

Bill No. 4320, an Ordinance Amending Sections 135.070 Regarding Equal Employment Opportunity and 135.770 Regarding Tuition Assistance Both Within Chapter 135 of Title I of the Municipal Code of the City of Wentzville

WHEREAS, Chapter 135 of the Municipal Code of the City of Wentzville sets forth the City's personnel policy; and

WHEREAS, it is the desire and intent of the Board of Aldermen to amend Section 135.070 regarding equal employment opportunity to include protection from discrimination on the basis of sexual orientation and gender or identity expression; and

WHEREAS, it is the desire and intent of the Board of Aldermen to amend Section 135.770 regarding the tuition reimbursement plan to clearly reflect the maximum annual reimbursement as approved in the annual budget.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WENTZVILLE, MISSOURI, AS FOLLOWS:

Section 1: Section 135.070 of the Municipal Code regarding equal employment opportunity is hereby amended (new language underlined and deleted language marked with a strike-through) as follows:

SECTION 135.070 EQUAL EMPLOYMENT OPPORTUNITY

(a.) It is the policy of the city to employ qualified persons without discrimination against any employee or applicant for employment because of age, race, color, national origin, ancestry, religion, sex, including, without limitation, sexual orientation, and gender identity or expression, pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. The city affirms and emphasizes that this policy applies throughout the city. In implementing and administering this policy, the city will provide that:

- (1) The city will recruit, hire, train and promote qualified persons in all job titles without regard to age, race, color, national origin, ancestry, religion, sex, including, without limitation, sexual orientation, and gender identity or expression, pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws.
- (2) The city will base decisions on employment so as to further the principles of equal employment opportunity.
- (3) The city will ensure that promotion decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- (4) The city will ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, city-sponsored training, education, tuition assistance, social and recreational programs will be administered without regard to

age, race, color, national origin, ancestry, religion, sex, including, without limitation, sexual orientation and gender identity or expression, pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws.

- (b.) The city will comply with all applicable state and federal laws with respect to providing equal employment opportunity.

Section 2: Section 135.770 of the Municipal Code regarding the tuition assistance plan is hereby amended (new language underlined and deleted language marked with a strike-through) as follows:

SECTION 135.770. TUITION ASSISTANCE

(a.) *Tuition assistance plan.* This plan was implemented to serve as both an employee incentive and employee retention plan. The course or degree program must be approved prior to enrollment (forms at City Hall) by the supervisor and the city administrator or his/her designee. Eligible employees must be full-time and have been employed by the city for a minimum of six months. For budgeting purposes, the employee is responsible for notifying his/her supervisor of his/her intent to participate in this program prior to the city's annual budget preparation. City reimbursement will be as follows:

(1) *Degree program.* Employees in a current city job-related degree program shall request prior approval for reimbursement for the program from the city administrator, which will include their advisor's recommendation for degree credentials.

- a. Co-curriculum courses shall be reimbursed 100 percent with a grade of "C" or better. Classes issuing on a pass/fail grading system will be reimbursed on 100 percent with a passing grade. A failing grade will result in zero reimbursement.
- b. Job-related electives as preapproved by the city administrator will also be reimbursed at 100 percent with a grade of "C" or better.
- c. All other electives will be reimbursed at 50 percent with a grade of "C" or better.

(2) *Non-degree programs.*

- a. Preauthorized job-related courses will be reimbursed at 100 percent with a grade of "C" or better.
- b. Non-job-related courses shall not be reimbursed.

(3) *Technical training programs.*

- a. Preauthorized job-related courses will be reimbursed at 100 percent with a grade of "C" or better.
- b. Non-job-related courses shall not be reimbursed.

(4) *Provisions.*

- a. Under no circumstances will the city reimburse any employee for more than \$2,500 ~~the total amount of 18 credit hours at the state rate per calendar year.~~

Reimbursement will be for the actual cost of the course, not to exceed the annual maximum above. ~~as set forth by the University of Missouri-St. Louis cost per credit hour.~~

- b. Tuition shall include tuition, administration fees, course/lab fees, student ID fee, facility fee and subscription fee.

(5) *Books.*

- a. Books bought and donated to the city for the city reference library prior to reimbursement shall be reimbursed at 100 percent.
- b. Books bought new and retained by the employee at completion of classes shall be reimbursed at 50 percent.

(b) *Other expenses.* All other expenses including travel, meals and course supplies shall be the expense of the employee. There will be no reimbursement for mileage or time attending classes and studying. Homework and study must be on the employee's personal time. No courses shall be taken during regularly scheduled working hours.

(c) *Reimbursement agreement.*

- (1) No reimbursement shall be paid to any employee who has not signed the reimbursement agreement. Forms for reimbursement may be obtained from City Hall. Reimbursement is based on the completion date of training ~~as follows:~~
- (2) Employees leaving employment less than three years from the date of reimbursement shall be required to reimburse the City for all tuition paid based on the following schedule:

Last Day Worked	Reimburse Schedule
0 to 6 months	100%
7 to 12 months	75%
13 to 24 months	50%
25 to 36 months	33⅓%

Section 3: This Ordinance shall be in full force and effect from and after its passage and approval.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WENTZVILLE, MISSOURI THIS 26 DAY OF August, 2020.


Mayor, Nickolas Guccione

Attest:


City Clerk, Kathryn Bowman

4117
Ordinance No. ~~(ID # 9526)~~

APPROVED BY THE MAYOR OF THE CITY OF WENTZVILLE, MISSOURI THIS 27 DAY
OF August, 2020.

Nickolas Guccione

Mayor, Nickolas Guccione

Attest:

Kathryn Bowman

City Clerk, Kathryn Bowman

Approved as to Form:

[Signature]

Attorney

