

# **CITY OF COMMERCE**

## **ADMINISTRATIVE POLICIES**

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

#### **1.0 PURPOSE**

To promote and facilitate training and career education which meets the dynamic needs of the City.

#### **2.0 DEFINITION**

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.

#### **3.0 POLICY**

3.1 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.

3.2 Employees are encouraged to continue their formal education through participation in off-duty/non-working hours educational programs related to the duties and responsibilities of the position they occupy.

A. It is not the intention of this policy to subsidize the achievement of academic degrees but to assist City employees in financing training that will increase their job productivity.

B. A permanent full-time employee, after having completed one year of continuous service, is eligible for educational benefits as follows:

1. Approval of the Department Head and City Manager is required before the course is taken.
2. The City will pay for one course of study each semester, subject to budgetary constraints and the course of study being directly related to the duties and responsibilities of the position occupied by the employee.
3. Successful completion will 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).

4. Tuition reimbursement is for the course only; no reimbursement will be allowed for books, lab fees, travel expenses or material costs.
5. Approval for tuition reimbursement will only be allowed for courses offered by accredited colleges, universities or vocational training institutes.
6. Request for reimbursement must be made within 30 days following the completion of the course of study.
7. Time spent in attendance at these courses will be considered the employee's personal time and is not counted as time worked, unless City Manager or his designee gives approval otherwise.

3.3 It is the policy of the City to maximize comprehension, retention and transference of training provided by the City.

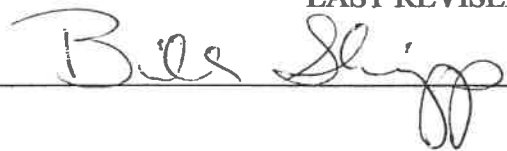
#### 4.0 PROCEDURES

- 4.1 All outside training and conference attendance will be processed through the City Travel form unless it is local and funds are not needed.
- 4.2 Registration fees should be processed by Purchase Order with Travel forms attached. Both forms are to be sent to the Director of Administrative Services for processing and approval by the City Manager.
- 4.3 Travel allowances are noted on the Travel form.
- 4.4 Employees who acquire training on their own time and expense are encouraged to notify the Department of Administrative Services so the information can be noted in the employee's personnel file.
- 4.5 A history of employee training will be kept in the employee's personnel file. Copies of all certificates received should be forwarded to the Department of Administrative Services.

EFFECTIVE: 09-20-94

LAST REVISED: 12-20-05

CITY MANAGER APPROVAL:

  
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