

RESOLUTION NO. 24117

A RESOLUTION REPEALING RESOLUTION NOS. 18697, 18710, 19757, 20026, AND 20480, AND ESTABLISHING NEW RULES OF PROCEDURE FOR THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, That Resolution Nos. 18697, 18710, 19757, 20026, and 20480 relative to the Rules of City Council be and hereby are repealed and the following new Rules of Procedure of the City Council be and hereby are established:

RULES OF PROCEDURE
OF THE
CITY COUNCIL OF THE CITY OF CHATTANOOGA

A. Duties of the Chairperson:

1. The Chairperson shall preside at all meetings of the Council.
2. The Chairperson shall have general direction of the Council Chamber and shall preserve order. The Sergeant At Arms of the Council shall be under the direct supervision of the Chairperson.
3. The Chairperson shall decide questions of order, subject to appeal of the Council by any Member, and shall put each question. The Chairperson shall have a vote on all matters.
4. The Chairperson shall appoint all committees, unless otherwise directed by the Council, and shall have other powers granted to him/her hereunder. The Chairperson shall fix the order of business for any special meeting of the Council.
5. In the event the Chairperson of the Council becomes incapacitated or unavailable, the Vice Chairperson shall serve as Chairperson of the Council. In the event both are unavailable, the Council may elect a chair pro tem.
6. The Chairperson, only, will be in charge of and accountable for the Council budget.

B. Clerk of the Council:

The Clerk of the Council shall be in charge of the office staff, shall schedule the workload and assume the responsibility of office routine. The Clerk shall be in charge of employment and dismissal of Council staff, subject to the direction and approval of the Council in open session. Members of the Council shall not request personal secretarial work of staff members for other than strictly Council business. Any major requirement of a member of the staff by a Council Member is subject to the approval of the Clerk.

C. Order of Business:

1. Call to Order.
2. Pledge of Allegiance/Invocation.
3. Minute Approval.
4. Special Presentations.
5. Ordinances - Second and Third Reading.
6. Ordinances - First Reading.
7. Resolutions.
8. Overtime Report.
9. Departmental Reports.
 - a) Department of Human Services.
 - b) Department of Parks, Recreation, Arts & Culture.
 - c) Department of Public Works.
 - d) Fire Department.
 - e) Police Department.
 - f) Department of Personnel.
 - g) Department of Neighborhood Services.
 - h) Department of Finance and Administration.
 - i) City Attorney.
10. Other Business.

C. Order of Business (continued):

11. Committee Reports.
12. Agenda Session for following meeting.
13. Recognition of Persons Wishing to Address the Council on Non-Agenda Matters.
14. Adjournment.

D. Proceedings in Council Meetings:

1. The Council Members, except the Chairperson, shall be seated alphabetically from right to left, and each Council Member shall address the Chair from his/her appropriate seat, and no Council Member shall be recognized by the Chairperson unless he/she be in his/her proper place. Council Members shall have a regularly assigned seat in the Council Chamber.
2. Every motion, resolution, or ordinance, must be moved by a Council Member and seconded by another Council Member. The fact that any Council Member moves adoption of a resolution or ordinance shall not prevent the Council Member from casting a negative vote on said resolution or ordinance. Upon failure of a second, the Chairperson shall declare the motion failed for lack of a second and the motion shall not be considered further.
3. All motions shall be subject to debate except the following motions:
 - a) To adjourn
 - b) To Lay on the Table (except that all persons who have sought recognition shall be heard)
 - c) To Defer (except that all persons who have sought recognition shall be heard)
 - d) For the Previous Question

provided, however, the proponent of any measure sought to be tabled shall have the right to be heard after the motion To Table is made and before said motion is put to vote. Also, all Members of Council who have sought recognition prior to motions To Table or To Defer shall be recognized before said motion is voted upon.

D. Proceedings in Council Meetings (continued):

4. When any question or motion is under debate in the Council, the following motions only shall be in order and may be entertained by the Chairperson:
 - a) To Adjourn
 - b) To Lay on the Table
 - c) To Postpone to a Day Certain
 - d) To the Previous Question
 - e) To Commit
 - f) To Amend
 - g) To Postpone Indefinitely

Each of said motions shall take precedent in the order set out herein.

It shall take five (5) "yes" or five (5) "no" votes to adopt or defeat any action. Less than five (5) votes do not constitute any action at all.

5. A roll call vote shall be taken by the Chairperson on all ordinances and on all resolutions involving the annual budget, the issuance of bonds or upon demand of any Member of the Council, even immediately after the vote. A roll call vote shall not be necessary in the case of the utilization of funds already appropriated. All ordinances shall be passed on three (3) readings held on at least two (2) different days; provided, however, that on Third and Final Reading, an ordinance may be postponed by affirmative action of Council from week to week or to a day certain. After the Chairperson has put a question, or after there has been a roll call vote of the Council, the Chairperson shall not entertain a motion until a decision of the Council has been declared by the Chair.
6. Any Council Member may appeal to the Council from any ruling of the Chairperson, and a majority vote of the Council Members present shall decide the appeal.
7. No one other than a Council Member may address the Council, except with the permission of the Chair, provided that the Chairperson's ruling may be appealed to Council in the same manner as any other ruling.

D. Proceedings in Council Meetings (continued):

8. In case of any disturbance or disorderly conduct in the Council Chamber, the Chairperson shall have the power to order same to be cleared, or have persons removed.
9. The Council may change the order of business upon majority vote of those present.
10. In the case of public hearings which debate the passage of an ordinance, the Chairperson may set time limitations in advance of the hearings; provided, however, that equal time be afforded to those who support such proposals and those who are in opposition. In the case of group opposition or group support, the Chairperson may limit the number of spokespersons.
11. In the case of initial readings on Zoning Ordinances, the following procedures shall be followed:
 - a) The case shall be presented by a member of the staff of the Office of Planning and Development.
 - b) The applicant shall be granted a maximum of nine (9) minutes for oral presentation plus two (2) minutes for rebuttal.
 - c) Spokespersons for the opposition shall be granted equal time.
 - d) Discussion between Council Members shall not be interrupted by either the applicants or the opponents, nor by any other members of the public present in the Council Chamber. The Chair shall strictly enforce these rules.
12. Persons seeking to speak during the section reserved for Recognition of Persons Wishing to Address the Council on Non-Agenda Matters shall seek recognition at the conclusion of the regular business on the agenda, and the Chair will recognize those persons in the proper order of raising their hands. Recognition of any persons who failed to raise their hands will be discouraged, but final decision shall rest with the Chair.
13. If any question shall arise which is not provided for in these Rules, the same shall be governed by Roberts Rules of Order, which is hereby adopted, except as to matters otherwise governed by Charter, state law, or ordinance.

E. Organization of Council:

1. There shall be the following standing committees which shall be appointed annually by the Chairperson:
 - a) Budget and Finance Committee
 - b) Economic Development, Environment and Housing Committee
 - c) Public Works Committee
 - d) Public Safety Committee
 - e) Legal and Legislative Committee
 - f) Personnel Committee
 - g) Parks, Recreation, Arts and Culture Committee
 - h) Health, Education and Human Service Committee

Such committees shall generally have three (3) permanent members to be appointed by the Chairperson, but all members of the Council shall have the right to attend, be counted toward a quorum, and vote at all committee meetings.

2. Any proposal or ordinance may, upon motion, be referred by the Council to an appropriate committee for consideration and recommendation. The committee may, if it desires, hold public hearings hereon. In such hearings, all speakers shall be limited to five (5) minutes except by special permission of the Chairperson. Equal time shall be afforded for the proponents and opponents of any ordinance or resolution under consideration.
3. The agenda of the Council shall be prepared under the direction of the Clerk of the Council, with administrative items to be submitted no later than 4:30 p.m. on THURSDAY, preceding the Council meeting, to the Office of the City Attorney.

Any matter which has appeared on the agenda and has been acted upon by either a majority vote for approval or rejection may be brought before the Council for reconsideration upon proper motion of a Council Member and seconding motion by another Council Member.

The only requirements for this action are:

- a) The Member making the motion for reconsideration must have voted on the prevailing side of the initial vote.
- b) Such motion for reconsideration must be made prior to closing of the meeting in which the vote was cast.

E. Organization of Council (continued):

3. (continued):

No matter, either ordinance, resolution, or special permit, having been duly considered and rejected at one meeting, may be placed on the agenda by either a Member of the Council or the administration for further consideration until SIX

(6) MONTHS (minimum of twenty-four (24) official weekly meetings) following original consideration of the matter unless a majority of the Council votes to place the matter on the agenda.

4. All proposed ordinances, resolutions, motions, and other matters submitted by Council Members shall be submitted in writing to the Office of the City Attorney by 4:30 p.m. THURSDAY, except that the Chairperson, Vice-Chairperson or any two (2) Council Members may give notice of an ordinance or resolution and the same shall be considered at Tuesday meetings, if, in fact, the Council Members present it in writing by the Tuesday meeting. Only items involving extreme emergencies may be added to the agenda after the Thursday, 4:30 p.m. deadline; provided, also, that two (2) or more Members of the Council may voice their objections thereto and said items shall be added to the next regular agenda.
5. All proposals, recommendations and communications submitted by the Mayor or his designated officer shall be in the Office of the City Attorney by 4:30 p.m. THURSDAY, preceding the Council meeting.
6. All other communications required by law to be presented to the Council shall be placed on the agenda.
7. The City Attorney's staff shall send to the Council Office and mail to all Council Members a copy of the agenda before 5:00 p.m. FRIDAY preceding each Council meeting. A copy of any resolutions or ordinances on the agenda for consideration shall be sent to the Council Office and mailed to each member of the appropriate committee, along with the agenda. Any Council Member may request the Council Office to allow him to pick up a copy of the agenda, resolutions, and ordinances in lieu of mailing same to him/her.
8. The City Attorney's staff, unless otherwise instructed by the Council, shall make such agenda available to the public and to the press by mailing time each FRIDAY.

E. Organization of Council (continued):

9. Motions, purchases and administrative actions which appear to be noncontroversial, may be heard as administrative (departmental) reports. All items heard as administrative (departmental) reports may be read cumulatively and adopted by one (1) vote, provided, however, an objection by any one (1) Member of the Council will cause an item to be removed from the administrative (departmental) reports and handled in the normal manner.

F. Code of Ethics:

1. Members of the Council are expected to be prompt in their attendance of official meetings, including those held in joint session with the Hamilton County Commission. Such meetings shall be conducted in an orderly manner and according to the Rules of Procedure as adopted by this Council.
2. Conduct of individual Members during meetings of the Council is expected to reflect a total sense of respect for the office held by those assembled to conduct business. Members shall be courteous to one another, to any member of the administrative staff, as well as persons who may address the Council. A Member may not speak until recognized by the Chair and shall not be recognized the second time on the same subject until all Members who wish to speak have had an opportunity to do so. Any disorderly conduct shall be noted by the Chair, and the offending Member shall forfeit the privilege of the floor for the remainder of the meeting, except for the purpose of casting his vote.

G. Other Meetings of the Council:

1. The Council meets in official session at 6:00 p.m. each Tuesday in the Council Chamber.
2. No rule(s) of the Council's Rules of Procedure may be changed without receiving an affirmative constitutional majority. A constitutional majority is defined to be a majority of the number of Members to which the Council is entitled, currently five (5).

Notice of a proposed rule change must be communicated in writing, to each Council Member at least seven (7) days prior to consideration by the Council. Said notice shall state the general nature of the proposed rule and the date on which the sponsor intends to present the proposal to the Council.

These rules may be amended at any time by a majority vote of the Council.

H. Recognition of Members of the Public on Non-Agenda Matters:

The following procedural rules relative to recognizing members of the public who wish to address the Council on a matter not on the regular meeting agenda shall apply:

- 1) Each speaker wishing to address the Council shall be recognized only at the microphone provided for that purpose.
- 2) The speaker may address the Council only upon matters within the legislative and quasi-judicial authority of the Council.
- 3) Each speaker shall limit his or her remarks to three (3) minutes, unless permission for additional time is provided.
- 4) The speaker shall not be permitted to use any vulgar or obscene language.
- 5) The use of the floor by persons addressing the Council shall not be used to personally attack or personally denigrate others.
- 6) The Chair is prohibited from recognizing any person, neighborhood association or organization to speak to the City Council during the “non-agenda matters” portion of the agenda more than twice in any thirty (30) day period

I. Travel Policy and Expense Reimbursement Policy of the Council:

1. The City Council hereby adopts the official City of Chattanooga Travel Policy (a copy of which is attached hereto and made a part hereof by reference) as a guideline for definition of allowable travel expense and limitation, and for the Chairperson's use in considering approval or disapproval of the type and amount of travel expenditure requests for which individual Members seek advance payment of post-travel reimbursement. Said Travel Policy as it relates to Council Members may be amended by majority vote of Council.
2. All Members of the City Council shall request out-of-city travel and/or reimbursement from the Chairperson of the Council, who will approve or disapprove said request after expeditious review, and said review and determination shall be based on whether or not said travel is judged to be in the best interest of the City of Chattanooga. In the event the Council Chairperson disapproves a Member's travel request, said Member may appeal the Chairperson's decision to the Council's Personnel Committee which may, by majority vote of the Committee's membership, recommend to the full Council to uphold the Chairperson's decision or approve the travel requested.

I. Travel Policy and Expense Reimbursement Policy of the Council (continued):

3. Council Members shall be responsible for prompt notification of their ability to attend a conference or meeting which requires pre-registration. In the event a registration fee has been made which is not refundable, Council Members shall be required to reimburse the City for that portion of the fee which is nonrefundable.

The Council Chairperson shall have the ability to waive this requirement upon justification of the circumstances which require cancellation. In the event the Council Chairperson disapproves a Member's waiver request, said Member may appeal the Chairperson's decision to the Council's Budget and Finance Committee's membership and recommend to the full Council, either to uphold the Chairperson's decision or to waive the reimbursement.

4. Members of Council shall be entitled to participate in all benefit programs for regular City employees on the same terms as such employees except where otherwise provided by Charter or Ordinance.
5. Members of Council may be reimbursed their reasonable, necessary, and actual expenses incurred in the performance of their official duties. Members shall request reimbursement from the Chairperson of the Council who will approve or disapprove said request after expeditious review. In the event the Chairperson disapproves a Member's request, said Member may appeal the Chairperson's decision to the Council's Budget and Finance Committee which may, by majority vote recommend to the full Council to uphold the Chairperson's decision or approve the expense reimbursement requested. In the event that the reimbursement is denied, the Member may still submit receipts for expenses along with his/her sworn statement that the expense was reasonable, necessary and actually incurred in the performance of the Member's official duties. In this latter event, no expense shall be paid exceeding Two Hundred Dollars (\$200.00) per month, and unspent funds shall not carry over from month to month.

ADOPTED: June 1, 2004

RLN/add/pm

CITY OF CHATTANOOGA

TRAVEL REGULATIONS

The following regulations constitute the official policy for the City of Chattanooga employee travel at the City's expense, except where departments are governed by state or federal travel regulations, those regulations shall take precedence.

GENERAL

City employees are expected to be as conservative as circumstances permit and to keep adequate expense records for supporting reimbursement claims. Unclear or seemingly unreasonable claims will require an explanation and can result in non-reimbursement. Departure or return dates which are more than one day outside the official start or end of a business trip will be considered personal travel and will not be reimbursed unless it results in a lower total cost to the City.

Travel expenses may not be claimed for City personnel not having proper advance travel approval.

ADVANCE APPROVALS

Travel may not be undertaken unless it is properly authorized in advance:

1. Employees are to request advance approval for travel by submitting a completed "*Travel Request*" form to their department head.
2. Department heads are to request advance approval for travel by submitting a completed "*Travel Request*" form to the Mayor. Advance approval is not required for routine visits to federal or state offices in Atlanta, Nashville, or Knoxville.

"*Travel Request*" forms should be submitted for approval as early as possible to allow for review and possible revisal - especially if a cash advance is being requested (see "*Cash Advance*" paragraph).

Attaching convention brochures containing rates, when applicable and available, will help expedite the approval process.

A request for exception(s) to these regulations must be clearly stated on the "Travel Request" form, as claims that do not comply with these regulations will, otherwise, not be reimbursed.

An authorized signature on the "Travel Request" form constitutes travel approval.

Blank "Travel Request" forms can be obtained from the Finance Office or online at the City of Chattanooga Intranet Home Page under Finance Forms.

<http://int.chattanooga.gov/>

LODGING AND MEALS

The City Finance Officer will establish travel zones and amounts that establish the daily allowances for meals and lodging. **Meal allowances include tips related to meals.** The full per diem rate will be reimbursed to employees for each full day of travel. When a conference provides lunch and/or dinner (breakfast does not apply) the daily meal per diem is decreased as follows:

	<u>Decrease</u>
Lunch	25%
Dinner	50%

Exceptions to provided meals: If you have dietary restrictions which keep you from eating conference meals note the Travel Expense Report and your Supervisor should note their approval.

Reimbursements for departure dates and arrival dates will be determined by the time the employee leaves or returns to his/her residence or official work site. Departure and arrival times must be noted on the Travel Expense Report. Employees still at their residence or official work site at the following times shall be reimbursed at the following rates:

	<u>Date of Departure</u>	<u>Date of Return</u>
7:00 a.m.	75%	0%
1:30 p.m.	50%	50%
7:00 p.m.	0%	75%

Meal receipts are not required for reimbursement.

The following travel zones will be used to determine the employee's maximum lodging rates and meal allowance except that conference hotels are reimbursed at 100% of actual cost. Metropolitan (MSA) population areas can be found on the U.S. Census Bureau Census 2000 web site or the Finance Division or copy attached. The City Finance Officer will review these rates periodically and amend when deemed necessary.

- Travel Zone # 1: Washington, DC and Manhattan Island -
Lodging \$200.00 per day
Meals \$ 50.00 per day
- Travel Zone #2: Cities with population over five million (all of Florida & areas recognized as resort areas) -
Lodging \$ 150.00 per day
Meals \$ 46.00 per day
- Travel Zone #3: Cities with population over one million -
Lodging \$ 100.00 per day
Meals \$ 46.00 per day
- Travel Zone #4: Cities with population over 500,000 or non-resort areas within 50 miles of the coast not in Zone 1, 2 or 3 -
Lodging \$ 90.00 per day
Meals \$ 40.00 per day
- Travel Zone #5: Cities with population of 250,000 to 500,000 -
Lodging \$ 80.00 per day
Meals \$ 37.00 per day
- Travel Zone #6: Cities with population up to 250,000 -
Lodging \$ 70.00 per day
Meals \$ 35.00 per day
- Travel Zone #7: Areas outside of the continental United States -
Lodging/meals per day rates determined in advance of trip.

<i>Examples -</i>	<i>Huntsville, AL</i>	<i>Zone # 5</i>	<i>Orlando, FL</i>	<i>Zone # 2</i>
	<i>Knoxville, TN</i>	<i>Zone # 4</i>	<i>San Francisco, CA</i>	<i>Zone # 2</i>
	<i>Nashville, TN</i>	<i>Zone # 3</i>	<i>Memphis, TN</i>	<i>Zone # 3</i>
	<i>Atlanta, GA</i>	<i>Zone # 3</i>	<i>New Orleans, LA</i>	<i>Zone # 3</i>
	<i>Lexington, KY</i>	<i>Zone # 5</i>		

If a room is shared with other than a City employee, actual costs subject to the maximum above will be reimbursed. Reimbursement is limited to actual single occupancy rate or the maximum above whichever is less. In the event of double occupancy for City employees on official travel, both employees should attach an explanation to his/her "Travel Expense Report" detailing dates and other employees with whom the room was shared. The actual lodging cost may be claimed by the employee(s) who incurred the cost.

MISCELLANEOUS EXPENSES

In addition to meals and lodging, City employees will be reimbursed for the following miscellaneous expenses while on travel status. Each item must be listed separately and original

receipts are required. (See "*Receipts*" paragraph for receipt requirements)

Any expense not expressly included herein requires written justification and will be subject to department head approval.

Business & Personal telephone calls

Charges for telephone calls on official business will be allowed; provide statement indicating the cost, date, name and location called. Claimable charges for personal telephone calls are limited to three (3) minutes per full day of official travel status.

Parking fees

Reasonable parking fees will be reimbursed when applicable. **Receipts required unless included on detailed hotel bill.**

Tips Not Related to Meals

Reimbursements for tips not related to meals (hotel baggage handling, valet, airport baggage handling, maids, etc.) are limited to \$6.00 on departure date and \$6.00 on arrival date (total of \$12.00). An explanation of tips paid must accompany the *Travel Expense Report* before reimbursements will be made. **Receipts not required.**

Taxi fares

Reasonable taxi fares, if an individual travels by common carrier, will be reimbursed for necessary travel between airport, lodging, meeting/conference. It is expected that bus or limousine service to and from airports will be used when available and practical. **Receipts are required.**

MILEAGE REIMBURSEMENT

City employees using their personal vehicle for approved City travel may claim reimbursement on mileage incurred for authorized city business at the rate of thirty-seven and one-half (37.5) cents per mile (based on IRS rate). This mileage allowance includes all operating expenses such as gas, oil and repairs, precluding any separate claim for such items.

Travel must be by the most direct route possible and an individual traveling by indirect route must assume any extra expense incurred thereby. Mileage reimbursement cannot exceed the amount of coach airfare for the same time period. Documentation of estimated airfare is required for trips in excess of 500 miles one way.

AIR TRAVEL

City employees are expected to take advantage of discount fares and advance booking discounts whenever practical. Air fares should not exceed the regular tourist or coach fares, unless these fares are not available. Mileage credits for frequent flyer programs accrue to the individual traveler. Flights should be selected based on lowest cost and not to accommodate frequent flyer programs. **Receipt is required and flight schedule is preferred.**

ONE DAY TRAVEL

Trips that do not require an overnight stay by an employee do not fall under the City Travel Regulations, consequently the daily meal **per diem does not apply**. Receipts **must be provided for any reimbursable meals**.

RENTAL CAR

Specific advance approval is required on the "*Travel Request*" form to be eligible for rental car reimbursement. Such approval will not be granted absent a compelling public interest which requires the use of a rental car. When rental cars are used, City employees **are required** to purchase (at the City's expense) the rental agency's additional insurance coverage on rental cars. The employee is responsible for providing adequate insurance on private vehicles to hold the City harmless from any resultant liability. **Receipts are required.**

EXTENDED TRAVEL

Extended travel status applies to City employees on continuous travel for a period of more than two weeks. Extended travel may require an employee to rent a furnished apartment. In such cases, the apartment rental should be approved in advance by the appropriate department heads. Monthly reimbursement for rental, utilities, etc. shall not exceed the daily lodging rate multiplied by thirty days.

MEALS AND ENTERTAINMENT EXPENSES

Entertainment expenses are not authorized unless approval is given by the Mayor or Department Administrator. City employees will be reimbursed for actual costs incurred related to meals and entertainment expenses directly related to City business. The "*Travel Expense Report*" must be accompanied by a statement indicating the names of the persons covered by the expenses and the business purpose of the expenses. This policy is intended to also cover prisoner meals paid by a transporting City police officer. **Receipts are required for entertainment expenses and for prisoner meals.**

EMERGENCY REPAIRS AND OTHER EXPENSES FOR A CITY VEHICLE

City employees will be reimbursed for emergency out-of-pocket expenses such as gasoline, oil or emergency repairs to a City-owned vehicle. The *"Travel Expense Report"* must be accompanied by proper receipts itemizing the charges and identifying the specific City-owned vehicle. These expenses must be of an emergency nature where immediate service is required.

RECEIPTS

Original receipts are required for all reimbursable items except the following:

- Meals reimbursed according to the meal per diem
- Tips not related to meals

Lodging receipts itemizing room charges and taxes must accompany the *"Travel Expense Report"* form. A credit card copy is not sufficient. (In-room movies are not reimbursable.)

CASH ADVANCES

All cash advances for travel will be made through the Finance Department. No cash advances will be made for less than \$50.00.

Cash advances cannot be issued more than two (2) weeks prior to travel date.

Procedures for Cash Advances

1. Employee completes a *"Travel Request"* form specifying the amount of request and purpose, employee signs section of travel request form authorizing payroll deduction by the City if it is necessary to recoup delinquent travel advance and submits it to Department Administrator for approval. The department prepares a voucher payable to the employee for the amount of the advance using a Fund Number, no Org # , Account 139999 and submits it for payment.
2. Employee must turn in a completed *"Travel Expense Report"* form and balance of advance within three weeks of return date of trip. This form is submitted to department accounting staff who will either prepare a collection report or a warrant voucher, supported by the approved expense form and receipts. Travel reimbursements are given top priority by the Finance Department to minimize inconvenience to the employee.

WARNING: Travel advances not returned to the Finance Office in the required timeframe, may be deducted from the employee's paycheck.

REIMBURSEMENT CLAIMS

Warrant voucher claims for travel reimbursement will not be processed without a properly executed "*Travel Request*" form. Vouchers should be submitted within three (3) weeks after the return from travel.

Proper receipts are required (see "*Receipts* " paragraph).

Claims that do not comply with these regulations will not be reimbursed without a specifically approved exception on an authorized "*Travel Request*" form.

The City Finance Officer shall have the exclusive authority to grant exemption from any or all parts hereof whenever deemed necessary and appropriate.

CITY OF CHATTANOOGA

TUITION ASSISTANCE PROGRAM

PURPOSE

The City has established an educational assistance program to help eligible employees develop their skills and upgrade their performance. All full-time regular employees who have completed a minimum of one year of service are eligible to participate in the program.

The program provides educational assistance for courses offered by City-approved institutions of learning, such as accredited colleges, universities, and secretarial or trade schools. Courses must be directly or reasonably related to the employee's present job or to a position into which the employee reasonably could progress. Courses must not interfere with the employee's job responsibilities and must be taken on the employee's own time.

Reimbursement covers actual tuition and registration fees only and is limited to a maximum of six credits per semester for approved courses. The percent of costs reimbursed will depend on the employee's course grade, using the following schedule:

- 80% for grade C or better
- 0% for any grade lower than C

Employees eligible for reimbursement from any other source, (e.g., a government-sponsored program or a scholarship) may seek reimbursement only for costs not covered by the outside funding source. Reimbursement of these uncovered costs will follow the grade-based schedule shown above.

Although the Program is designed to give employees support in their efforts to attain greater job proficiency, the City makes no commitment that additional course work or the completion of a degree will bring an employee either job promotions or salary increases beyond that to which the employee might otherwise be entitled.

The Program is not intended to support a full-time course of study, but is designed to enhance the quality of work that the individual brings to the job, and which will mutually benefit the employee and the City.

ELIGIBILITY REQUIREMENTS

To receive tuition reimbursements, the employee must meet the following requisites:

- Permanent, full-time employee who has completed one year of service.
- No more than two courses may be reimbursed during any semester, quarter, or term. Reimbursement will be limited to \$500 per term and \$1,000 per year. The employee is responsible for verifying tuition costs prior to submitting request for reimbursement. Reimbursement is made for actual costs of tuition and registration fees only.
- The course(s) studied must be related to the employee's present job and offer improvement of the knowledge and skills needed to perform the job.

- The course(s) must assist the employee in developing reasonable career options at the City, including careers to which the employee might reasonably aspire.
- All schools offering courses for which tuition assistance is requested must be accredited by an accrediting association or agency recognized by the United States Secretary of Education (such as the Southern Association of Colleges and Schools). Only schools which require classroom attendance are acceptable.
- Approval for reimbursement must be obtained prior to completion of the course.

EMPLOYEE'S RESPONSIBILITIES

The courses normally covered under this program include those offered by accredited colleges, universities, and technical schools. In some instances tuition reimbursement may be allowed for persons enrolled in courses leading to a GED high school equivalency diploma or special reading and writing programs where it can be demonstrated that such courses will improve the employee's job performance.

The initial step in applying for education assistance under the outlined program is to reach an agreement with the Department Head that the proposed course is consistent with the criteria for approval. All applications for tuition reimbursement will be considered individually. No blanket approvals will be given.

Prior to enrollment, it is recommended that the employee discuss his/her education plans with their immediate supervisor, division head or department head. By doing so, the employee is assured of enrolling in programs that appropriately match the career path s/he is pursuing and for which tuition reimbursement will be approved.

No courses are to be taken on City time. Further, the City does not relieve any employee from regular or emergency duties that may on occasion require absence from classes, although an effort will be made to interfere as little as possible with the education program. The employee is expected to make his/her own arrangements for taking courses. Unsatisfactory job performance during enrollment could result in the employee forfeiting tuition assistance.

The employee must apply for tuition reimbursement for each new semester, quarter or term in advance of the first class session.

PROCEDURES FOR REIMBURSEMENT

Requests for tuition assistance must be approved prior to completion of the course. The employee is required to complete and submit the Tuition Reimbursement Application form for pre-approval to his/her immediate supervisor, division head and the department administrator. This form may be obtained from the Department Administrator.

Following approval of the application by the department head, a copy of the signed form should be given to the employee, a copy retained by the department head and the original sent to the Human Resource Department via the Budget Division.

The employee must submit an official transcript showing that s/he received a grade of "C" or better for each course taken on a for-grade basis. The employee must also submit an original receipt for tuition payment to the division head. Photocopies of the transcript will be made for the department head and Human Resource. The original transcript should be returned to the employee. The department-head will approve reimbursement and authorize payment.

EDUCATION RECORD

A record of the courses successfully completed by the employee under the Tuition Reimbursement Program shall be kept in that person's personnel file and maintained by the Human Resource Director. This information may be reviewed when consideration for advancement is being made.

The City's policy is to fill vacancies from within whenever possible. However, the fact that courses are taken under the program does not guarantee that an employee will receive a transfer to another type of work or promotion to a higher level position, since many factors as well as education have to be considered.

EXCLUSIONS

The primary purpose of the Tuition Reimbursement Program is for job related courses which are taken for degree credit.

The City will not pay for courses leading to professional and other degrees in areas which have no apparent relation to City goals, or which offer preparation for employment opportunities not found in City government.

- Reimbursement is not made for audit classes.
- Reimbursement is not available to employees during a leave of absence.
- If the employee leaves the City while attending school or within one year of completing courses for which the City has paid, the City's share of the costs in the 12 months preceding termination will be deducted from the final payment of salary, wages, bonuses, or accrued vacation. If the amount of the final payment is not sufficient to cover cost, the individual will be required to reimburse the City for the amount due at the time of termination.
- Payment will be made only upon satisfactory completion; grade C or better.

TAX IMPLICATIONS

Any tax implications arising from tuition assistance are the responsibility of the employee. Generally, reimbursement from any course work that involves or maintains existing job skills qualifies as non-taxable income. The employee should confer with his/her tax advisor for further details.

AFFIRMATIVE ACTION

The City of Chattanooga is an Equal Opportunity Employer dedicated to the policy of non-discrimination in employment on any basis, including without limitation, race, creed, color, age, sex, religion, national origin or physical handicap.

ADDITIONAL INFORMATION

If additional information is needed about the Tuition Assistance Program which cannot be answered by the employee's immediate supervisor, s/he should contact:

**Department of Human Resources
Suite 302 City Hall Annex
100 E. 11th Street
Chattanooga, TN 37402
(423) 757-5200**