

**MIDWAY SEWER DISTRICT
RESOLUTION NO. 2024-06**

RESOLUTION AMENDING EMPLOYEE HANDBOOK

Background: The Midway Sewer District Employee Handbook establishes the basic terms and conditions of employment for Employees employed at the District.

District staff has identified a need to clarify Educational Financial Assistance.

Resolution: NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Midway Sewer District approves the following Revisions to Section 313 of the Midway Sewer District Employee Handbook:

Sec. 313. EDUCATIONAL FINANCIAL ASSISTANCE

Effective Date: 6-01-2006

Revision Date: 4-10-2024

Employees may request either prepayment or reimbursement of educational expenses using the following procedure.

1. All requests must initially be approved by the Employees supervisor. (Operations Supervisor, Collection Supervisor, Superintendent, Engineering and Construction Manager or Office Manager).
2. Following Supervisor approval, all requests must be approved by the General Manager.
3. Following General Manager approval, Commissioner Approval is required for the following requests:
 - 3.1. College courses requiring enrollment for a full quarter or more including tuition and books or other materials.
 - 3.2. Educational expenses with a total estimated cost of \$5,000.00 or more.

All requests will be approved or denied, on a case by case basis, at the sole discretion of the General Manager or Board of Commissioners. Requests must be made on the educational request form available from the Office Manager. Prepayment is available for courses and seminars lasting less than 10 days. Reimbursement is the only option available for educational expenses falling under 3.1 above and proof of an average "C" or higher grade is required in order to qualify for Reimbursement. If the course is held during regular working hours the Manager may at his/her sole discretion, allow the employee's work schedule to be modified to allow for the employee's attendance at the course, in lieu of using vacation or leave of absence. If the course is deemed to be work related by the Manager, then the employee may attend the course while receiving the employee's regular pay.

The changes shall become effective April 11, 2024.

Adoption: ADOPTED at an open public meeting of the Board of Commissioners of Midway Sewer District on April 10, 2024 the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner