

# Tempe Supervisors Association

## Representatives Meeting Minutes

10:00 a.m., June 9, 2015

City Council Chambers – Garden Level City Hall

1. **Call to Order** - The meeting was called to order at 10:02 a.m. by Wendy Springborn.

### REPS/MEMBERS/ELIGIBLE PRESENT

Wendy Springborn, Vice  
President  
Mary Fowler, Secretary  
Deborah Bair, Trustee  
Jennifer Adams, Vice  
President-elect  
Shawn Wagner,  
Treasurer-elect  
Steve Abrahamson  
Michelle Asaro  
Ginny Belousek

Michelle Fedor  
Ken Halloran  
Cathy Hollow  
Bobbi Jones  
Chris Kabala  
George Krall  
Lisa Lloyd  
Kerri Logan  
Doug McDonald  
Mercedes Payne  
Donna Rygiel

Ramon Saiz  
Kristen Scharlau  
Bruce Smith  
Donna Sullivan-Hancock  
Roger Vermillion

### Guests

David Schapira  
Wydale Holmes

2. **City Council update - David Schapira (Lauren Kuby did not attend)**

- Councilmember Schapira introduced himself and took questions. He discussed the following:
  - The city budget and inequities among bargaining groups.
  - Employees who are doing more with less.
  - City Clean Elections proposal
  - The divide on city council between incumbent protection and electing people with the best ideas.
  - He has not given direction to management regarding communicating with council about updated MOU negotiation budget figures.
  - Matching City Council strategic goals with managing infrastructure, assets and core services.
  - Prioritizing goals in Public Works
  - Communication regarding the Tempe 311 app.
  - Compensation has not reached the 7.6% national average.
  - An employee survey to gauge morale

3. **Approval of May Meeting Minutes**

Mary moved to approve the minutes; Deborah seconded the motion. The motion carried.

4. **HR Tuition Guideline: Wydale Holmes**

Wydale presented information on the guidelines (see attached).

5. **New Business**

- None

## 6. **Old Business**

- The TSA By-Law revision update was tabled.

## 7. **Budget Report**

- No report.

## 8. **Committee Reports**

- **Labor Management** – Wendy distributed the latest wage proposal from management (see attached). Representatives in attendance were in favor of supporting it with modifications. Members with less seniority did not support the tiered bonus approach. Members with more seniority supported the approach.
- **Diversity** – Mercedes indicated that the deadline for comments on the Diversity Strategic Plan is tomorrow. She indicated that Diversity Director Rosa Inchausti will bring the plan to the employee groups.
- **Deferred Compensation** – No report.
- **Wellness & Health committee** – Bobbi reminded members that they can begin accumulating points for the annual reduction in health care premiums.

## 9. **Open Discussion**

- Jennifer asked if TSA could request Kathryn Baille's presence at all future meetings.

## 10. **Adjourn**

The meeting adjourned at 11:02 a.m. The next meeting is scheduled for 10 a.m. on June 9 in the City Council Chambers at City Hall.

Minutes submitted by Mary Fowler

Minutes reviewed by Keith Burke



# Tuition Assistance Program

Human Resources  
Tempe Learning Center

Tempe Supervisor's Association  
City of Tempe, June 2015

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# Purpose of Tuition Assistance Program

1. Fiscally responsible
2. Strategic Investment
3. Attract & Retain
4. Competitive



# Policy – Tax Implications



- Tax-free exemption of employer-provided educational assistance

# Policy – Employee Eligibility

- Regular F/T & P/T
- Fully Benefitted
  
- 1-year +
- Not in probation status



Wyddale K. Holmes, March 2015

# Policy – Maximum Annual Reimbursement



- Calendar Year vs. Fiscal Year
- \$5,000
- Prorated for Part-time employees

# Policy – Repayment Requirement

- Liable for amounts paid to employee within 12 months
- Voluntary termination
  - Retirement
  - DROP
- Last paycheck and/or Repayment schedule





# Policy – Pre-Approval Requirement



- The responsibility to obtain pre-approval lies with the employee.
- 12-month expiration **(NEW 2015)**

# Policy – Institution & Program Eligibility

- Accreditation
- Degree & classes – City Positions
- NO Doctoral, PhD, or JD
- Exams, Tests, Admissions
- PLA



# Policy – Institution & Program Eligibility

- o **Aforementioned criteria plus:**

- 1) Directly related to employee's current job **OR**
- 2) Assist in eligibility for promotion **OR**
- 3) Identified as "required" or "preferred" **OR**
- 4) Required in degree curriculum



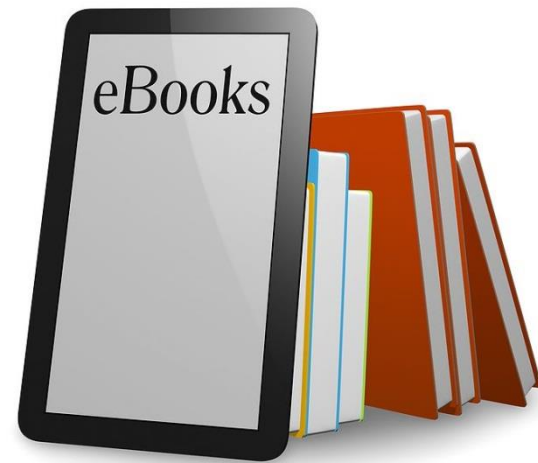
# Policy – License/Certification



- Directly applicable to City positions/services
- “Required” or “Preferred”
- Demonstration of Proficiency

# Policy – Eligible Expenses

- Tuition
- Required Books
- Fees for PLA credit
- Fees for Entry,  
Placement,  
Admissions
- Standardized fees



# Policy – Ineligible Expenses



- Calculators
- Software & memory sticks
- Parking
- Meals, lodging, transportation
- Tools
- Sports, games, hobbies
- Optional or Recommended

# Policy – Grades

- Unabridged/complete
- Undergraduate
  - “C” or better
  - 100-400 level courses
- Graduate
  - “B” or better
  - 500+ level courses
- Pass/Fail



Wyddale K. Holmes, March 2015

# Policy – Other Financial Assistance



- Avoid duplication of financial assistance
- Reimbursed for “amounts paid out-of-pocket”



# Policy – Compensability

- Employees attend courses on their own time



# Policy – Appeals

- Written appeals
- 30 days
- Internal Services  
Director

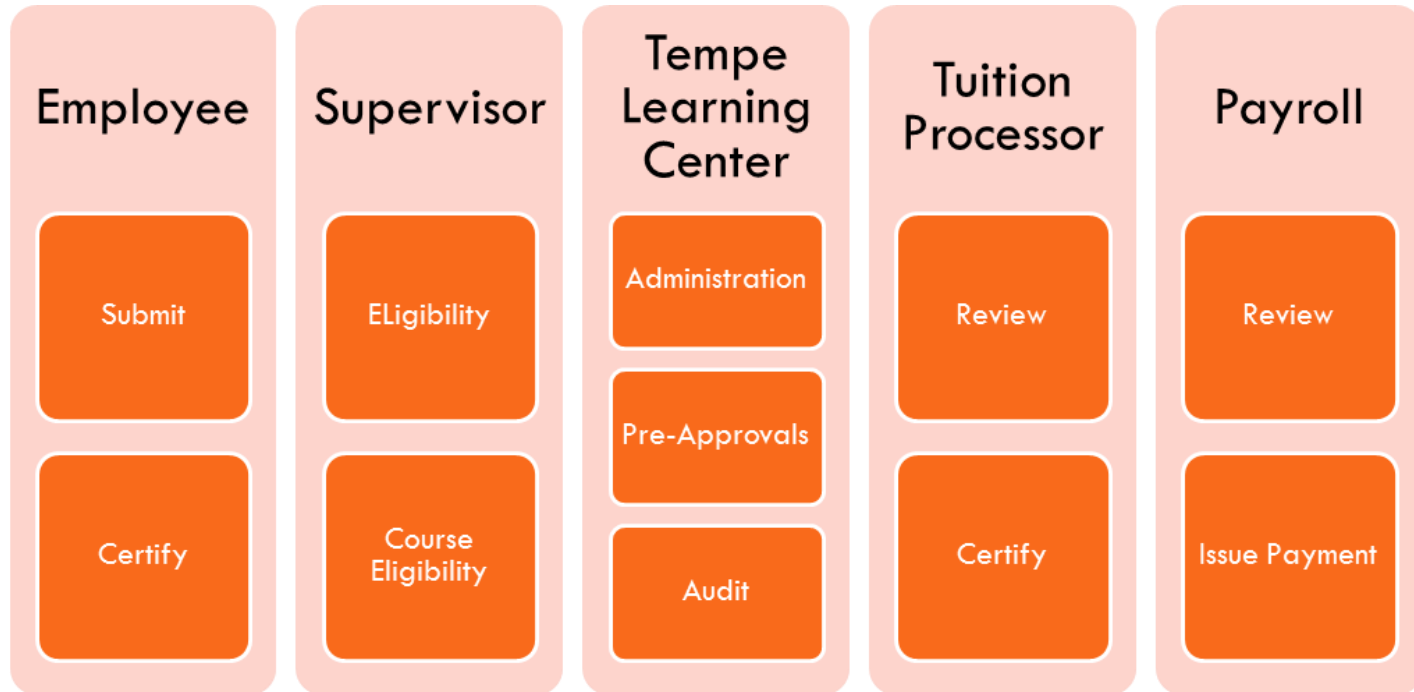


# Policy – Timelines

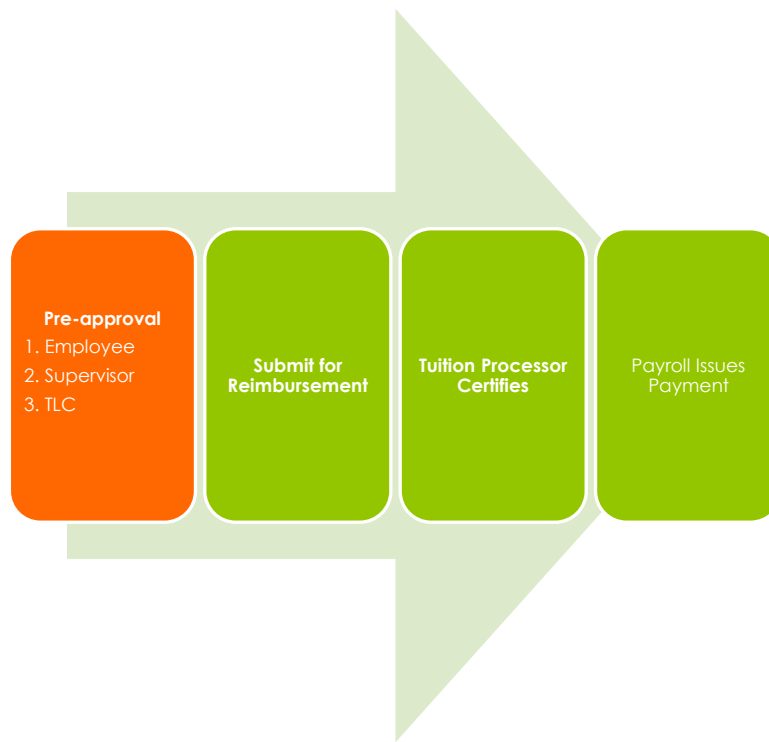


- End of Year
- Last paycheck in December
- No splitting across calendar years
- Next calendar year

# Responsibilities & Program Controls

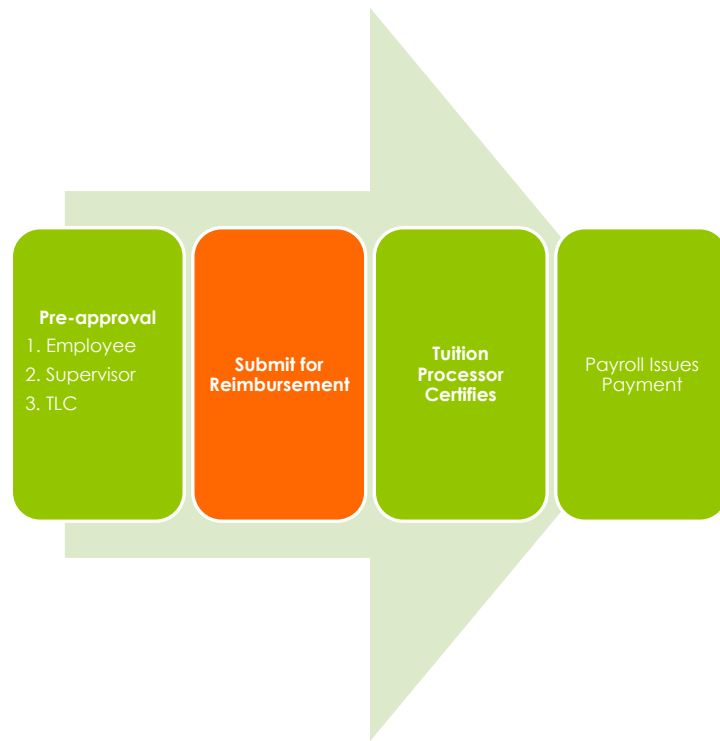


# Procedures - Preapproval



- Online via ELM
- Retain email pre-approval
- Supervisor
  - Eligibility (EE & Course)
- TLC
  - Eligibility
  - Denied = Reasons

# Procedures - Submissions



1. **Claims Form (NEW 2015)**
2. Email from ELM
3. Original Receipts (Include pymt. method)
4. Course Description
5. Course Syllabus (Books, materials)
6. Grade Report

**TUITION ASSISTANCE PROGRAM  
Claims Form**



**INSTRUCTIONS:** Complete this form and attach grades (evidence of satisfactory course completion), receipts of payment(s), course syllabi and book purchase receipts. Evidence of pre-approval form must also be attached. If additional room is needed, please continue on an additional form and attach. Send Claims Form and documentation to your Department's Tuition Processor(s) upon completion.

# Claims Form

Employee ID Number	Last Name		First Name		Middle Initial
Cost Center	Phone Number	Department	Division	Probationary Employee?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you pursuing an academic degree?			Is this for a certification or license?	Specify current City of Tempe position that qualifies this request as eligible:	
<input type="checkbox"/> NO <input type="checkbox"/> College Credit Only			<input type="checkbox"/> NO <input type="checkbox"/> If yes, specify:		
<input type="checkbox"/> Associates, specify: <input type="checkbox"/> Bachelors, specify: <input type="checkbox"/> Masters, specify:					

<b>STEP 1</b> Attach Grades & Receipts (& documentation of how paid) for Tuition/Fees.									
COURSE NUMBER	COURSE TITLE	GRADE	COURSE DATES	CREDIT HOURS	INSTITUTION	TUITION	ELIGIBLE FEES	AMOUNT PAID OUT-OF-POCKET	
<i>Include only eligible tuition/fees paid out-of-pocket.</i>								<b>TOTAL</b>	

<b>STEP 2</b> Attach Syllabus & Receipts (& documentation of how paid) for Books									
COURSE NUMBER	TITLE OF REQUIRED TEXTBOOK: Highlight Title on attached Syllabi								AMOUNT PAID OUT-OF-POCKET
Course Number(s) must match those listed and in the order recorded in Tuition & Fees table above. Both syllabus and receipt must specify book title(s). Only include REQUIRED books.								<b>TOTAL</b>	
<b>GRAND TOTAL</b> <small>(From Steps 1 &amp; 2)</small>									
<b>AMOUNT PAID OUT-OF-POCKET</b>									

**STEP 3** Attach Pre-Approval Email

<b>STEP 4</b> FINANCIAL ASSISTANCE – Other Source(s)									
DESCRIPTION OF FINANCIAL ASSISTANCE : Type, Dates, Amount(s)								AMOUNT	

Disclose all other non-repayable financial assistance for education that you are receiving or for which you are or may become eligible. Examples include: Pell Grants, Honorary Financial Rewards, Scholarships, GI Bill

**STEP 5** CERTIFY & SIGNATURE

**By my signature below:**  
 I request reimbursement for tuition, fees, books, and/or materials for the courses referenced above. I understand that the City of Tempe has the right to audit my educational and financial records that may be included in my records at the institution attended. Any rights that I have pursuant to the Family Education Rights and Privacy Act of 1974, or any similar act, are waived by acceptance of tuition reimbursement. I hereby authorize the City of Tempe to verify information regarding my courses, financial payments, and financial assistance. I will complete any additional necessary authorization from an educational institution within 30 days of notice by the City of Tempe or not only my tuition reimbursement request will be considered withdrawn and/or void but the City of Tempe may make an adverse presumption of the content of those records.

I certify that I have disclosed all sources of educational financial assistance that does not require repayment and I am not requesting reimbursement for any course(s) where alternative non-repayable sources of funding have been either paid to me or credited to my educational financial accounts at the institution(s) attended. I acknowledge that should I voluntarily terminate employment (retirement included) with the City, I must repay all tuition benefits that were paid out to me by the City of Tempe within the last 12 months prior to my termination date.

I acknowledge that should I misappropriate city funds, misrepresent or falsify documents, or be an accomplice in any of these practices while employed by the City of Tempe, could result in progressive discipline, up to and including termination. I certify these statements are true and correct.

EMPLOYEE SIGNATURE

DATE

Wydale K. Holmes, June 2015

# TSA NEGOTIATIONS

## THE PROPOSAL

(\*assumes \$75,000 avg. TSA salary)

Years of Service	2.5% STEP	BONUS %	BONUS \$*	*TOTAL PENSIONABLE ANNUAL (FY15/16) COMPENSATION INCREASE
< 1 YR	\$1,875.00	0.00%	\$0.00	\$1,875.00
1-3 YRS	\$1,875.00	1.50%	\$1,125.00	\$3,000.00
4-10 YRS	\$1,875.00	2.50%	\$1,875.00	\$3,750.00
11-15 YRS	\$1,875.00	3.00%	\$2,250.00	\$4,125.00
16-20 YRS	\$1,875.00	4.00%	\$3,000.00	\$4,875.00
21-25 YRS	\$1,875.00	4.50%	\$3,375.00	\$5,250.00
>25 YRS	\$1,875.00	5.00%	\$3,750.00	\$5,625.00

	Unit Members	Dues Members
< 1 YR	8	0
1-3 YRS	10	5
4-10 YRS	42	4
11-15 YRS	49	19
16-20 YRS	65	21
21-25 YRS	16	5
>25 YRS	19	10
	209	64