



TRAINING

I. PURPOSE

To promote a high standard of professionalism through the empowerment of competent, well-trained employees.

II. SCOPE

This policy applies to all City employees.

III. POLICY

The City will provide appropriate training for City employees subject to available funding. All training must be aligned with Citywide training strategies or certification requirements for a specific job.

Human Resources will sponsor City-wide training for areas of development deemed necessary for all or a large portion of City employees. Each Division can establish training for their specific needs.

IV. PROCEDURE

- A. All training must be pre-approved by supervisors.
- B. All out-of-state training must be pre-approved by the City Manager.
- C. Training shall be determined as required, professional development, or optional
- D. Questions regarding whether a training is aligned with Citywide training strategies should be routed to Human Resources.
- E. Any employee terminating employment with the City within 90 days after attending a training costing \$750.00 or more will be required to re-imburse the City for said training.



V. REQUIREMENT

If training is determined to be of significant cost, employees may have to sign a reimbursement agreement prior to attending training to ensure City's return on investment.