



## **RULE 17 - TRAINING OF EMPLOYEES**

### **Section 1. Responsibility for Training**

The City Council encourages the training and education of employees. The Human Resources Director shall assume responsibility for developing Citywide training programs for employees. Department Directors may establish department-specific training programs.

### **Section 2. Credit for Special Training**

Participation in, and successful completion of, special job-related training courses may be considered in advancements and promotions.

### **Section 3. Reimbursement for Formal Training**

- A. Fiscal conditions permitting, the City will assist regular employees in their pursuit of additional formal education from an accredited institution in areas related to a City career field. A policy and procedure shall be established by which tuition reimbursement will be administered and which will reimburse employees.
- B. Procedures shall be established to repay the City the tuition fees upon separation from City service within 12 months of completion of the course.

### **Section 4. Seminars/Workshops Training Programs**

- A. As fiscal conditions permit, the City supports employees' attendance in seminars and workshop training programs as a part of their regular duties with the approval of the Department Director.
- B. The City shall pay all fees for such programs and the employee shall be provided transportation under the administrative regulation established by Rule 4, Section 2.
- C. If an employee separates from City service within 12 months of completion of the workshop or seminar, the employee may be required to reimburse the City for the costs of those workshops or seminars that are primarily designed to enhance an employee's career. An employee normally will not be required to reimburse the City for workshops or seminars that they are directed to attend.

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