



## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Stephen N. Reed, Assistant City Attorney

**DATE** June 1, 2023

**SUBJECT:** IN THE MATTER OF ADOPTION OF EMPLOYEE HANDBOOK POLICY  
317 TRAINING OPPORTUNITIES

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**Request:**

Adopt the attached amendment to the employee handbook as policy 317 which notifies employees that certain training and professional development opportunities may be available to them and to authorize the City to recoup any training expenses paid by the city when an employee terminates their employment with the city within 1-year of the training expense being incurred.