

RESOLUTION 21-21

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING CERTAIN AMENDMENTS AND REVISIONS TO THE PERSONNEL MANUAL.

WHEREAS, the City maintains a consistent set of adopted rules and procedures for the administration of personnel matters; and

WHEREAS, the City Administrator is charged with the duty to review the adopted policies and procedures that govern the City's personnel system and make recommendations of updates and improvements to the procedures; and

WHEREAS, the City has engaged the services of a professionally trained Human Resources Director to advise on personnel matters, including improvements to language contained in the Personnel Manual; and

WHEREAS, this professional has made a number of recommendations to revise the personnel rules and procedures; and

WHEREAS, the Board of Mayor and Aldermen wish to amend the current personnel manual;

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Personnel Manual is hereby amended by changing and updating the City of White House Personnel Manual.

This resolution shall be effective upon passage.

Adopted this 16th day of December 2021.



Michael Arnold, Mayor

ATTEST:



Derek Watson, City Recorder

5.13. OUTSIDE EMPLOYMENT

With the approval of one's Department Head and the City Administrator, outside employment is permissible, provided that there is no conflict of interest or impairment of work performance for the City of White House. ~~Before outside employment begins, employees must complete and submit the Outside Employment Request Form for approval. Any employee who requesting approval for outside employment must complete and submit the Outside Employment Request Form to one's Department Head. Before outside employment begins, one's Department Head and the City Administrator must approve and sign the Outside Employment Request Form. Human Resources will provide the employee with a copy of the approved form.~~

Required overtime of any employee of the City takes priority over an employee's "outside employment." Anyone who knowingly misses work or refuses mandatory overtime at his/her primary job to work a second job shall be terminated. Approval of a second job may be withdrawn for any of the above reasons.

6.19. TUITION ASSISTANCE PROGRAM

The City of White House may, within budgetary restraints, provide tuition assistance for an employee taking approved courses of instruction in pursuit of an approved degree.

The following criteria must be met to qualify for tuition assistance:

- A. Full-time, regular employee throughout the duration of the course work.
- B. The employee notified his department head in writing prior to March 31st of the intent to incur Tuition Assistance Program expenses the following fiscal year.
- C. At the approval of the City Administration tuition assistance can include Associate, Bachelors or Master's degree coursework and approved post-secondary career-related certifications.
- D. Tuition assistance for each class within the educational program will be restricted, based on its relationship to the job held by the employee and its degree of value to the City of White House. The employee will complete and submit a Tuition Assistance Program Application to his Department Head. The Department Head, Human Resources Director and the City Administrator will meet to determine if the tuition assistance should be authorized in full or in part. A form is necessary for each class taken.
- E. The cost of assistance shall not exceed \$6,000.00 per fiscal year.
- F. The City of White House Tuition Assistance program requires an employee to repay amounts received for tuition assistance in the event the employee voluntarily separates employment from the City of White House.

By signing the Tuition Assistance Program Application, an employee agrees to repay tuition assistance benefits received under this program based on the following schedule, should the employee voluntarily terminate employment with the City of White House:

Time Elapses <i>The amount of time between the date(s) of the Tuition Assistance payment and the employee's termination date.</i>	Percentage of Repayment <i>Applicable to the amount of Tuition Assistance paid during the 24 months prior to the employee's termination date.</i>
6 months or less	100 percent
More than 6 months, but less than 12 months	75 percent
More than 12 months, but less than 18 months	50 percent
More than 18 months, but less than 24 months	25 percent

Under this provision, the City of White House may withhold from an employee's final paycheck (base salary, bonuses, vacation pay, and/or expense reimbursements), to the extent permitted by applicable law, monies up to the amount due to the City of White House for any Tuition Assistance paid within the above timeframes.

- G. The employee must receive a passing grade (pass in a pass-fail system) or a grade of “C” or above (in a graded system) in order to continue to participate in the tuition assistance program. If an employee receives a failing grade (fail in a pass-fail system) or a grade of “D” or below (in a graded system) in a class and would like to continue participating in the Tuition Assistance Program, he will be required to reimburse the City of White House for monies spent on that class.
- H. The employee must submit a copy of his Unofficial Transcript at the end of each class to the Human Resources Department.
- I. If an employee receives a refund for tuition paid for any reason, he must turn those monies over to the City.
- J. No assistance will be approved for textbooks, supplies, incidental fees or late fees.

An employee interested in tuition assistance must turn into the Department Head a request for tuitions assistance prior to the course enrollment. The Department Head, the Human Resources Director, and the City Administrator must approve the request prior to enrollment.

Employees will use off-duty time to attend any course of instruction except if the City of White House requires it.

7.4. USE OF CITY VEHICLES AND EQUIPMENT

- 7.4.5. The following employees are required to commute to and from the workplace in a qualified, non-personal use vehicle as defined by IRS Reg. § 1.274-5T (k., Reg. § 1.132-5(h)
 - Certified Police Officers
 - Fire Chief
 - Assistant Fire Chief
 - Fire Inspector
 - Scheduled on-call utility worker
 - Wastewater Collections Supervisor
 - Emergency Response Team

**CITY OF WHITE HOUSE
TUITION ASSISTANCE PROGRAM APPLICATION**

(Complete this portion PRIOR to enrollment in desired class)

Employee Name: _____ Position: _____

Course Title: _____ Credit Hours: _____

Course Start Date: _____ Course End Date: _____

If this is a degreed program, name title of degree: _____

How will this degree/course further your career with the City of White House? _____

I acknowledge the following:

1. I understand that tuition assistance will be provided only if the course work is considered to be related to and of value to the position I hold with the City of White House.
2. The maximum assistance per employee is \$6,000 per fiscal year.
3. A grade of "C" or better is required on any courses assistance is provided for.
4. An employee utilizing the Tuition Assistance Program will reimburse the City of White House for tuition expenses in the event that he/she does not remain employed with the City of White House for the required designated period after course completion.

I acknowledge that I am aware and understand these conditions and have read the applicable policy found in the City of White House Personnel Manual.

Employee Signature: _____ Date: _____

Approval Signatures

Department Head: _____ Date: _____

Human Resources Director: _____ Date: _____

City Administrator: _____ Date: _____