

Educational Assistance Reimbursement Agreement

I, _____, acknowledge that I understand the following:

The City of O'Fallon wants all employees, within budgetary limits, to be afforded an opportunity to pursue higher education.

The City of O'Fallon is willing to pay for the cost of that education; however, due to the expense involved, the City must have a commitment from the person receiving the education . . . a commitment to insure the above individual will apply this education while employed with the City.

Knowing this, I, the undersigned, hereby agree that unless discharged by the City, I will remain in the employ of the City for a minimum of three years from the last payment. Should I leave employment with the City for any reason other than discharge or drop to less than a full-time work schedule during that three-year period, I agree to pay the City for any higher education costs incurred during my employment at the following schedule:

1. Twelve months after an educational assistance payment is made, one-fourth of said payment will be forgiven;
2. Twenty-four months after a payment is made, another one-fourth of said payment will be forgiven;
3. Thirty-six months after a payment is made, the remaining one-half will be forgiven.

Educational cost reimbursement is limited to tuition, textbooks and instructor-required materials.

1. Undergraduate coursework shall be reimbursed at the same rate as the relevant current rate per course as SIU Edwardsville, or 75% of the rate at another accredited institution, but shall not in any case be more than the SIUE course rate, up to a bachelor's degree.
2. Graduate course work shall be reimbursed at the same rate as set forth above upon approval by the City Administrator prior to the beginning of each class.
3. There shall be a maximum reimbursement of \$75.00 per semester for books and instructor-required materials.

The cost of coursework in which the employee does not attain a grade of "C" or better will be borne by the employee. If paid in advance, the employee will reimburse the City direct. If not reimbursed within 30 days from the receipt of grades, the cost of that particular course and materials will be deducted from normal salary on a schedule approved by the supervisor and the City Administrator.

I agree that the City has not waived any rights, privileges, or prerogatives it has pursuant to the Personnel Code of the City of O'Fallon now in effect or as may be altered, deleted from, added to, or changed in any way by action of the governing authorities.

Should it become necessary for the City to file suit in order to collect these costs, I further agree to pay all costs of said suit, attorney's fees, and other related costs by the City, as well as interest allowed at the legal rate on the amount owed to the City.

I agree to repay any amounts owed which includes allowing deduction from my final paycheck of any amounts still owed to the City.

I have had an opportunity to ask and receive answers to my questions about this program, the terms as outlined above and as written in the City's Personnel Code.

Signed: _____ Date: _____

Witnessed: _____ Date: _____

Approved: _____ Date: _____
Department Head

Approved: _____ Date: _____
City Administrator