

Section 2.10 Professional Development

A. Employees are encouraged to take classes and courses of study by way of self-improvement. Some of these courses may be suggested by a Department Director when offered by area schools or by other governmental jurisdictions or agencies. Upon the submission of an estimate of the costs involved and upon the prior written approval of the City Manager, the employee will be reimbursed for registration fees.

B. An employee may wish to take other courses of study on his or her own time. If such courses are job-oriented, then with the prior joint, written approval of the appropriate Department Director and the City Manager, the employee may be reimbursed for his or her expenses up to the amount of tuition. Approval for reimbursement will be subject to budget constraints in each fiscal year and determined by the City Manager. Reimbursement will be made only upon presentation by the employee of a receipt or cancelled check verifying payment and a certificate verifying the receipt of a grade of C or higher in an undergraduate course or a grade of B or higher in a graduate course. The course must be taken for credit and a grade if the employee is to be eligible for reimbursement.

C. An employee who terminates employment with the City within one year after completing a course for which he or she was reimbursed shall refund to the City all money received for courses taken within one calendar year of the employee's termination date. The amount to be refunded may be withheld from any termination pay due such employee. Employees whose services are terminated by the City are not required to make such a refund.

Let me know if you have any questions.

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