

**Purpose: To classify types of training and employment development education and to establish a tuition reimbursement policy.**

**HR-4-02. Training.**

- A. Mandatory training or technical training or seminar assigned to an employee by a supervisor either at the supervisor's initiative or at the request of the employee that is directly related to the employee's job is paid by the City and time spent during class is considered worked time as stated in 29CFR785.29.
- B. Certification and licensing. Certification and licensing required for maintaining an employee's current position shall be paid by the city. This may include payment for courses, training, testing, and certification or licensing fees.
  - 1. Time spent in training, en-route, studying, preparing or doing homework to obtain required license or certification is not work time.
  - 2. Certifications and/or licensing, training or education not required for the current position will not be paid under this sub-section but may be considered for partial or full reimbursement of tuition only under D (1).
  - 3. Certifications and/or licenses, training or education required for another position, for a potential promotional opportunity, or to advance in an employee's career will not be covered by this section but may be considered for partial or full reimbursement of tuition only under D (1).
- C. Other training. Wellness classes and employee development classes of short duration that are not directly related to the employee's current job may be paid by the city and an employee may be allowed to attend class during working hours at the discretion of the supervisor. Travel time may not be compensable. Other time spent in activities related to the class, but not required, is not work.
- D. Tuition Reimbursement. Tuition reimbursement is part of employment development and, if approved, may be granted to an employee.
  - 1. The conditions to approve tuition reimbursement are the following:
    - a. Classes or course shall be at an accredited institution approved by Human Resources.
    - b. Knowledge acquired and contents of the course or class shall be related to the current position.
    - c. Course or class is not available internally.
    - d. Course or class time is not work time and the class schedule should not be in conflict with working hours unless the supervisor agrees to a modified work schedule to accommodate the class.
    - e. Requires approvals from immediate Supervisor, Department Head, Human Resources, City Administrator and Finance.
    - f. Approval is subject to budgetary constraints and availability of funds. The Finance Director may establish a general training budget and/or training budget for departments.
  - 2. Payment.

- a. Approved reimbursements shall be made at the end of the successful completion of the class or course.
- b. Approved reimbursements shall be paid only if at the time that the payment requisition is submitted there are sufficient funds allocated to training to cover it.
- c. An employee's academic achievement in the class must be at least 80%, a grade of C or better, or pass in a pass/fail course to obtain tuition reimbursement as follows:

<u>Grade</u>	<u>Reimbursement %</u>
80%, or C	80%
90%, or B	90%
100%, or A	100%
pass	100%

- e. Employee must be employed at the time the reimbursement requisition is processed and the check is issued.