

RESOLUTION NO. _____

A RESOLUTION AMENDING RESOLUTION NO. 2009-257
REGARDING THE CITY OF KINGSPORT PERSONNEL
POLICY #33-EMPLOYEE TRAINING AND
DEVELOPMENT POLICY

WHEREAS, the city adopted the Employee Training and Development policy for city employees with Resolution No. 2009-257, effective June 16, 2009; and

WHEREAS, the city would like to amend the Employee and Training Development Policy to focus on employee retention and is proposing two key changes; and

WHEREAS, the first change is to implement an Employee Training Agreement with tiered pay back obligations if the employee voluntary leaves employment within three (3) years after completing the training; and

WHEREAS, the second change is to increase the tuition reimbursement rates per semester up to \$1,000 for undergraduate courses and up to \$1,200 for graduate courses, and in addition to the per semester increases, a fiscal year cap equivalent to the per semester times three (semesters) in outlined.

Now, therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That Resolution No. 2009-257 adopting an Employee Training and Development Policy is amended by substituting the following in place of the existing policy in its entirety:

Policy

The City Manager, or designee, may designate one or more individuals as the city's Training Officer/s to promote employee training and career development.

Employees are encouraged to take advantage of job-related training opportunities to improve their job skills. Department heads may authorize or require employee attendance at conferences, seminars, workshops, or other functions of a similar nature that are intended to improve or upgrade the employee's job skills.

Specialized Training and Training Agreement

Departments may identify specialized training relative to department needs. In the event the city sends an employee for employee-sponsored education, such as, but not limited to Police Academy, EMT/Advanced EMT/Paramedic, and Commercial Driving License (CDL), the employee will be asked to sign a training agreement. The purpose of the training agreement aims to ensure that both the City and the employee benefits from the investment in professional development.

When training is required, the department will notify HR prior to the training date. HR will determine if the training meets the level for a training agreement to be initiated, if so, HR will work with the employee to have the agreement completed.

If a training agreement is required, employees must sign the agreement which specifies:

- The nature of the training, education, or certification.
- The training dates/timeframe for the training
- The cost of the training provided by the City.

- The reimbursement obligation and commitment period
 - **12 months or less after training:** 100% of the total cost
 - **13 months to 2 years after training:** 75% of the total cost
 - **2 years to 3 years:** 50% of the total cost
 - **More than three years:** No reimbursement required
- Repayment shall be required in instances where the employee voluntarily resigns or is terminated for cause before the end of the commitment period.

Repayment Terms

If an employee voluntarily resigns, or is terminated for cause before the end of the commitment period, they will be required to repay the training costs, as noted in the reimbursement obligation outline, on their last day of employment, or by an electronic bank withdrawal payment plan. Employees will also have the option to authorize the City to deduct the payment amount from their final paycheck.

If the employee fails to fulfill their reimbursement obligation, this failure will be permanently recorded in their employee file and noted in any employment verification.

Tuition Reimbursement for employee elected college coursework.

Tuition reimbursement may be granted to regular, full-time, active, non-probationary employees for courses that are work-related, that maintain or improve the skills required by employees in their employment, that may be necessary for the anticipated needs of the city, or that may make employees more valuable to the city. Courses, including on-line and video courses, must be taken at or through an accredited college, university, approved trade school, or approved technical school. When questions arise concerning whether or not a course qualifies under the program, they shall be decided by the Human Resources Director, or designee.

Once an employee completes one (1) year of full-time service with the city, and are in good standing, are eligible for this benefit. Before enrolling in a course, an employee must submit through the department head, or designee, to the Human Resources Director, or designee, an application for tuition reimbursement. Application forms are available from the Human Resources department or employee portal. Final approval shall be determined by the Human Resources Director, or designee.

Tuition reimbursement is available as follows:

- Undergraduate Courses: up to \$1,000 per employee per semester/\$3000 in a fiscal year
 - Graduate Courses: up to \$1,200 per employee per semester/\$3,600 in a fiscal year
- City tuition reimbursement will be provided only after applying other financial aid/assistance an employee receives from other sources (e.g. scholarships/grants), and then only if there are eligible expenses remaining unpaid.

Eligible tuition reimbursable expenses include tuition, laboratory and technical fees, and required textbooks. Reimbursement is limited to those eligible expenses actually incurred and paid for by the employee. Incidental fees, such as parking permits, supplies, and recreational/activity fees are not eligible reimbursable expenses.

Tuition reimbursement shall be made upon successful completion of the course (a grade of "C" or better or a "pass" for a pass/fail course for undergraduate courses and a grade of "B" or better or a "pass" for pass/fail courses for graduate courses). In order to receive reimbursement, the employee must provide a copy of the official grade report and all relevant receipts, prior to start of the following semester. To obtain reimbursement the employee must be employed by the city at the time reimbursement is paid.

Other Specialized Courses

Specialized training or courses which may be unique to a respective department may be funded through departmental budgets and shall not be considered under the education/tuition reimbursement policies.

Other Provisions

Nothing in this policy should be construed to conflict with or supersede state or federal law, or as interfering with the constitutional rights of employees.

While the city is committed to the principles embodied in this policy, the policy itself is not intended to state contractual terms and does not constitute a contract between the city and its employees. This policy supersedes all policies that conflict with the terms of this policy. Furthermore, this statement constitutes ONLY the policy of the city. A finding of a violation of this policy does not mean that the conduct violates state and/or federal laws.

SECTION II. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the citizens of the city.

SECTION III. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 1st day of October, 2024

PAUL W. MONTGOMERY, MAYOR

ATTEST:

ANGELA MARSHALL, DEPUTY CITY RECORDER

APPROVED AS TO FORM:

RODNEY B. ROWLETT, III, CITY ATTORNEY