

### **Public Safety Employee Benefit Act (PSEBA) (Revised 06/15)**

The Public Safety Employee Benefit Act (PSEBA) allows for public safety employees, who have suffered a catastrophic injury in the line of duty, the opportunity to apply for the City's base health insurance coverage paid at 100% for the disabled and his/her qualified dependents for the period of time defined by the Act or applicable case law. The base coverage is the City's HMO Plan. The PSEBA also allows for the qualified spouse and/or qualified dependent(s), who were granted a surviving spouse/dependent pension, due to a duty related death of a public safety employee, the same opportunity to apply for the City's base health insurance plan paid at 100%, for the period of time defined by the Act for both the surviving spouse or qualified dependent.

Public safety employees who believe they are eligible for PSEBA benefits must file an application per the Public Safety Employee Benefit Act Procedure adopted by City Council via Ordinance 2788 and 2914. Until processing and acceptance of the Public Safety Employee Benefit, the applicant may remain on the City's health insurance plan; however, they will be responsible to pay 100% of the insurance premium cost. Health insurance premiums must be paid for each month's coverage during the PSEBA review process.

A copy of the PSEBA Procedure is available on the City's network or by contacting the Assistant City Administrator.

### **Employee Assistance Program (EAP) – (630) 653-4218**

The City of Warrenville recognizes that a wide range of problems, such as marital or family distress, alcoholism, and drug abuse, that are not directly associated with an individual's job function can nonetheless be detrimental to an employee's performances on the job. The Employee Assistance Program (EAP) can assist employees and their dependents.

All aspects of the EAP are confidential and participation will be held in confidence. While employees are encouraged to seek help when appropriate, participation in EAP does not excuse employees from complying with City policies or from meeting job responsibilities during or after using the EAP. Nor will participation in the EAP prevent the City of Warrenville from taking disciplinary action against any employee for performance problems, or policy or rule violations that occur before or after the use of the EAP.

### **Tuition Reimbursement**

The purpose of the Tuition Reimbursement Program is to encourage full-time employees to pursue continued education, which will benefit the employee and the City of Warrenville. Participation in the program is subject to the availability of budgeted funds. An employee must be full-time and have completed six months employment before being eligible for this program. *Note: When an employer pay more than \$5,250 for education benefits during the year on behalf of an employee, the employee must generally pay tax on the amount over \$5,250. Employees in the Tuition Reimbursement Program receiving over \$5,250 should consult a tax advisor.*

#### Eligible Courses

The program is available for college level courses that are generally job related, including courses that are part of a general college degree, job related technical degree, Associates degree or business or public policy degree program. Eligible courses meeting these criteria will be at the discretion of

the City Administrator. An employee may be reimbursed for the cost of tuition, laboratory fees and books for job related courses, including courses part of a job related college degree program. Courses are to be taken on the employee's own time. Proposed courses shall be reviewed during the pre-approval process and should not interfere with the employee's job duties. A grade of "C" or better is required to qualify for reimbursement.

Reimbursement is based on the following schedule:

Years of Service	<i>Percent of Reimbursement</i>
Six months to 3 years	65%
Over 3 years to 5 years	85%
Over 5 years	95%

Obligation Period

If an employee voluntarily leaves the City within one year of completing a reimbursed course, a percentage amount of reimbursed expenses will be due the City according to the following schedule. The obligation period will begin upon completion of the course.

0 – 6 months 100%  
6 – 12 months 75%

Completion of Forms

Before registering for any courses, an employee must complete a *Request to Participate in the Tuition Reimbursement Program* (Appendix A) form. Forms are to be returned to the department head at least 30 days prior to the first meeting of class. Continuing education reimbursement does not apply to those courses that are taken on City time and paid for by the City.

After a course has been completed, the participant must complete a *Request for Tuition Reimbursement* (Appendix B) form. The following items must be returned with this form:

- An approved *Request to Participate in the Tuition Reimbursement Program* (Appendix A) form
- Tuition bill
- Grade report
- Class syllabus containing a list of required textbooks
- A receipt for the cost of required textbooks

**Uniforms/Clothing (Revised 06/15)**

The City of Warrenville recognizes that for some positions, uniforms and safety shoes are necessary for customer interactions, employee safety, and site security. Uniforms also present a professional, identifiable, and consistent appearance of City workers. As outlined below, certain positions will be provided uniforms or a uniform allowance and a shoeware allowance. Employees covered by a collective bargaining agreement should refer to that agreement for details on uniform and shoeware provisions.

# CITY OF WARRENVILLE

## MEMO

To: City Employees  
From: John M. Coakley, City Administrator  
Subject: Tuition Reimbursement Program  
Date: April 5, 2010



Effective May 1, 2010, the Tuition Reimbursement Program will be capped at \$15,000 across all Departments. Reimbursements will be distributed on a first-come, first-served basis, pending participation approval. This Council direction was given at the March 22, 2010 Finance and Personnel Committee meeting in order to help address the existing budget deficit. The personnel manual and Collective Bargaining Agreements state the following:

### Personnel Manual

The purpose of the Tuition Reimbursement Program is to encourage full-time employees to pursue continued education, which will benefit the employee and the City of Warrenville. Participation in the program is ***subject to the availability of budgeted funds***. An employee must be full-time and have completed six months employment before becoming eligible for this program.

### MAP #213 Collective Bargaining Agreement

The purpose of the City's Tuition Reimbursement program is to encourage employees to pursue continued education, which will benefit the employee and the City of Warrenville. Participation in the program is ***subject to the availability of budgeted funds as solely determined by the City***.

### MAP #214 Collective Bargaining Agreement

The purpose of the City's Tuition Reimbursement program is to encourage employees to pursue continued education which will benefit the employee and the city of Warrenville. Participation in the program is ***subject to the availability of budgeted funds as solely determined by the City***.

The City appreciates employees engaging in educational programming to further their knowledge and training in order to benefit not only themselves, but the City as well. The City Council expresses that value by providing a tuition reimbursement program to encourage such development. However, in these difficult economic times, the program requires a cap in order to help address budgetary shortfalls. Any questions about this program can be directed to Assistant City Administrator McMahon at x3025 or [jmcmahon@warrenville.il.us](mailto:jmcmahon@warrenville.il.us).

*Note: When an employer pays more than \$5,250 for educational benefits during the year on behalf of an employee, the employee must generally pay tax on the amount over \$5,250. Employees in the Tuition Reimbursement Program receiving over \$5,250 should check with a tax advisor.*