



AGENDA ACTION FORM

Consideration of a Resolution to Amend Employee and Training Development Policy #33 and adopt Employee Training Agreement.

To: Board of Mayor and Aldermen
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-267-2024
Work Session: September 30, 2024
First Reading: N/A
Final Adoption: October 1, 2024
Staff Work By: Tyra Copas
Presentation By: Tyra Copas

Recommendation:

Approve the Resolution.

Executive Summary:

With a focus on employee retention, Human Resources reviewed the Employee and Training Development Policy #33 and is proposing two key changes.

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. Many positions within the city require specialized training, for which the city covers all associated costs. The purpose of the training agreement would aim to ensure that both the City and the employee benefits from the investment in professional development, and in the event the employee leaves employment, the city recoups some of the training costs.

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. In addition to the per semester increases, a fiscal year cap equivalent to the per semester times three (semesters) is outlined. The fiscal year cap will enable employees to either take the full amount for 3 semesters or a smaller amount for mini-esters.

In surveying other municipalities, it was found that most have established a training agreements and our current tuition reimbursement rates were below the average.

Attachments:

- 1. Resolution
- 2. Employee Training and Development #33 – Draft
- 3. Employee Training Agreement

	Y	N	O
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—