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8-17-15

15-824

RESOLUTION

TRAINING, MEMBERSHIP AND TUITION REIMBURSEMENT POLICY

WHEREAS, the City provides training and educational assistance to employees in order to improve the quality of City services, to assist employees in the performance of their jobs, and to prepare employees for promotional opportunities; and

WHEREAS, the Personnel Committee recognizes the benefit of implementing a Training, Membership and Tuition Reimbursement Policy for employees, to provide financial assistance to employees who voluntarily attend job-related, educational courses that are of benefit to the City as the employer; and

WHEREAS, the Personnel Committee recommended approval of the attached Training, Membership and Tuition Reimbursement Policy, at a meeting held on Monday, August 3rd, 2015.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc to approve the attached Training, Membership and Tuition Reimbursement Policy, effective January 1st, 2016.

INTRODUCED AUG 17 2015 _____

ADOPTED _____

APPROVED _____

Justin M. Nickels, Mayor

This resolution was drafted by Kathleen M. McDaniel, City Attorney

Fiscal Impact: \$16,000

Funding Source: 2016 HR Budget

Finance Director Approval: /sc

Approved as to form: /kmm



CITY OF MANITOWOC

TRAINING, MEMBERSHIP, & TUITION REIMBURSEMENT POLICY

Effective Date:	January 2016
Revision Date:	July 2015
Subject:	Tuition Reimbursement
Distribution:	All Employees
No. of Pages:	5

I. PURPOSE

The City provides training and educational assistance to employees in order to improve the quality of City services, to assist employees in the performance of their jobs, and to prepare employees for promotional opportunities.

II. TRAINING PROGRAM

The Human Resources Department will provide in-house training programs on a variety of topics for employees. In addition, the department will provide assistance to other City departments that wish to conduct their own training or wish to customize training for department needs by:

- A. Analyzing and determining training needs
- B. Determining training objectives
- C. Exploring available options for enhanced employee performance

III. TYPES OF TRAINING

Training programs are designed and offered to employees at all levels within the City. The training may be provided by City staff or by outside consultants.

- A. **Executive and Management Training:** Specialized and targeted training for department heads and department managers on specific leadership, strategic planning, and policy topics.
- B. **Supervisory and Management Training:** Programs which are designed to develop and reinforce management skills, abilities, and knowledge. Examples are Performance Management, Effective Supervision, Policy and Procedure Updates, and topics addressing general supervisory issues.
- C. **Professional Development:** Programs may be presented focusing on the development of skills and abilities of employees looking for growth, development and potential career advancement within the City.

D. Expenses which may be reimbursed under this program include tuition, books, materials, and lab fees. The City will reimburse up to \$2,000; up to the budgeted yearly amount based on City need/benefit and Personnel Committee approval.

1. Matrix scoring will be applied to all applicants on a yearly basis. The scoring model will include the following criteria.
 - a. Benefit to the City
 - b. City Succession Planning needs
 - c. Individual career path and goals
 - d. Individual performance history
2. Reimbursement will be made only after satisfactory completion of the course(s) and is based on grade received via official transcript.

Grade A= 100% reimbursement up to maximum allowed

Grade B= 80% reimbursement up to maximum allowed

Grade C= 50% reimbursement up to maximum allowed

Grade <C= 0% reimbursement

*For instances where there is a pass/fail instead of a grade, passing is paid at 100%

E. Employees are required to maintain regular full-time or regular part-time employment with the City after course completion. If an employee does not remain employed with the City after the reimbursement, they will be required to repay as follows:

<1 year after reimbursement = 100%

1-2 years after reimbursement = 75%

2-3 years after reimbursement = 50%

3-4 years after reimbursement = 25%

5+ years after reimbursement = 0%

*Employees whose position is economically discontinued do not have to repay the City.

R. To the greatest extent possible, all regular employees who meet the Tuition Reimbursement program qualifications will be afforded access to the program.

However, participation in the Tuition Reimbursement Program is not an employee right. An employee's participation in the program may be curtailed or discontinued at any time as a result of budgetary limitations, an employee's work record at the time of enrollment, or other related factors. Curtailment of the program will not affect payment for a course that has been previously approved.

G. Program Limitations:

1. Employees eligible for other forms of educational assistance (e.g., Veteran's Educational Program, scholarships, etc.) must first exhaust that financial aid before applying for benefits under the City's Tuition Reimbursement Program.
2. All courses must be taken outside an employee's regular work hours. Vacation, compensatory time, or an adjusted work schedule may be used if department head

holds. However, the City may provide certain training to employees which may incidentally result in a certification or license, if the training is beneficial for City purposes or improves an employee's performance in their job.

- B. Professional certifications and licenses that are required as minimum qualifications of a job are stated in the training and experience requirements of the classification specification. Employees in these classifications, or employees who wish to transfer or be promoted into these classifications, are personally responsible for obtaining and maintaining such certifications and licenses.
- C. Training and experience requirements may change or be modified to require a professional certification or license where that requirement did not previously exist.
- D. If a change to require a certification or license is due to a change in Federal or State rules or regulations, the employee is responsible for obtaining and maintaining the newly required certification or license.
- E. Certain types of training which are directly related to an employee's job, and which are of benefit to the City, may also incidentally qualify for or result in professional certification or licensure, even though such certification or licensure is not a minimum requirement of a particular job classification.
- F. If an employee wishes to obtain such training, but the training is not authorized by the department under the travel and training policy and budget, the employee may apply for tuition reimbursement. If the training does not meet the requirements of the tuition reimbursement program, but the employee still wishes to obtain the training, they must do so on their own, at their own expense, and outside of their regular work hours. Training covered under the tuition reimbursement program must also be on the employee's own time.

VII. PROFESSIONAL MEMBERSHIPS

Employees who belong to professional organizations are personally responsible for paying the membership dues of that organization. Under certain circumstances, the City may pay professional membership dues.

2840.1 Agency Memberships If a professional organization is of benefit to multiple staff in a department or division, the City will pay for one Agency membership in that organization.

2840.2 Individual Memberships If a professional organization is of benefit to multiple staff in a department or division, and that organization does not allow agency memberships, the City will pay for one individual membership on an annual basis. The employee with the City-paid membership is responsible for circulating information and other publications of the organization to the rest of the staff. When selecting the employee for the City-paid membership, the department should give consideration to an employee who may be attending the organization's training conference in order to take advantage of any registration discounts for members of the organization. The City may pay for more than one individual membership if the department can show it is cost effective for the City to do so.