

Council Policy Statement

Category: ADMINISTRATION
Specific Subject: EMPLOYEE EDUCATION PROGRAM

PURPOSE:

To encourage the continuing education and training of all employees in the municipal service.

POLICY:

1. The Employee Education Program shall be available to all full-time and three-quarter time employees who have successfully completed one year of continuous employment with the City of Carlsbad.
2. Courses taken must be pertinent to the position the employee holds in the organization.
3. In order to receive reimbursement for the program, the employee must receive a "C" average or better or a "pass" in pass/fail grading.
4. The employee must agree to remain in the employ of the City for two years after completion of the course, or reimburse the City for the cost of the course prior to separation through payment to the City's Finance Department. The requirement that the employee reimburse the City for the cost of the course(s) taken will be waived if the employee is laid off from City employment.

PROCEDURE:

- A. All requests for reimbursement will be documented and submitted for approval based on the procedures and guidelines developed and maintained by the City Manager or his or her designee.
- B. Requests will be submitted to the City Manager for final approval.¹

¹ With regard to employees in the City Attorney's office, requests for reimbursement will be submitted to the City Attorney for approval.