CITY OF EUREKA	Category:	PERSONNEL
POLICIES & PROCEDURES	Subject:	REIMBURSEMENT TO EMPLOYEES FOR JOB-RELATED TRAINING
Date Adopted: July 20, 2004	File Number	3.98

POLICY OBJECTIVE

To provide a procedure and criteria to reimburse a City employee for job-related training.

ASSIGNED RESPONSIBILITY

City Manager, Assistant City Manager, Department Heads and Personnel Department.

APPLICABILITY

Applicable to all full-time City employees who are not on a probationary status at the time of request for reimbursement.

PROCEDURES

A. Each fiscal year an amount determined by the City Manager and approved by the City Council will be placed in the Non-Departmental Budget to be used for reimbursement of job-related training.

B. Application Process:

1. The employee will make their request in writing. This writing will include a brief description of the course to be taken, the relationship to their job function, cost of the course, books and materials.

2. The written request should be given to the employee's immediate supervisor who will then comment and forward to the Department Head.

3. The Department Head will make a recommendation to the City Manager. The City Manager will give final approval.

4. Approved application will be forwarded to the Personnel Department for processing.

    a. Employee will be notified in writing of result.
    b. Personnel will maintain records as to amount to be spent and the actual amount that has been reimbursed. An employee reimbursement purchase order will be issued to encumber the funds.

C. Reimbursement Procedure:

1. Employee will submit a completed City of Eureka Employee Expense Reimbursement Report.
2. Employee will submit a copy of receipts for the course as well as books and materials to Personnel at the completion of the course.
3. Employee will submit a copy of a course transcript indicating a passing mark or a letter grade of C or better.
4. Personnel will authorize employee reimbursement in an amount not to exceed the original request.

D. Specific Regulation:

1. Total amount to be expended each fiscal year shall not exceed budget appropriation.
2. Reimbursement request will be handled on a first-come, first-serve basis. Should a conflict occur the employee with the most years of services shall receive first approval.
3. Reimbursement per employee shall not exceed $350.00 per fiscal year.
4. Reimbursement will be made only to a passing mark in a Pass/Fail condition or a letter grade of C or better (i.e. A, B, or C). Should neither of these grading criteria be used a pre-approval method of evaluation will be determined.

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