

**CITY OF RISING SUN**

**RESOLUTION NO. 2003-9**

Amendment to Personnel Handbook No. 1

Full-time employees who have completed one full year of employment will receive reimbursement for tuition, books and supplies when the City Council approves the course of study. Requirements for reimbursement include:

1. Completion of the course or training with a passing grade. A passing grade is considered a "C" or better.
2. Continuous active employment by the Employer during the entire course or training, and
3. The content of the course or training is job-related.
4. Approval from the City Council before enrolling in any outside courses or training.

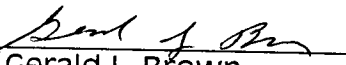
Some courses taken and completed with a satisfactory grade, while employed with Rising sun City Council, may be reimbursed retroactively if approved by the City Council under the following conditions:

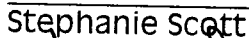
1. The employee was actively employed by the City when the course was taken.
2. A passing grade of "C" or better was achieved in the course or training.
3. The course was job related or toward a degree that is job related.
4. Proof of expenses occurred are presented, and verified by the City Council.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Rising Sun, Ohio County of Indiana that the above changes are made to the Employee Handbook.

Adopted this 3<sup>rd</sup> day of July, 2003

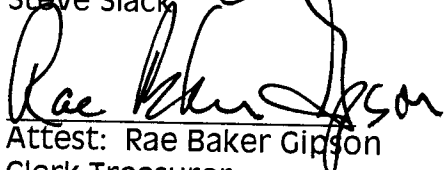
  
Steven D. Brett

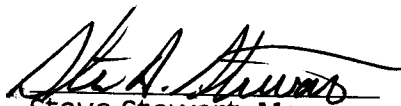
  
Gerald L. Brown

  
Stephanie Scott

  
Gene Sjekman

  
Steve Slack

  
Attest: Rae Baker Gipson  
Clerk-Treasurer

  
Steve Stewart, Mayor

7/3/03  
date