

The Saraland City Council met in regular session on August 13, 2020 at the Saraland Municipal Annex. The meeting was called to order at 6:21 p.m. by Council President McDonald. Roll call was as follows:

Present: Council President Joe McDonald  
Councilmember Wayne Biggs  
Councilmember Newton Cromer  
Councilmember Veronica Hudson  
Councilmember Paul Stanley

Attorney, Andy Rutens was present.

Councilmember Hudson opened the meeting with prayer.

#### APPROVAL OF MINUTES

Motion was made by Councilmember Hudson, seconded by Councilmember Stanley, to approve the minutes of the meeting of July 30, 2020 and August 6, 2020. Motion carried.

#### REPORT OF OFFICERS

Councilmember Biggs introduced an ordinance superseding Ordinances 561 and 688 concerning Employee Educational Program for the City of Saraland and superseding those ordinances with an updated program.

#### **ORDINANCE 1169**

#### **AN ORDINANCE SUPERSEDING ORDINANCES 561 AND 688 CONCERNING EMPLOYEE EDUCATIONAL PROGRAM FOR THE CITY OF SARALAND AND SUPERSEDING THOSE ORDINANCES WITH AN UPDATED PROGRAM**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SARALAND, ALABAMA ("the City Council") that Ordinances 561 and 688 are repealed.

BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF SARALAND, ALABAMA that a new employee educational program for the City of Saraland is adopted and reads as follows:

#### Section 1

The City being aware of the need for a well-educated workforce and being desirous of encouraging its employees to continue their personal

education in order to improve job performance and enhance advancement potential, does hereby adopt the following educational program.

#### Section 2

Any permanent full-time employee of the City of Saraland is eligible to apply for participation in this program. Applicants shall complete the SEP-1 form, Career Profile and Educational Plan, and submit it to the Educational Committee for review. The Educational Committee shall be comprised of all department heads, who shall review the application to determine if the employee's educational objectives constitute an enhancement of his or her abilities as they relate to the present work requirements and potential career path within the City's scope of employment. The employee shall present themselves before the Committee to answer any questions, which may arise concerning their goals and educational plan. To be eligible for reimbursement under this policy, the employee's Career Profile and Educational Plan will need to be approved by a majority of the Educational Committee.

#### Section 3

Approved courses of study are: (1) standard high school courses offered by an accredited educational institution leading to a high school diploma if the employee has no high school diploma or equivalency certificate; (2) standard under-graduate or graduate courses offered by an accredited educational institution and required for a degree.

#### Section 4

Once the Educational Committee has approved the educational plan of the employee, the employee will be eligible for reimbursement of approved course expenses to the extent funds have been budgeted to the program by the City and funds are available for reimbursement. In order to seek reimbursement, the employee will be required to submit proof of successful course completion and copies of receipts for covered expenses to the employee's department head. The department head will be responsible for verification of successful course completion and eligibility for covered expenses. Along with proof of successful course completion and a copy of receipts for covered expenses, the employee shall complete and submit an SEP-2 form, Request for Reimbursement of Educational Expenses. Once the department head has received the SEP-2 form, has verified successful course completion and the expenditure of funds by the employee encompassing the submitted receipts, they shall submit all of the documentation submitted by the employee supporting reimbursement to the Clerk's Office. The City Clerk will confirm that the request for

reimbursement contained in the SEP-2 form is within the scope of the approved employee SEP-1 form. The Clerk shall also verify budgeted funds are available. Once that is complete, the Clerk will process for payment the approved reimbursed amount.

#### Section 5

Reimbursement for all approved courses of study will be at the rate of one hundred percent (100%) for degree core courses and fifty percent (50%) for any other courses required for graduation. The amount of reimbursement shall not exceed the amount of \$1,500.00 annually. For employees of the Public Safety Department who are taking courses to obtain their EMT or Paramedic Certifications, the annual reimbursement amount for courses needed for certification shall not exceed \$5,000.00 annually. If the applicant is the recipient of any grants, scholarships or other form of educational assistance, such aid will be deducted from the cost of approved courses, before calculating the amount of reimbursement. Successful completion of a course is defined as receipt of a high school diploma or equivalency certificate, a grade of C or above for under-graduate courses, and a grade of B or above for graduate courses.

#### Section 6

Appropriate costs include admission, application, tuition, registration, graduation and laboratory fees or assessments, textbooks, materials, and specifically required supplies such as ledger books for accounting, drafting or architectural drawing paper, etc.

#### Section 7

Prior to receiving any reimbursements, the applicant must sign a Statement of Understanding which stipulates that should they voluntarily leave the employment of the City, that they will forfeit all entitlements for reimbursement under this Program and further understand that they will reimburse the City for any monies paid the employee under this Program during the two (2) year period immediately preceding the employee's voluntary separation.

#### Section 8

Any employee request for a change in curriculum must be submitted by the applicant on form SEP-3, Change to Career Profile/Education Plan. The form must be submitted with adequate justification and must be approved by a majority of the Educational Committee before the employee will be authorized to seek reimbursement.

Section 9

Approval of an application shall in no way obligate the City to alter regular work schedules. Class attendance will be on the employee's personal time. Employees who have a rotating shift schedule are encouraged to seek exchange of duty times with co-employees on the rotating shift. Such exchange must be approved in advance by the department head. No such change of duty time shall be justification for payment of overtime. It shall be the employee's duty to ensure that class scheduling and attendance do not impact their ability to work as scheduled. Travel to and from classes will be at the employee's personal expense.

Section 10

If any application is disapproved by the Educational Committee, the applicant will be notified. Committee decisions may be appealed to the Mayor and City Council.

ADOPTED this the 13<sup>th</sup> day of August, 2020.

Motion was made by Councilmember Biggs, seconded by Councilmember Hudson, to suspend the rules to allow for immediate consideration of the proposed ordinance superseding Ordinances 561 and 688 concerning Employee Educational Program for the City of Saraland and superseding those ordinances with an updated program

The following votes were recorded:

Yes: Council President Joe McDonald  
Councilmember Wayne Biggs  
Councilmember Newton Cromer  
Councilmember Veronica Hudson  
Councilmember Paul Stanley

Motion carried.

Unanimous consent being given to allow for immediate consideration of the proposed ordinance, motion was made by Councilmember Cromer, seconded by Councilmember Hudson, to adopt the ordinance superseding Ordinances 561 and 688 concerning Employee Educational Program for the City of Saraland and superseding those ordinances with an updated program.

The following votes were recorded:

Yes: Council President Joe McDonald  
Councilmember Wayne Biggs  
Councilmember Newton Cromer  
Councilmember Veronica Hudson  
Councilmember Paul Stanley

Motion carried.

APPROVAL OF INVOICES

Motion was made by Councilmember Hudson, seconded by Councilmember Cromer to approve the following invoices.

**General Fund**

- |   |            |
|---|------------|
| 1. R. Jeffrey Perloff, P.C. – July 2020 Statement | \$1,445.00 |
|---|------------|

Motion carried.

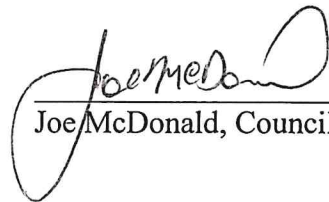
ORDERS, RESOLUTIONS, ORDINANCES & OTHER BUSINESS

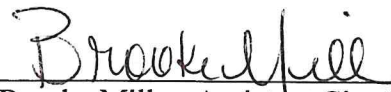
Motion was made by Councilmember Cromer, seconded by Councilmember Hudson to authorize the replacement of four (4) roll-up doors for the City Garage not to exceed \$10,000.00, using Alabama Trust Fund monies.

Motion carried.

There being no further business to come before the Council, motion was made by Councilmember Hudson to adjourn at 6:30 p.m.

ACCEPTED and APPROVED the 27<sup>th</sup> day of August, 2020.

  
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Joe McDonald, Council President

  
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Brooke Miller, Assistant City Clerk