

## **TRAINING PROGRAMS, INCLUDING SEMINARS OR CONVENTIONS**

The purpose is to promote and facilitate training and career education, which meets the dynamic needs of the City.

### **Definitions:**

As addressed by this policy, training is defined as any work related program, seminar, conference, convention, course or workshop attended by an employee whose tuition and expenses are funded in whole or in part by the City or while the employee is in a paid status with the City.

1. It is the policy of the City to encourage and coordinate training opportunities for employees and supervisors in order that services rendered to the City will be more efficient and effective.
2. Employees are encouraged to continue their formal education through participation in off-duty/non-working hours educational programs. Reimbursement for educational expenses incurred by such participation may be granted for job related courses with prior approval of the Department Director, provided funds have been budget for such reimbursement.

Any reimbursement shall only be after successful completion of the course/program. Successful completion shall be defined as receipt of a certificate of satisfactory completion or a grade of C (2.0 grade point) or better in the case of academically rated courses (or attainment of pass in a pass/fail grading system). Approval for tuition reimbursement shall only

be allowed for courses offered by accredited colleges, universities or vocational training institutes.

Request for reimbursement must be made within 30 days following the completion of the course of study. Training reimbursement is generally available to only those employees who have successfully completed the employee's designated probation period.

Consideration of employee requests for tuition reimbursement is dependent upon budgetary constraints and the recommendation of that employee's Department Head. Time spent in attendance at these courses does not count as time worked for purposes of overtime calculation.

**Procedure:**

1. Attendance at training programs will be approved at the Department Head level, except as follows:
  - a. Attendance at a training program involving out-of-state travel by an employee requires approval by the Business Administrator prior to registration.
  - b. Attendance at any program or course work, the cost of which exceeds \$200.00 (in registration, travel, meals and lodging cost) requires approval by the Department Director prior to registration.
2. All outside training and conference attendance shall be processed on City Requisition with original receipts attached.

3. Employees who acquire training on their own time and expenses are encouraged to notify the Personnel Officer so the information can be noted in the employee's personnel file.
4. The Personnel Office shall maintain an employee training history, and shall periodically audit training attendance and policy compliance.

It is assumed attendance for special training leading to certification in a field requiring such training that the benefits of that training will be utilized to the benefit of the City. If the employee leaves before one year of training has ended before the City has paid, the City reserves the right to reimbursement.