

CITY OF GRAND FORKS

POLICY TITLE: Employees - Training **POLICY NO:** 610

Educational Courses

EFFECTIVE DATE: January 13th, 2014 **SUPERSEDES:** 2009

APPROVAL: Council **PAGE:** 1 of 1

POLICY:

The City will pay the 100% cost of any educational course or other course of instruction for any City employee, where such course has been requested by the City to better qualify the employee and where such educational course or other course of instruction is related to the job duties established for the various City Departments.

PURPOSE:

To provide an incentive to encourage employees to better qualify themselves, to improve their work skills and to upgrade their training for purposes of promotion or transfer to vacant or higher classifications within the City's operations and to encourage such employee to give the City the benefit of such upgrading and training.

PROCEDURE:

1. Employees must receive approval from the City Manager prior to taking any educational course or other course of instruction in order to be eligible for payment of such course by the City.
2. The City Manager or his/her designate shall have the authority to limit the number of educational courses or other courses of instruction to be paid by the City at any one time or in any year.
3. Courses taken under this policy must be related to one or more of the various job classifications established for the various City Departments and approved by the Supervisor.
4. The City Manager requires all employees to provide a summary of their learning experience at such course that has been paid for by the City.
5. Approval of courses shall be in line with amounts provided in the City's Financial Plan. All training and development needs must be submitted with the budget for consideration and approval.