



# DuPage Water Commission

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## AGENDA

**ADMINISTRATION COMMITTEE  
THURSDAY, APRIL 10, 2008  
7:00 P.M.**

**600 EAST BUTTERFIELD ROAD  
ELMHURST, IL 60126**

- I. Roll Call
- II. Approval of Minutes of July 12, 2007
- III. Tuition Reimbursement Policy
- IV. Open Meeting Act Discussion
- V. Other
- VI. Adjournment

## COMMITTEE MEMBERS

L. Hartwig, Chair  
D. Zeilenga  
E. Chaplin  
W. Murphy

Board/Agendas/Administration/ADM0804.DOC

All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

**MINUTES OF A MEETING OF THE  
ADMINISTRATION COMMITTEE  
OF THE DuPAGE WATER COMMISSION  
HELD ON JULY 12, 2007**

The meeting was called to order at 7:00 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: E. Chaplin, W. Murphy, and D. Zeilenga

Committee members absent: L. Hartwig and L. Rathje (*ex officio*)

Also in attendance: R. Martin and M. Crowley

By unanimous consent, Commissioner Chaplin was appointed Chairman Pro Tem of the July 12, 2007, meeting of the Administration Committee.

Commissioner Zeilenga moved to approve the Minutes of the May 10, 2007, Administration Committee meeting. Seconded by Commissioner Murphy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the new Personnel Manual, General Manager Martin noted the survey of sick leave and disability policies of the Commission's customers had been completed and the survey results, together with a staff recommendation, and was hoping to distribute them for consideration at the August Committee meeting.

With respect to Royce Realty's request to become a Subsequent Customer of the Commission, and after noting that audience member C. Ward from the City of Oakbrook Terrace was tape-recording the discussion, General Manager Martin advised that he had not been able to reach anyone from Villa Park concerning their interest in serving the Royce Realty development. General Manager Martin did note that he had heard from the City of Oakbrook Terrace and that the City of Oakbrook Terrace was willing to serve Royce Realty.

Commissioner Murphy moved to direct the General Manager to inform Royce Realty that the Commission recommends that Royce Realty obtain Lake Michigan water, should they chose to do so, through Commission member Oakbrook Terrace. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the question of posting Commissioner contact information on the Commission's Website, it was the consensus of the Committee that each Commissioner should have his or her own Commission e-mail that would be administered the same way as Chairman Rathje's Commission email is currently administered.

Commissioner Murphy moved to adjourn the meeting at 7:07 P.M. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.



# DuPage Water Commission

## MEMORANDUM

TO: Chairman Rathje and Commissioners

FROM: Robert L. Martin, P.E.   
General Manager

DATE: April 4, 2008

SUBJECT: Tuition Reimbursement

Attached are the following:

Survey of DWC Customer Tuition Reimbursement Policies

Section 8.23 Advanced Education Tuition Reimbursement Program approved by Resolution No. R-60-07 on October 11, 2007.

At the present time two employees are pursuing undergraduate degrees and one employee who received an undergraduate degree is pursuing an advanced degree. As you can see from the survey, there is no consistent policy regarding tuition reimbursement.

The following information was found while researching tuition reimbursement programs throughout the industry:

*"Employers can reap three basic benefits by providing continuing education vehicles to their employees. For starters, employee retention tends to increase since higher education degrees typically are multi-year programs that stretch the education timeline. When employees are receiving tuition assistance for such programs, they tend to stick around longer. Not only that, career development satisfaction is a big deterrent to employees seeking greener employment pastures elsewhere. A 2004 SHRM and Career-Journal.com article cited dissatisfaction with potential career development as the number two reason to begin searching for a new job (compensation and benefits was the number one reason)."<sup>1</sup>*

*"Tuition reimbursement is one of the most valuable and often overlooked benefits a company can offer. Aware that employees with advanced education can offer more training, ideas, and skills, companies see the*

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<sup>1</sup> Ceridian Connection September 2006

*direct benefit of strengthening their departments. They also recognize that employees, who are happy, supported, and able to reach their personal goals while working with a sense of job security, are happy employees, which improves morale, resulting in greater work performance.*<sup>2</sup>

I believe that it is more economical to invest in the new skills for current employees than to hire those skills on the open market. Originally, the thought process was that new knowledge and skills were brought in with the original hiring, but over time those knowledge and skill sets can become obsolete. In the same way we continually update our buildings and equipment we need to update our employees with a process to advance their education. The Commission has and will continue to benefit from employees continuing their education.

It is my firm belief that if an employee is willing to make the time and effort to improve themselves by pursuing a degree, then the Commission should assist with paying the tuition costs.

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<sup>2</sup> *About.com: Continuing Education*

DWC Customer Tuition Reimbursement Policies – 4/2008

<b>Customer</b>	<b>Reimbursement Policy</b>	<b>Eligibility</b>	<b>Maximum Reimbursement Amount</b>
DuPage Water Commission	Reimbursement is based upon presentation of a tuition receipt / proof of payment and completion of course work with a "C" grade or better	Full-time employees with at least one (1) year of service	Approved budgeted amounts within the Eligible Employee's Department and approval by Department Manager and General Manager
Addison, Village of	Reimbursement will not exceed 75% for undergraduate and graduate study and 100% for study undertaken at the direction of the Village Manager – actual percentage determined on a course-by-course basis by Village Manager	Regular full-time employees with at least one (1) year of service	Determined course-by-course by the Village Manager
Bensenville, Village of No information was received			
Bloomingdale, Village of	Reimbursement will be based upon cost of tuition up to, but not to exceed two thousand dollars per year and will be made upon proof of payment and course completion: 100% - A, 90% - B and 80% - C, and no reimbursement for course grade of below C.	Regular full-time employees	\$2,000 per fiscal year
Carol Stream, Village of	Reimbursement to an employee will be based upon the following: Grade A or B – 100%, C- 50% and D or below – No reimbursement	Regular full-time employees	Determined by the Department Head on reimbursement approval

Customer	Reimbursement Policy	Eligibility	Maximum Reimbursement Amount
Clarendon Hills, Village of	Reimbursement for tuition will be based on course or degree related to job and if the employee achieves a grade of "C" or better. The Village will then determine during the budget process whether there are sufficient funds to be budgeted and available to cover such costs	Individual employees	Reimbursement per employee not to exceed \$1,500 per fiscal year
County of DuPage	Maximum of 100%, up to the \$1,500 annual maximum with a grade of C or better is obtained; paid 90 days after course completion	Regular full-time employees working at least 37.5 per week	\$1,500 per year
Darien, City of	Reimbursement will be provided of tuition & books for approved educational courses that are completed based on: Grade A or B – 50%, C – 25% both to a Maximum of \$2,000 per year	Full-time employees	\$2,000 per year
Downers Grove, Village of	The Educational Assistance Program is subject to budget approval. Budget approval shall be based on the total funds available for tuition reimbursement and the number of educational assistance requests received. Reimbursement is percent limited to grade achievement: A- 100%, B- 80%, C-60% and grade lower is non-reimbursable	Full- time employees	\$4,500 per fiscal year subject to available budgeted funds

Customer	Reimbursement Policy	Eligibility	Maximum Reimbursement Amount
Elmhurst, City of	Educational program must be related to the employee's position or career development; proof of completion of course is required as follows: Grade A or B – 100%, C – 70% and below is ineligible for any tuition reimbursement for exempt or non-exempt employees	<p>Exempt employees – (regular employee working not less than 40 hours per week, are considered management, not subject to collective bargaining agreement)</p> <p>-----</p> <p>Non-exempt employees – (regular employees who work less than 36 hours per week, not subject to collective bargaining agreement)</p>	<p>\$5,000 per calendar year for both undergraduate and graduate level courses or programs – limited to tuition only</p> <p>-----</p> <p>\$2,500 per calendar year for undergraduate and graduate level courses or programs – limited to tuition and related costs</p>
Glendale Heights, Village of	Employees shall be reimbursed for a maximum of two courses per school term providing a grade of "C" or above and credit for the course is received and a receipt is presented to the HR Director; upon the approval of education and/or training courses and completion the employee will be reimbursed 75% of expenses (tuition and texts).	Full-time employees	\$1,500 per fiscal year per employee
Glen Ellyn, Village of	Completion of Form TAP-1 (Tuition Assistance Plan – to be completed before enrolling in courses), Form TAP-2 (Education Tuition Advance Agreement – for advance payment for course work with reimbursement 18 months after successfully completion of courses) and Tuition Reimbursement Letter of Understanding (For Four Year Degree or Master Program Only)	Individual employees (does not indicate full or par-time employees)	<p>Up to \$200 per credit hour per course (course-by-course)</p> <p>-----</p> <p>\$1,500 per year for a two year period – maximum \$3,000 for degreed or masters program</p>

<b>Customer</b>	<b>Reimbursement Policy</b>	<b>Eligibility</b>	<b>Maximum Reimbursement Amount</b>
Hinsdale, Village of	If course is directly job-related the employee may qualify for 100% tuition reimbursement upon completing the course with a grade "C" or better.	Full-time employees	Amount of budgeted training funds available per year
Itasca, Village of	Reimbursement at a rate of 100% of tuition cost on first course and at a rate of 50% for each additional course taken at the same time, not to exceed maximum budgeted amount per fiscal year. Also proof of tuition and course cost with a grade of "C" or better.	Full-time employees (must be employed minimum of 1 year)	\$1,000 per fiscal year
Lisle, Village of	<p>Reimbursement is based on completion of the course, verification of having received a "B" or better for a graded course, or a "Pass" for a Pass/Fail course and the following schedule:</p> <p>Associate - 100% Public School, 60% Private  Bachelor - 100 % Public School, 60% Private  Masters - 100% Public School, 60% Private</p>	<p>Full-time employees (who successfully complete six months probationary period as new employees)</p> <p>Part-time employees (regularly-scheduled-twenty-(20) hour-or-more-employees that have completed one year of service)</p>	Human Resources Director submits a needs analysis and cost estimate for employees requested training and developmental needs. Then it is reviewed, determined and approved by Village Manager - no dollar amount is indicated.
Lombard, Village of	Reimbursement will be made upon presentation of an itemized school receipt and a grade of "C" or better for undergraduate courses and a grade of "B" or better for graduate courses	Regular full-time employees	\$1,375 per term or semester \$2,750 per fiscal year

Customer	Reimbursement Policy	Eligibility	Maximum Reimbursement Amount
Naperville, City of	Reimbursement will be issued when course is completed and a grade of "B" or better is obtained, along with proof of cost of tuition and lab fees only. Also reimbursement cost is determined by "Standard" or "Enhanced" Assistance Plan elected by the eligible employee.	Regular full-time employees	<p>Option #1: "Standard" Assistance Plan - \$2,000 per fiscal year (\$1,000 cap per semester or \$670 cap per quarter)</p> <hr/> <p>Option #2: "Enhanced" Assistance Plan - \$3,000 per fiscal year (\$1,500 cap per semester or \$1,000 cap per quarter)</p>
Oak Brook, Village of	Reimbursement 100% of tuition based on pre-approved application form, a tuition receipt, and completion of course(s) with a "B" grade or higher. Reimbursement 50% of tuition based upon pre-approved application, tuition receipt, and completion of course (s) with a "C" grade.	Regular full-time employees with at least one (1) year of service	Cost for approved education will be met from budgeted amounts within the employee's department and pre-approval by the Department Head.
Oakbrook Terrace, City of	<p>Reimbursement schedule as follows:  Grade A – 100% reimbursement  Grade B – 75% reimbursement  Grade C – 50% reimbursement</p> <p>Reimbursement is limited to course registration and tuition only. Employee must submit proof of course completion and proof of tuition amount spent.</p>	Full-time employees in good standing with at least one (1) year of service	<p>\$2,000 for hourly non-supervisory employees per calendar year</p> <hr/> <p>\$4,000 for Department Heads per calendar year</p>

Customer	Reimbursement Policy	Eligibility	Maximum Reimbursement Amount
Roselle, Village of	Reimbursement is granted on a first come, first serve basis, a completed "Tuition Reimbursement Application"; a minimum of grade "C" for undergraduate level courses or a minimum grade of "B" for graduate level courses are received.	Full-time employees	<p>\$1,500 (for undergraduate level per employee per fiscal year)</p> <hr/> <p>\$2,000 (for graduate level per employee per fiscal year)</p>
Villa Park, Village of	Reimbursement is granted when a completed course(s) with a grade "C" or better is received. A grade of A, B, C will be reimbursed at 100%; Grades of D or below are not eligible for reimbursement.	<p>Permanent full-time employees (working @ least 1,950 hrs a year on a permanent basis)</p> <hr/> <p>Permanent part-time employees (working @ least 1,040 hrs a year on a permanent basis)</p>	Determined by Village Manager if course(s) is work-related and that funds can be made available in the next fiscal year's budget – no dollar amount is indicated.
Westmont, Village of	Reimbursement is granted when proof of completion of course showing a grade of "C" or better and accompanied by a receipt for tuition paid.	Individual employees	\$350 (max for education program expenses for the fiscal year, but if the entire \$350 is exhausted then the employee is eligible to received an additional \$1,250 of educational reimbursement)

Customer	Reimbursement Policy	Eligibility	Maximum Reimbursement Amount
Wheaton, City of	Reimbursement for tuition schedule:  Public & Private Schools : Grade "A" – 100%, Grade "B" – 90%, and 80% of tuition and laboratory fees  100% of the cost of required textbooks only will be reimbursed	Individual employees ( must have completed 6 months of service or their probation period, whichever is longer; must be in good standing in their current position)	Reimbursement maximum is compared to current rates charged by Northern Illinois University (NIU). If tuition rate is higher than NIU rate, employee is responsible for such cost – no dollar amounts indicated
Willowbrook, Village of	Reimbursement schedule is as follows: 100% of entry / registration fee, tuition, books, printed material required for completion and/or participation of approved course(s)	Regular full-time employees	\$2,000 per fiscal year
Winfield, Village of	Reimbursement is granted when the following items are met:  Educational Aid Program Form is approved; copy of tuition and class fees receipt; copy of completed course with final grade of "C" or better; copy of class syllabus with the required textbooks listed and receipt of purchased textbooks.	Full-time employees with at least one (1) year of service	\$1,000 per fiscal year
Wood Dale, City of	Reimbursement is granted on a first come, first serve basis, completion of course(s) with a grade of "C" or better and by the reimbursement schedule as follows:  Grade A, B or Pass - 100%; Grade C - 75% and D or lower will not be reimbursed	Regular employees with at least one (1) year of service	\$2,000 per fiscal year

<b>Customer</b>	<b>Reimbursement Policy</b>	<b>Eligibility</b>	<b>Maximum Reimbursement Amount</b>
Woodridge, Village of	Reimbursement is granted on completion of course (s) with a grade of "C" or better and receipts for tuition and textbook purchases are submitted.	Full-time employees with at least one (1) year of service	\$3,000 per fiscal year
Argonne National Laboratory	Reimbursement is granted when course(s) is completed with a grade of "C" or better and receipts of all associated costs (tuition, registration fees, laboratory fees, textbooks, and any other directly related course-required costs)	Regular full-time employees (actively-at-work) ----- Regular part-time employees (actively-at-work)	Determined by Managers/Supervisors and final approval by the Director of Human Resources – no dollar amount indicated
Illinois American Water	Reimbursement is granted for all college coursework and degrees (undergraduate, graduate and post graduate), including registration fees and course related lab fees; Completion of the coursework with a "C" or better - undergraduate, "B" or better for graduate and employee must maintain satisfactory job performance.	Regular full-time employees	\$5,250 per calendar year

### **8.19 Insurance Benefit Booklets and Forms**

The Commission has booklets describing the various insurance programs listed in this section. All employees should obtain and review these booklets for details relating to available coverages, qualifications, exclusions, and reporting requirements. Claim forms are also available. The Commission regularly reviews its insurance programs, and all such programs are subject to change. It is, therefore, important that employees regularly update their information and understanding of these programs.

### **8.20 Retirement Plan**

The Commission's retirement plan is the Illinois Municipal Retirement Fund. All employees employed in a position normally requiring performance of duty for at least 1,000 hours per year participate in this Fund.

### **8.21 Deferred Compensation**

The Commission provides a voluntary Deferred Compensation Program for all eligible employees. The program is designed to provide supplemental retirement benefits by reducing current income. Eligible employees may defer current income up to the maximum extent permitted by federal tax law.

### **8.22 Flexible Benefits Plan**

The Commission provides a voluntary Flexible Benefits Plan for all eligible employees. Under this Plan, eligible employees may contribute a portion of their compensation, before income and Social Security taxes are deducted from it, to an account through a salary reduction agreement. Employees can then withdraw these funds to pay for medical, dental insurance and life insurance premiums, certain medical expenses, and dependent care expenses. Thus, the Plan allows eligible employees to pay for these expenses with pre-tax earnings.

### **8.23 Advanced Education Tuition Reimbursement Program**

The Commission encourages its employees to pursue undergraduate and graduate level accredited college study. Accordingly, full-time employees with one or more years of full-time service are eligible to participate in the Commission's Advanced Education Tuition Reimbursement Program ("Eligible Employees").

The advanced education that the Eligible Employee wishes to pursue must be related to the Eligible Employee's job and must be approved by the Eligible Employee's Department Manager and the General Manager. The schedule of courses selected by the Eligible Employee must be practical and compatible with the Eligible Employee's work schedule and the needs of the Eligible Employee's department. School attendance must be on the Eligible Employee's own time, unless the Eligible Employee's Department Manager and the General Manager approve otherwise. The Eligible Employee's school attendance and other course work must not interfere in any way with his or her work for the Commission.

The Commission's cost for approved advanced education will be met from budgeted amounts within the Eligible Employee's department. The Eligible Employee shall submit a written application for tuition reimbursement for approval by the Eligible Employee's Department Manager and the General Manager prior to each fiscal year. Eligible Employees receiving approval for tuition reimbursement must sign a Tuition Reimbursement Agreement in form and substance acceptable to the Commission's legal counsel.

The Commission will reimburse the Eligible Employee's tuition or a portion thereof upon presentation of a tuition receipt or other proof of payment and an official grade report from the accredited educational institution showing completion of all course work with a "C" grade or better. This documentation must be submitted to the Commission on a timely basis at the end of the school term. If the Eligible Employee receives funds from another source, including grants-in-aid, partial scholarships and G.I. tuition benefits, but excluding V.A. Subsistence Benefits, the Commission will pay that portion of the tuition not covered by these other sources.

No time off with pay will be allowed for an Eligible Employee to attend courses under the Advanced Education Tuition Reimbursement Program. No meal or transportation allowance will be given and all classroom supplies are to be purchased by the Eligible Employee. The Eligible Employee may submit receipts for the purchase of required textbooks for approved course work subject to funding availability.

Notwithstanding any provision contained herein to the contrary, an Eligible Employee who applies for and receives tuition reimbursement must continue full-time employment with the Commission for a period of two (2) years from and after the date of such tuition reimbursement. In the event that the Eligible Employee resigns or is terminated for any reason before the expiration of this two (2)-year period, the Eligible Employee shall refund to the Commission any tuition reimbursement received during the two (2) years immediately preceding the Eligible Employee's last day of employment. The amount that must be refunded will be based on the following schedule:

Time employed from and after last tuition reimbursement:	Amount of tuition reimbursement to be refunded:
Less than 12 months	100%
12 months to 18 months	50%
18 months to 24 months	25%

Any refund due from an Eligible Employee to the Commission shall be deemed a contractual obligation, subject to the terms of this Section. In the case of an exempt Eligible Employee, any refund due to the Commission must be paid within two weeks from the exempt Eligible Employee's last date of employment. If the exempt Eligible Employee cannot fully satisfy his or her refund obligation within this two-week period, the Eligible Employee must sign an installment note for any remaining balance. This installment note will bear zero percent (0%) interest, and must be paid in 24 equal monthly installments. In the case of a nonexempt Eligible Employee, any refund due to the Commission shall be deducted from the nonexempt Eligible Employee's final paycheck(s). In the event that the amount of the refund due to the Commission exceeds the amount of the nonexempt Eligible Employee's final paycheck(s), the Eligible

Employee must sign an installment note for any remaining balance. This installment note will bear zero percent (0%) interest, and must be paid in 24 equal monthly installments.

The Commission reserves the right to take legal action against former employees of the Commission to collect any refunds due and owing under the Advanced Education Tuition Reimbursement Program.

Each Eligible Employee shall be solely responsible for any tax liability arising out of any tuition reimbursement received by such Eligible Employee under the Advanced Education Tuition Reimbursement Program. Except as otherwise described above, all federal, state, and local taxes on any tuition reimbursement received by an Eligible Employee shall be borne exclusively by such Eligible Employee. Each Eligible Employee receiving any tuition reimbursement under the Advanced Education Tuition Reimbursement Program shall, in the Tuition Reimbursement Agreement required above, agree to hold the Commission harmless with respect to all taxes alleged or found to be due and owing on any tuition reimbursement received by that Eligible Employee under the Advanced Education Tuition Reimbursement Program, and promptly reimburse, indemnify, and hold the Commission harmless from any and all claims and liabilities, including the full amount of any additional taxes, social security contributions, or other assessed taxes, plus any interest and penalties owed to the Internal Revenue Service or any other taxing authority, as a result of the non-payment of taxes by the Eligible Employee that are required by law to be paid with respect to any tuition reimbursement received by that Eligible Employee under the Advanced Education Tuition Reimbursement Program.

#### 8.24 Employee Assistance Program

The Commission is interested in the well-being of its employees and their families. The Commission's Employee Assistance Program ("EAP") is designed to assist eligible employees and their family members who are experiencing behavioral, medical, family, substance abuse or serious financial problems. Employees encountering such problems may contact the EAP office directly (Perspectives, LTD) at 800-456-6327, or the Human Resources Manager. All requests for assistance are kept strictly confidential. The decision to seek help from the EAP is entirely the responsibility of the employee and shall be at the cost of the employee unless covered by the Commission's medical insurance plan.