

Educational Assistance Survey Questionnaire

1. Does your company offer a tuition reimbursement or some type of educational assistance opportunities program?

City/Organization	Yes/No
Cookeville	Yes
Jackson	Yes
Cleveland	Yes
Bartlett	Yes
Maryville	No
Collierville	No
Franklin	Yes
Crossville	Yes
McMinnville	Yes
Memphis	Yes
Farragut	Yes
Columbia	No
Mt. Juliet	Yes

2. What is the eligibility period for your reimbursement(s)?

City/Organization	Eligibility Period for Reimbursement
Cookeville	must have worked 1 year
Jackson	1 year of full-time
Cleveland	Fiscal year
Bartlett	1 year
Franklin	1 year
McMinnville	Next budget year
Memphis	Must be pre-approved
Mt. Juliet	An employee will be eligible for higher education after (1) year of continuous employment with the City. It is always a condition of available funds for that fiscal year.

3. What is the annual allowance for each employee per year?

City/Organization	Annual Allowance
Cookeville	3 semester hours/quarter
Jackson	\$1,800.00
Cleveland	\$2,388.00
Bartlett	\$750 (semester???)
Franklin	7 hours per semester at the Board of Regents Rate.

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Crossville	Approved by council in budget each year. Employee must submit request prior to the budget and enrolment in courses.
McMinnville	\$3,000.00
Memphis	\$2,500.00
Farragut	\$1,500.00
Mt. Juliet	There is no set amount.

4. What are the minimum grade requirements?

City/Organization	Minimum Grade Requirement
Cookeville	passing
Jackson	Grade of "C" and above
Cleveland	Grade of "C" and above
Bartlett	Grade of "C" and above
Franklin	A and B for 100% reimbursement. C for 50%
Crossville	C average or better
McMinnville	B for 100% C for 50%
Memphis	Grade of "C" and above
Farragut	3.0
Mt. Juliet	Grade of "C" and above

5. Do your employees need to remain employed at your organization for a given length of time to be eligible for your educational assistance program? (for example, up to 1 year before and 1 year after program completion).

City/Organization	Yes/No
Cookeville	Yes
Jackson	Yes
Cleveland	Yes
Bartlett	No
Franklin	Yes
Crossville	Yes
McMinnville	Yes
Memphis	No
Farragut	No
Mt. Juliet	Yes

a. If yes, please explain:

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City/Organization	Remain Employed for Period of Time
Cookeville	completion of one year in good standing
Jackson	1 Year of Full-time employment; no requirement to remain with us after educational reimbursements.
Cleveland	remain 2 years after receiving assistance or must pay back 50%
Franklin	if the employee leaves employment within a year after an associate, two years after receiving a bachelor's degree or three years for a masters or juris doctorate or any time prior to receiving the degree, all amounts paid by the City for tuition reimbursement up to the resignation
Crossville	Must remain employed for 2 years after reimbursement; if employee voluntarily separates within the 2 years they are obligated to reimburse 50%
McMinnville	3 years after
Mt. Juliet	If employee voluntarily separates from the City within two (2) years of receiving training at the cost of \$2,000 or more, the employee will be required to reimburse the City 50 % of the training cost.

6. Do you require employees to sign an agreement/contract including a payback schedule should they leave prior to terms?

City/Organization	Yes/No
Cookeville	No
Jackson	No
Cleveland	No
Bartlett	No
Franklin	Yes
Crossville	Yes
McMinnville	Yes
Memphis	Yes
Farragut	No
Mt. Juliet	Yes

- a. If so what is the payback scale?

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City/Organization	Payback Scale
Franklin	Reimburse the City within 18 months with interest on any monies not paid within 30 days of resignation. The City shall have authority to waive repayment if separated for a disability or budget cuts.
Crossville	Agreement that the City is the sole source of funding and reimbursement of 50% to the City should the employee voluntarily separate
McMinnville	payback would be prorated over the 3 years
Memphis	less than 12 months - 100%; 13 - 24 months - 50%; no pay back after 24 months
Mt. Juliet	Employee going into the Police Academy is required to sign a contract, if they leave within that time period they will be required to pay a percentage of the amount back.

7. Are your educational assistance requirements directly related to either of the following:

City/Organization	Current Job	Future Role	Company's Business Objectives
Cookeville	No	No	No
Jackson	Yes	Yes	
Cleveland	Yes	No	Yes
Bartlett	Yes	No	Yes
Franklin	Yes		
Crossville	Yes		
McMinnville	Yes	Yes	Yes
Memphis	Yes	Yes	Yes
Farragut	Yes	Yes	Yes
Mt. Juliet	Yes		

8. What expenses does your educational assistance program provide?

City/Organization	Expensed Provided
Cookeville	Tuition only
Jackson	Tuition, Lab Fees,

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Cleveland	Tuition, books other required fees
Bartlett	Tuition
Franklin	All expenses up to Board of Regents rates for seven hours per semester
Crossville	Registration, tuition and books
McMinnville	Tuition only
Memphis	Tuition and books
Farragut	Tuition only
Mt. Juliet	Tuition and associated fees (books or not included) are reimbursement upon completion. This is if funds are available for that budget year.

9. Do you intentionally link your educational assistance opportunities program with career development opportunities within your organization? (e.g., Career Development Roadmaps, etc.)

City/Organization	Yes/No
Cookeville	No
Jackson	No
Cleveland	No
Bartlett	No
Franklin	Yes
Crossville	No
McMinnville	No
Memphis	No
Farragut	No
Mt. Juliet	Yes

10. Should we have follow-up questions, who is the appropriate person to contact?

City/Organization	Contact Person
Cookeville	Gail Fowler
Jackson	Lynn B. Henning
Cleveland	Jeff Davis
Bartlett	Ted Archdeacon
Franklin	Shirley Harmon-Gower or Natasha Parker
Crossville	Leah Crockett
McMinnville	Jennifer Rigsby
Memphis	Eric Sabatini
Farragut	Janet Curry

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Mt. Juliet	Janet Southards
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Contact Information:

Name	Organization	# of Employees	Contact Number
Gail Fowler	City of Cookeville	425	931.520.5256
Lynn Henning	City of Jackson	721	731.425.8252
Jeff Davis	City of Cleveland	320	423.559.3313
Ted Archdeacon	City of Bartlett	700	901.385.5515
Teresa Best	City of Maryville	311	865.273.3428
Cindy Greer	Town of Collierville	540	901.457.2290
Shirley Harmon - Gower	City of Franklin	740	615.791.3216
Leah Crockett	City of Crossville	170	931.456.5681
Jennifer Rigsby	City of McMinnville	152	
Eric Sabatini	City of Memphis	6500	901.636.6411
Janet Curry	Town of Farragut	50	865.966.7057
Connie Etzkin	City of Columbia	386	931.560.1565
Janet Southards	City of Mt. Juliet	156	615.773.6290