the amount of Thirteen Thousand, Four Hundred and Four Dollars (\$13,404.00) as follows:

REVENUES

Shelby County Sheriff's Office	\$13,404.00
Total	<u>\$13,404.00</u>

EXPENDITURES

Personnel Costs	\$13,404.00
Total	<u>\$13,404.00</u>

**RESOLUTION IN SUPPORT OF BRINGING TO AN END THE ONGOING DISPUTE
BETWEEN KELLOGG WORKERS AT THE KELLOGG MEMPHIS PRODUCTION
FACILITY AND THE KELLOGG COMPANY AND TO END THE LOCKOUT OF KELLOGG
WORKERS**

WHEREAS, since October 22, 2013, more than 200 workers at Kellogg's primary cereal plant in Memphis, Tennessee have been locked out and prevented from returning to work;

WHEREAS, it has created an irreparable hardship on the 200 workers and their families, all of whom live in the Memphis metropolitan area, to be out of work for nearly three months;

WHEREAS, the City Council of the City of Memphis is willing to assist these 200 workers and their families by whatever means possible to resolve this lockout;

WHEREAS, thirty percent of the workers who have been locked out have been working at the Memphis Kellogg facility for more than 30 years;

WHEREAS, on average, locked out employees have been working at the Memphis Kellogg facility for more than 20 years;

WHEREAS, the Memphis Kellogg facility, along with facilities in Battle Creek, Michigan, Omaha, NE, and Lancaster, PA, is one of the primary cereal production facilities in the nation;

WHEREAS, the Kellogg Company, according to its most recent Corporate Responsibility Report, recognizes the importance of the company's workforce to its business success;

WHEREAS, the Kellogg Company, like all highly regarded major American companies, has an interest in treating its employees fairly, since fair treatment helps enhance the company's reputation and protect the integrity of its brand-names;

WHEREAS the Kellogg Company and the City of Memphis have an on-going interest in retaining middle-class jobs, creating work opportunities that offer a decent standard of living, and a stabilizing the local tax base.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Memphis respectfully requests that the Kellogg Company find a way to end the lockout of 200 workers at the Memphis facility as soon as reasonably possible and permit the 200 workers to return to their jobs so that they can continue to provide for their families.

IN ADDITION, BE IT RESOLVED that the provisions of this Resolution are hereby severable. If any of these sections, provisions, sentences, clauses, phrases or parts are held unconstitutional or void, the remainder of this Resolution shall continue in full force and effect.

FINALLY, BE IT RESOLVED that this Resolution shall take effect from and after the date it shall have been passed by the City Council, signed by the Chairman of the Council, certified and delivered to the Office of the Mayor in writing by the Comptroller, and become effective as otherwise provided by law.

Lee Harris
Council Member

Janis Fullilove
Council Member

Wanda Halbert
Council Member

Date of Last update: January 17, 2014

Attest:
Patrice Thomas, Comptroller

WHEREAS, on December 3, 2013, the Memphis City Council did approve and authorize the creation of a Memphis Cook Convention Center Expansion Study Committee with members charged with the duty to determine the need and feasibility of a potential renovation of the current facility or the building of a new one; and

WHEREAS, the previous resolution provided for a committee comprised of eight members representing various industries and agencies including the City of Memphis and City Council, the Greater Memphis Chamber, the Convention and Visitor's Bureau, the Memphis Cook Convention Center and the Hospitality Industry; and

WHEREAS, it is recommended that the Memphis Convention Center Study Committee be expanded to include up to 15 members (the remainder will be added by the Study Committee if necessary) with the following persons serving:

Harold Collins, Memphis City Council
Mayor A C Wharton, City of Memphis
Robert Lipscomb, City of Memphis
Wayne Tabor, Memphis Convention Center
Kevin Kane, CVB
Richard Smith, FedEx
David Waddell, Waddell and Associates
Patricia Glancy, AutoZone
Gail Tyree, AFSCME
Danielle Inez, ding! Marketing Studio and New Memphis Fellow

NOW, THEREFORE BE IT RESOLVED BY THE MEMPHIS CITY COUNCIL That the Memphis Convention Center Study Committee be expanded to include up to 15 members and that the persons listed above be approved as members.

Harold Collins