

Professional Development Policy for City Council Members and Council Staff

Policy: The City Council supports skills training to meet the basic requirements of the job and ongoing professional development to help employees grow and adapt to changing work responsibilities and to take full advantage of technology.

Training Opportunities

1. New employee orientation: for all new employees
2. Supervisory training: for all new supervisors (not mandatory for Council Members or their staff)
3. Computer courses: provided Human Resources – available to all employees, with the schedule available on CityTalk
4. Workshops: provided by Human Resources: courses include customer service, supervisory skill building and interpersonal relations – schedule available on CityTalk
5. Outside seminars, conferences and workshops:
6. Higher education: pursuing a degree from a local college or university
7. Memberships and professional associations: must pertain directly to the employee's current job responsibilities

Conditions

1. Reimbursement is available only for permanent employees who have completed probation.
2. Courses must be consistent with the employee's professional development plan, and directly related to the person's current work or probable future work within the City.
3. All professional development, on city time or at city expense, must have prior approval of the Council Member before registration.
4. Employees may attend courses during regular working hours.
5. The Council Member may require that missed work time be covered by compensatory time, vacation, temporary alteration of work schedule, or leave without pay.

Accounting

1. City-sponsored courses are billed to the individual ward budget only when the employee does not attend.
2. Outside seminars, workshops and conferences are paid out of the individual ward budget.
3. Tuition reimbursement for an accredited college or university, with a suggested limit of \$1,000 per person per year, is paid for from the ward budget.

Reimbursement Process

1. The employee completes an Employee Reimbursement Form and attaches (A) a copy of the registration or fee statement showing the course name and charge, (B) a copy of the receipt showing payment for the course, and (C) a copy of the grade report.
2. The Council Member approves the Employee Reimbursement Form and sends the form and copies of the other three documents to Finance for payment to the employee on a subsequent payroll check.
3. For graduate credit, a grade of A or B must be received. For undergraduate credits a grade of a, B or C must be received. A "pass" grade when the class is taken on a "pass/fail" basis will be counted as "B or better" grade for reimbursement purposes.
4. Higher Education: reimbursement is not available for books, supplies, transportation, activity or registration or late fees, or other incidental expenses.
5. Conferences: with appropriate receipts, employees may be reimbursed for necessary expenses including registration fees, transportation, meals and lodging when attending approved seminars or workshops. See policies on Travel <http://citytalk/policies/travel-policy-local.pdf>