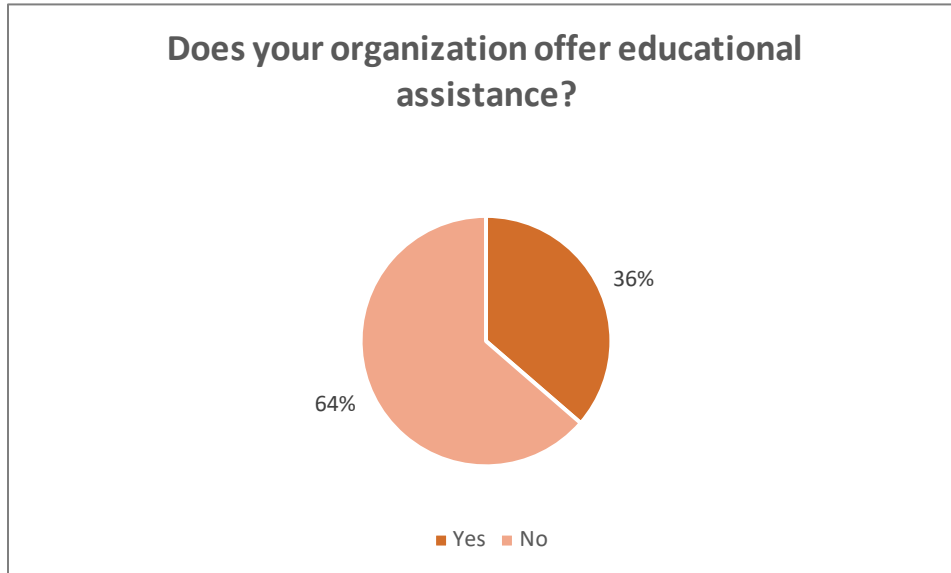


# Educational Assistance in Tennessee Cities and Selected Airports

September 2020

An online survey was sent to 111 email addresses for human resource directors and other positions holding those responsibilities. A total of 66 responses were received for a 59% response rate. There were four dropouts after question 1 which leaves 62 complete responses.

## Q1 Does your organization offer education/tuition assistance? (n=66)



## Q2 How long must an employee be employed before they are eligible for this benefit?

Alcoa	One year
Bartlett	One year
Bristol	Must have completed orientation period which is 6 months. 12 months for Fire and Police.
Cleveland	One year
Collegedale	One year
Crossville	6 months minimum
Dayton	based on approval by City Manager
Jackson	One year
Kingsport	One year of service
Lewisburg	One year
Loudon	One year
Memphis	There is no waiting period. However, they must be a full-time employee.
Red bank	One year
Rogersville	One year
Sevierville	after probationary period
Signal mountain	no minimum set
Springfield	One year

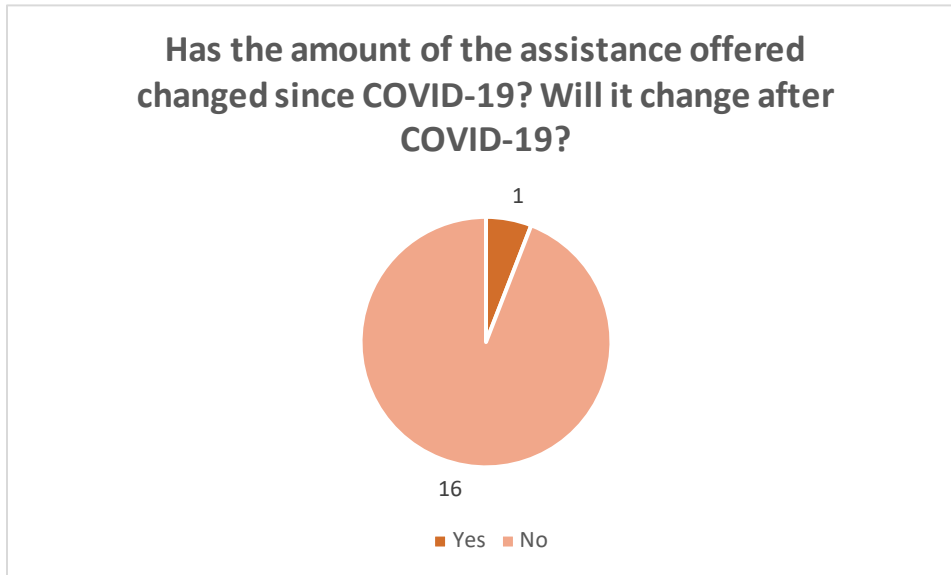
### Q3 Is this benefit offered to family members?

None of the organizations that offer the benefit, also offer it to the employee's family members.

### Q4-Q6 What is the annual monetary allowance for each employee per fiscal year? Does the amount vary? What factors contribute to the variance?

City	What is the annual monetary allowance for each employee per fiscal year?	Does the amount vary?	What contributes to the variance?
Alcoa	\$2,500	No	
Bartlett	\$750	No	
Bristol	\$1,200	No	
Cleveland	\$2,388	No	
Collegedale	\$2,500	No	
Gatlinburg	currently 0 due to budget	Yes	Cost of school
Jackson	\$1800 per calendar year	No	
Kingsport	Depends - undergrad \$800/semester; Grad \$700/semester	Yes	Graduate vs undergrad; number of semesters completed in year
Lewisburg	Max 7 hours per semester at the cost of TN Board of Regents Institutions.	No	
Loudon	\$3,000	No	
Memphis	\$2,000-\$3,000	Yes	The allotment amount depends on if they are pursuing a certification or degree.
Red Bank	\$2,000	No	
Rogersville	No monetary allowance stated	Yes	Cost of tuition
Signal Mountain	\$1,000	Yes	Cost of tuition and books - max established at \$1,000/yr
Springfield	No dollar amount specified. Eligible reimbursement is total cost of tuition for one course per semester. A semester is considered one half of a school year.	Yes	Number of semesters taken in a year
White House	\$6,000	No	

**Q7 Has the amount of the assistance offered changed since COVID-19? Will it change after COVID-19?**



**Q8 What are the minimum grade requirements?**

City	What are the minimum grade requirements?
Alcoa	C or above
Bartlett	A grade of "C" or better
Bristol	C
Cleveland	C
Collegedale	B for full reimbursement, C for 50% reimbursement
Crossville	C
Dayton	see policy
Gatlinburg	C
Jackson	Must have a passing grade of a 'c' or above
Kingsport	Undergrad - C (or pass in pass/fail) Grad B (or pass in pass/fail)
Lewisburg	Passing grade
Loudon	C
Memphis	Pass for certification, B- for graduate courses, and C- for undergraduate courses
Red Bank	Passing
Rogersville	C or above
Sevierville	C
Signal Mountain	A, B, or pass
Springfield	certification of satisfactorily passing the course
White House	C

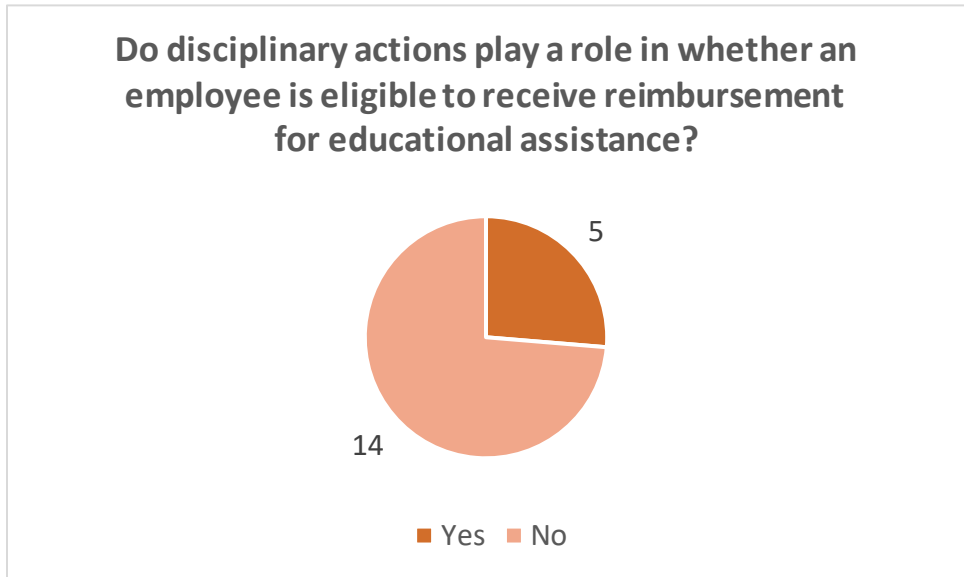
**Q9 Do you require employees to sign an agreement/contract including a prorated payback schedule should they leave prior to terms? (n=20)**



**Q10 What is the payback scale?**

City	What is the payback scale? Q10
Alcoa	up to 3 years, prorated scale
Collegedale	2 years
Dayton	100%
Gatlinburg	100% if do not work for a 2-year time period
Lewisburg	100%
Loudon	Associate Degree-2 years; Bachelor’s Degree-4 years
Memphis	100% if they separate within 1 year or 50% if they separate within 2 years
Sevierville	A = 50% B= 40% C= 30%
Signal Mountain	not established by policy
Springfield	100 % payback of tuition if leave employment within one year of receiving reimbursement
White House	See policy

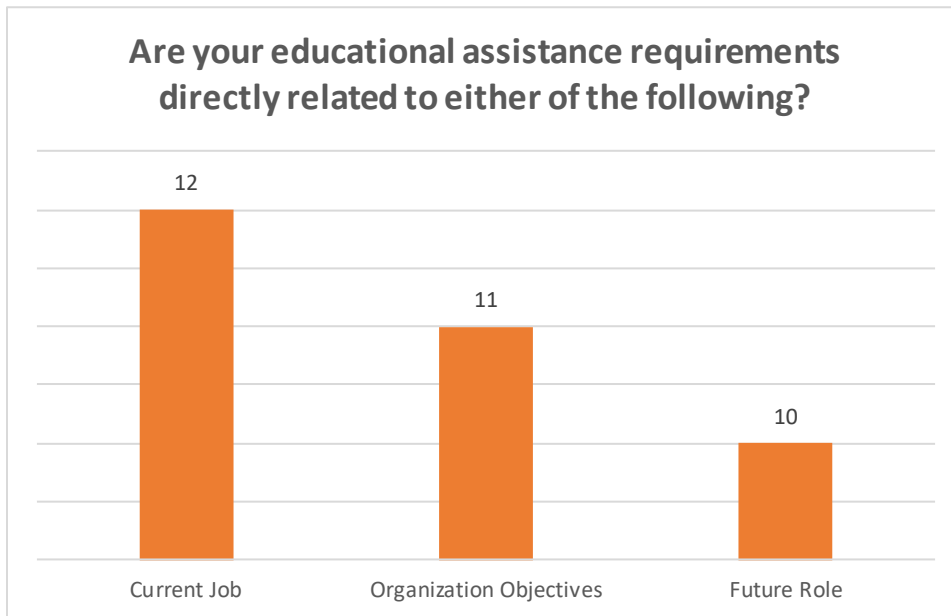
**Q11 Do disciplinary actions play a role in whether an employee is eligible to receive reimbursement for educational assistance?**



**Q12 How do the disciplinary actions effect whether an employee is eligible for educational assistance?**

City	How do the disciplinary actions effect whether an employee is eligible for educational assistance?
Bartlett	Supervisor must approve.
Collegedale	At the discretion of key manager and city manager
Gatlinburg	Cannot be on probation.
Lewisburg	Must perform their job satisfactorily
Sevierville	It is at the Department Head discretion, so an employee with recent disciplinary action would not be recommended.

**Q13 Are your educational assistance requirements directly related to either of the following?**



**Q14 What expenses does your educational assistance program cover?**

City	What expenses does your educational assistance program cover?
Alcoa	Tuition, books
Bartlett	tuition costs
Bristol	tuition and required textbooks
Cleveland	Books, Tuition
Collegedale	Registration, books, tuition
Crossville	tuition
Dayton	education and books
Gatlinburg	tuition
Jackson	Tuition and lab
Kingsport	tuition, lab and tech fees and textbooks
Lewisburg	books, study material, tuition
Loudon	Tuition
Memphis	Tuition and books
Red Bank	Tuition
Rogersville	registration and tuition costs
Sevierville	tuition, books & registration fee
Signal Mountain	tuition & books
Soddy-Daisy	Tuition & Books
White House	Tuition

**Q15 How do you process your educational assistance agreements?**

<b>City</b>	<b>How do you process your educational assistance agreements?</b>
<b>Alcoa</b>	Accounts Payable
<b>Bartlett</b>	Approval form
<b>Bristol</b>	Paper forms -- see policy
<b>Cleveland</b>	Processed through HR Department
<b>Dayton</b>	Verbal
<b>Gatlinburg</b>	Employees agree in writing
<b>Jackson</b>	Our employees are required to complete an Educational Assistance Form for approval fifteen days before they begin their classes. Once they complete the semester/term they will turn in their grades and receipts and then we will submit the paperwork to our Accounting Department for payment.
<b>Kingsport</b>	Form endorsed by department head, approved by HR and paperwork submitted to HR. Once expenses occur form is completed by employee with grades for HR approval. Reimbursed through payroll to employee
<b>Lewisburg</b>	Advance approval is required by the department director and the City Manager.
<b>Loudon</b>	The agreement is signed by the employee, dept head and Director of HR
<b>Memphis</b>	Applications (agreements) are submitted online and are reviewed and approved by the HR division.
<b>Rogersville</b>	Direction is printed in personnel manual for each employee. Employee signs page in front stating they have read and understand the whole manual.
<b>Sevierville</b>	It is part of the employee personnel.
<b>Signal Mountain</b>	No policy established
<b>Soddy-Daisy</b>	They are paid once the class has been completed and passed per the policy. They are paid from submitted receipts.
<b>Springfield</b>	Written approval by Department Head and City Manager prior to beginning the course.
<b>White House</b>	Employees are required to submit an application for each course they are requesting assistance with. Their department head, Human Resources Director, and the City Administrator is required to review and approve each application before funds are dispersed.