

applicable, available to them during a personal leave. Any remaining time off will be unpaid. Employees will be responsible for the employee portion of the insurance premium. Failure to pay premiums in a timely manner may result in a lapse of coverage. If the personal leave extends beyond 30 days, or if it becomes known the employee is not returning to work, the employee will be eligible for COBRA continuation, coincident with the health plan's eligibility provisions and will be responsible for paying the insurance at the COBRA premium rates. COBRA will be offered for continuation of medical coverage. Separate arrangements must be made for continuation of other coverages.

c. Length of Service and Benefit Continuation

An employee's length of continuous service will not be broken during an approved leave of absence. In addition, vacation time and sick days will continue without interruption during the approved personal leave of absence. Contributions to the 401(a) may continue during the period of leave where the employee is receiving compensation. If the employee is not receiving compensation, contributions to the 401(a) will be suspended in accordance with the plan provisions.

d. Return to Work

An employee returning from a personal leave of absence has no guarantee of being returned to their same or similar position. If the vacated position is no longer available, every effort will be made to place the employee in a similar position. After offering appropriate positions that are available, should the employee reject such offers, the employee will be considered to have resigned. If an employee fails to return to work at the conclusion of an approved leave, the employee will be considered to have resigned.

H. EDUCATIONAL ASSISTANCE

Training and Development

You may be selected to attend outside seminars or special courses offered by organizations within your field or specialty. Upon written approval by your supervisor and division Department Head, registration and seminar fees and expenses will be paid 100% up front.

Education Assistance Policy

The City of Chesterfield supports employees who wish to continue their education to secure increased responsibility and growth. In keeping with this philosophy, the City has established a reimbursement program for expenses incurred for courses taken through approved institutions of learning that are part of a degree program.

Upon the successful completion course, the City will reimburse 100% of all required tuition and associated fees, including textbooks, up to a maximum of \$2,500 per calendar year, per employee.

General Information:

1. The program is open to full-time permanent employees.
2. All requests for assistance must be initiated by the use of a "Request for Employee Education Assistance Form" and submitted to the employee's Supervisor and Department Head for approval.
3. To receive education assistance, requests must have written approvals prior to beginning any course.
4. A grade of "C" or better must be obtained in order to receive the benefit provided. Grades must be submitted to your Department Head not more than 10 days upon their issuance. The Department Head will then forward the grade verification to the Finance Director to begin the reimbursement process.
5. Upon separation from full time employment with the City, employees will reimburse the City on a pro-rated basis for any funds received under the Education Assistance Program during the two-year period prior to separating employment (retirees included).
6. Any amounts requested for reimbursement without receipts will be disallowed.

Employee:

1. Submit the Request for Employee Education Assistance Form to your supervisor and department head PRIOR to enrolling, indicating your intent to utilize tuition reimbursement funds.
2. After approval to take the course is approved by your supervisor, your Department Head and the Finance Director, the form will be returned to you to keep until the course is complete and request for reimbursement is made.
3. Please ensure that the Request for Employee Education Assistance Form is filled out thoroughly before submitting and make a copy for your records.

At the completion of the course, the following documents must be submitted to the Director of Finance & Administration with the previously approved Request for Tuition Assistance Form:

1. A receipt showing the payment of tuition/registration and associated student fees.
2. Documentation showing successful completion (grade "C" or better) of the course/certification.

Upon completion of processing the request, any reimbursement will be made via payroll utilizing direct deposit.