



<b>SUBJECT:</b> Training and Development	<b>EFFECTIVE:</b> July 2003 <b>REVIEWED:</b> May 2011 <b>REVISED:</b> November 2022
<b>CATEGORY:</b> 200 (Personnel) <b>POLICY NUMBER:</b> 200.55	<b>CROSS REFERENCE:</b>

**Purpose**

To ensure the city has a fully trained staff capable of providing high quality customer service. Training includes all activities designed to develop and maintain job-related knowledge and skills of city employees. The HR Director assists department directors and supervisors in identifying and meeting the training needs of their staff.

**Definitions**

**Training:** A process to build the skills and knowledge required to perform a job. It can take a variety of forms including, but not limited to formal classroom training, on the job training, and online training.

**Professional development:** The process of identifying future career goals and obtaining the knowledge and skills to meet those goals.

**Tuition reimbursement program:** A program whereby employees may take college courses and be reimbursed for tuition.

**Scope**

All employees.

**Guidelines for Use**

**Cost:**

Costs for instructional fees, lodging, meals, and travel will be paid by the city for approved training activities. Employees assigned to mandatory training activities will be paid at the regular rate or overtime rate, whichever is appropriate. Employees will receive no compensation for time spent outside regular work hours participating in voluntary training activities for which they receive tuition reimbursement.

**Funding:**

Human Resources will budget funds for citywide training including software training.

Individual departments are responsible for budgeting funds for training specific to their department. Some examples of departmental budget costs include on-the-job training, tuition reimbursement, conference attendance, and other scheduled department trainings.

**Tuition Reimbursement:**

- Courses must directly relate to the employee's present or potential promotional assignment at the city.
- Department must have sufficient budgetary resources prior to approval. Absence of budgeted funds is reason for denial of request.
- The city will reimburse for tuition expenses only. The reimbursement rate cannot exceed charges for undergraduate courses at Portland State University. If the course(s) have higher fees, the city will reimburse at the PSU undergraduate rate.
- To participate in the city's tuition reimbursement program, an employee must submit a request to their supervisor and obtain approval from the department head prior to enrolling in the course.
- Tuition reimbursement may be requested for only one course during any one quarter.
- Requests will be denied if the employee receives reimbursement from any other source.
- The employee must submit evidence of satisfactory completion of the course, a grade of "B" or better (or "pass" in the case of a pass/fail class).
- The employee must refund the city a proportional amount of the course if the employee terminates employment or is terminated for cause within two (2) calendar years of completion of the course. To determine the prorated amount, the cost of the course will be divided by 24 months and the employee will be responsible for repaying the cost of the course less the prorated amounts for the months worked since completion of the course.

**Responsibilities****Human Resources:**

- Coordinate training programs involving general professional development that apply to persons from more than one department. Human Resources is also available to help coordinate and/or develop a response to other specific training needs.
- Maintain training records.

**Department Directors and Supervisors:**

- Identify training needs and resources for training technical in nature and/or specific to the department.
- Discuss planned training with the HR Director prior to implementation to ensure citywide resources are coordinated.
- Report attendance at all department sponsored training to the Human Resources Department.
- Document training goals for the upcoming year in the employee's coaching plan.

**Employees:**

- Identify personal training needs and discuss those with their supervisor.

**Attachment****Tuition Reimbursement Form**

## TUITION REIMBURSEMENT AGREEMENT

The City of Milwaukie and the undersigned employee agree to follow the policies regarding tuition reimbursement as outlined in the Training and Development Policy. Tuition cost for which reimbursement is made under this agreement is for the following:

Course Title:			
Educational Institution:		Instructor:	
Term:		Tuition Cost:	
Describe Course Contents:			
Describe Applicability to Job:			

**EMPLOYEE:**

I understand and agree to the terms and conditions outlined in the training and development policy. I specifically agree to repay a prorated amount of the tuition paid by the city on my behalf should I leave employment with City of Milwaukie voluntarily or for cause.

Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**DEPARTMENT DIRECTOR:**

Funds Available in the Budget: Yes  No

Request is: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comment required below if denied

Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Date \_\_\_\_\_

After completing the above portion, Department Director will keep this form on file until the employee has completed and received grades for the course. Once grades are received, complete the remainder of the form, and submit to Finance for reimbursement with copy to HR for personnel file.

Course Completion Date:		Grade Earned:	
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(Attach confirmation)

cc: Personnel File, Finance