

	Employee Training and Development Policy	
	Section No: 2.15	
	Category: Workplace conduct and Compliance Policies	
	Resolution Number: 257-2026	
	Effective Date: September 1, 2026	
	Supersedes: former Section 33, Resolution 267-2024- October 1, 2024	
	Next Review Date: September 1, 2028	
Responsible Office: Human Resources		
Policy Applies to:	☐ All City employees (Full-time, Part-time, LSEs, temps, etc.) ☐ All City and School Employees	☒ Full-Time employees only ☐ Other: _____

Relevant Definitions

N/A

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 employer-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 **which would initiate a training agreement**, the department will notify HR prior to the training date. HR will **review to ensure** 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
- The terms of repayment if 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, maintain or improve the skills required by employees in their employment, may be necessary for the anticipated needs of the city, or may make employees more valuable to the City. Courses, including on-line and video, 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, they 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/\$3,000 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 the start of the following semester. To obtain reimbursement the employee must be employed by the city at the time reimbursement is paid.

Employees participating in the Tuition Reimbursement program, will also be required to sign the Training Agreement as noted in the section above.

Other Specialized Courses

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

Consequences of Policy Violation

Violations of this policy may be subject to disciplinary action, up to and including termination of employment.

Related Information or Procedures:

See Human Resources for applicable forms.

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. 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.

Contacts

The Human Resources Office can address questions regarding this Policy: phone: (423) 229-9401, email: HROffice@kingsporttn.gov