

ORDINANCE 21-05

**AN ORDINANCE TO AMEND THE EMPLOYEE HANDBOOK OF THE CITY OF
SPRING HILL ESTABLISHING AN ADOPTION REIMBURSEMENT BENEFIT
PROGRAM**

WHEREAS, the Board of Mayor and Aldermen of the City of Spring Hill (the “**Board**”), pursuant to its Charter (Article 4, Section 4-101) and the general laws of the State of Tennessee, enacted and adopted an Employee Handbook, as amended (the “**Handbook**”), for the employees of the City of Spring Hill (each an “**Employee**”); and

WHEREAS, the Board does desire to amend the personnel rules and regulations established in Ordinance 11-02; and

WHEREAS, the Board recognizes the need to offer competitive benefits to attract and retain the most qualified Employees; and

WHEREAS, the Board is aware that hundreds of children are currently in full custody of the State of Tennessee and many more are in other foster care custody nationwide and worldwide and in need of permanency; and

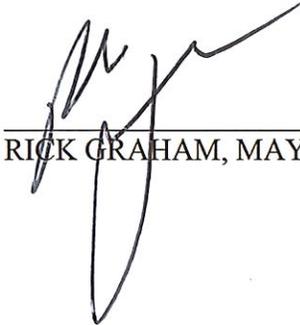
WHEREAS, the Board does desire to incentivize employee adoption; and

WHEREAS, the Board, by passage of this Ordinance, amends the Employee Handbook by adding a Section titled “Adoption Reimbursement Benefit Program”.

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF SPRING HILL, TENNESSEE, BOARD OF MAYOR AND ALDERMEN, that the Employee Handbook of the City of Spring Hill be amended to include a Section titled “Adoption Reimbursement Benefit Program” set forth in Appendix A and attached hereto.

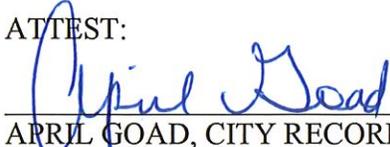
BE IT FURTHER RESOLVED, that the City Administrator, the Director of Human Resources and the City Attorney of Spring Hill be, and each of them individually hereby is, authorized and empowered to undertake, in his or her reasonable discretion, whatever logistical or procedural implementations that are or become necessary to carry out the requirements of this Ordinance.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on this 19th day of April, 2021.



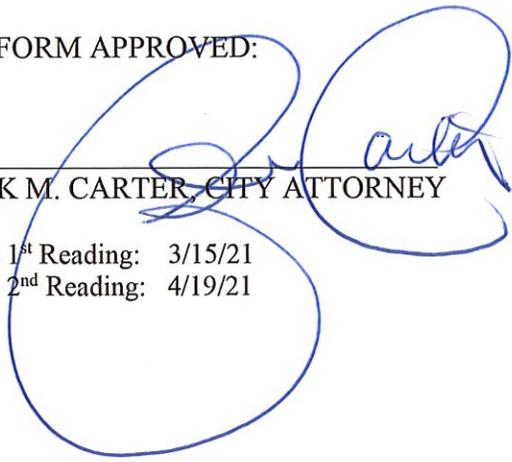
RICK GRAHAM, MAYOR

ATTEST:



APRIL GOAD, CITY RECORDER

LEGAL FORM APPROVED:



PATRICK M. CARTER, CITY ATTORNEY

Passed on 1st Reading: 3/15/21

Passed on 2nd Reading: 4/19/21

APPENDIX A
Adoption Reimbursement Benefit Program
Effective Date April 19, 2021

Overview

To offer assistance to employees who are considering adoption and to incentivize adoption, a policy has been developed to provide eligible employees with a financial reimbursement adoption benefit.

Eligibility

Effective April 19, 2021, all full-time employees with a minimum of 18 months of employment and in good standing with the City of Spring Hill are eligible for adoption reimbursement benefits. If an employee and his/her spouse both work at the City of Spring Hill, only one employee can utilize the financial benefit. The employee must be actively employed at the time any financial reimbursement is made.

Adopted children, to be considered for this benefit, must be under the age of eighteen. They may be a relative of the employee but not a stepchild (because when grandparents, aunts and uncles adopt, it is usually the result of an emergency; while stepchildren are generally still in the care of a biological parent).

Financial Reimbursement

Eligible adoption-related expenses will be reimbursed to a maximum of \$8,000 per adopted child. Most expenses directly related to the adoption are reimbursable. These include:

- Application fees
- Home studies
- Agency and placement fees
- Legal and court costs
- Immigration, immunization and translation fees
- Parent, child and family adoption counseling
- Transportation, meals and lodging

Timing and Procedure for Reimbursement

Upon filing of an initial adoption application, obtain a "*Adoption Financial Reimbursement Form*" from the Human Resources Department. Itemized receipts for expenses must accompany the form. Employees should refer to Internal Revenue Service instructions entitled *Qualified Adoption Expenses* regarding taxation of financial benefits, tax credits and tax exclusions.

Reimbursements will be made either as expenses are incurred or after the adoption is finalized with a copy of the adoption decree.

Other Eligibility Requirements

- Eligible reimbursement claims must be submitted to the Director of Human Resources within 120 calendar days of the date the expense is incurred in the case of a preadoption



Adoption Benefits Financial Reimbursement Form

Employee Information:

Name	
Home street address	
City, State, Zip	
Home/Mobile phone	
Email address	
City Department	

Eligible Adoption Expenses:

Date paid	Amount	Description
TOTAL		

NOTE: Please attach receipts in U.S. dollars for all expenses listed above. Applicable taxes will be withheld from your reimbursement.

Employee request for reimbursement

I would like to apply for reimbursement of adoption expenses listed above, confirming that I am in the process of adoption _____ (child's name), whose birth date is _____. I certify that this is a claim for allowable expenses under the City of Spring Hill's adoption reimbursement program.

Signature of employee:

Date:
