

# ***CITY PERSONNEL POLICY***

## **EMPLOYEE REIMBURSEMENT OF TRAINING EXPENSES**

Policy # 11-00

*Approved by Personnel Board: 8/26/99*

*Michele Frost, Personnel Director*

*Approved by City Council: 4/4/00*

*Council President Paul Koneck*

Pursuant to the Omaha Municipal Code, Section 23-65, the following is declared to be the policy of the City of Omaha. Please check the City's e-mail system in the Public Folders under Personnel Department for the latest amendments to this policy.

The employment of qualified employees in specialized positions sometimes requires continued investment in their training in order that the employees remain current on changing technologies and equipment used in daily job performance. It is the policy of the City to provide such training opportunities if approved by the department director.

Sometimes such training requires a significant City financial investment. To assure that the City benefits from these expenditures by retaining employees in its work force who have had the benefit of such training, the following conditions shall apply to any training expenditure over \$500:

1. If the employee leaves city employment within six months or less after completion of the training, the employee shall reimburse 75% of training cost;
2. If the employee leaves city employment between six months and 12 months after completion of the training, the employee shall reimburse 50% of the training cost;
3. If the employee leaves city employment between 12 and 18 months after completion of the training, the employee shall reimburse 25% of the training cost.

Prior to the authorization of any such training, the department director shall notify the employee of this policy and shall have the employee execute a "Repayment of Training Costs" agreement provided by the Personnel Department. Such agreement will be approved by the Labor Relations Director. Each department director shall be responsible for the enforcement of this policy and the proper execution of the agreement prior to the training. Each department director shall have the authority to exempt any employee/training from the payback requirements.