

RESOLUTION 18-23 – AUTHORIZING IMPLEMENTATION OF THE REVISED EDUCATION ASSISTANCE PROGRAM POLICY

WHEREAS, the Delaware River and Bay Authority (the “Authority”) is committed to excellence in public employment; and

WHEREAS, the Authority is committed to recruiting, employing and retaining high quality individuals, possessing required knowledge, skills, and abilities for their respective job duties; and

WHEREAS, the Authority reviews the Education Assistance Program Policy from time to time; and

WHEREAS, the Authority last amended its Education Assistance Policy in 1994; and

WHEREAS, the Authority has determined that it is in the Authority’s best interest to enact a revised Tuition Assistance Policy and

WHEREAS, the Authority’s Personnel Committee has reviewed the proposed policy and recommends its consideration to the Board.

NOW, THEREFORE, BE IT RESOLVED, that the Education Assistance Program Policy authorized by Resolution 94-15 is hereby rescinded; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that any permanent full-time employee who has completed their probationary period and receives a minimum of “satisfactory” on their annual performance review is eligible for participation in and reimbursement for courses beneficial to the Authority for undergraduate and graduate level degree programs: and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the annual maximum benefit shall not exceed the amount set by the Internal Revenue Service under Section 127(a) of the Internal Revenue Code; and

NOW, THEREFORE BE IT FURTHER RESOLVED, that reimbursement shall be considered a non-interest bearing loan that is subject to repayment should the employee fail to complete the service obligation set forth below, unless the Authority expressly waives such repayment; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, effective August 1, 2018 any employee receiving Tuition Assistance Benefits from the Authority will be obligated to serve the Authority as an employee for 180 days after the completion of each academic course or the participant will be required to refund all (or the pro-rated portion of the tuition costs to the Authority; and

NOW, THEREFORE BE IT FURTHER RESOLVED, any employee receiving Tuition Assistance from the Authority who completes an academic degree of bachelor’s level or higher, will be obligated to serve the Authority for two (2) years for each full academic year (30 credit hours) funded by Authority unless conditions of employment are terminated sooner by the

Authority or the participant refunds all (or the pro-rated portion) of the tuition costs to the Authority.

NOW, THEREFORE BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to finalize the Tuition Assistance Policy, with the advice and consent of counsel.

A motion to approve Resolution 18-23 was made by Vice-Chairperson Lowe, seconded by Commissioner Decker, and approved by a roll call vote of 12-0.

Resolution 18-23 Executive Summary Sheet

Resolution: AUTHORIZING IMPLEMENTATION OF THE REVISED
EDUCATION ASSISTANCE PROGRAM POLICY

Committee: Personnel Committee

Committee Date: June 19, 2018

Board Date: June 19, 2018

Purpose of Resolution: To update the Education Assistance Program Policy as the Education and Development office is enhancing the Authority's programs for professional and leadership development.

Background for Resolution: The Authority's Education Assistance Policy is being updated and Resolution 94-15 rescinded. The policy is being renamed the Tuition Assistance Policy.

The Tuition Assistance Policy details information to Employees who desire to pursue higher education with payment assistance in accordance with the Internal Revenue Code Section 127. Currently, DRBA provides the full amount of \$5,250 to eligible Employees.

With proper authorization, Employees may utilize Tuition Assistance for undergraduate or graduate degree programs after successful completion of the six (6) months probationary period and satisfactory annual performance review. Employees may apply to the program and serve a service obligation to the Authority. Such obligations include 180 days post-course completion or two (2) year post-degree completion.

The Delaware River and Bay Authority has a vital interest in investing into Employees' development while protecting its interests. The policy states that Employees must repay monies paid if they do not serve the full term of their service obligation. All records will be accurately kept by the Education and Development Manager.

