

**MANSFIELD TOWNSHIP
BURLINGTON COUNTY**

ORDINANCE 2016-5

**AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF BURLINGTON, STATE OF
NEW JERSEY AMENDING CHAPTER 39A OF THE CODE OF THE TOWNSHIP OF MANSFIELD
ENTITLED "PURCHASING: CLAIMS APPROVAL"**

BE IT ORDAINED AND ENACTED by the Township Committee of the Township of Mansfield, County of Burlington and State of New Jersey as follows:

Article I

The Code of the Township of Mansfield is hereby amended by adding thereto new subchapter, §39A-7(c) to read as follows:

39A-7(c) Tuition and/or Registration Fees needed for employment certification/license required by New Jersey Statute.

The following procedure shall be set forth for all requests for authorization for payment of or reimbursement for tuition and/or registration fees for classes attended by an employee for certification/license purposes for positions requiring same by New Jersey Statute.

CRITERIA

1. An employee within the Township who is seeking to possess certain certifications/license is eligible to apply to the Township Committee for payment for tuition and/or registration fees for classes attended in furtherance of acquiring or maintaining the necessary certification/license to perform all the duties of said position. Any approvals are at the discretion of the Township Committee, with recommendation by the employee's Supervisor and Township Administrator, and will be reviewed on a case by case situation.
2. The employee must have been employed for a minimum of six (6) months, full time.
3. Training and development classes are identified in conjunction with the employee's supervisor and the Township Administrator.
4. The supervisor and Administrator can include a variety of courses from an array of options, with the ultimate goal of certification or licensure.
5. Prior approval from both the employee's supervisor and Township Administrator.
6. Employee has an obligation to attend classes and seminars paid for by the Township, and maintain a passing grade. If a passing grade is not achieved, it is incumbent upon the employee to either reimburse the Township within three (3) months of notification of grade results or the employee will pay on their own for the retaking of said class.
7. The employee must remain for a period of thirty-six (36) months following any reimbursement for tuition and/or registration fees. The thirty-six (36) month period will be begin upon successful completion of the class reimbursed.
8. If the employee leaves employee with the Township prior to the expiration of the thirty-six (36) month employment requirement referred herein, employee will be required to pay back the full amount of any reimbursed tuition and/or registration fees.

REIMBURSEMENT

1. Tuition and/or registration fees
2. Books and Supplies
3. Parking
4. Travel mileage

REPEALER, SEVERABILITY AND EFFECTIVE DATE.

- A. Repealer. Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.

- B. Severability. In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason, then the Township Committee hereby declares its intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.
- C. Effective Date. This Ordinance shall take effect upon proper passage in accordance with the law.

Introduced: February 24, 2016

Adopted: