

## TRAINING AND EDUCATIONAL ASSISTANCE

Revised: July 2003

SECTION: 32

---

### A. PURPOSE

1. Tooele City encourages personal and skills development through continuous training and educational programs. This policy defines the terms and conditions under which employees may be granted financial assistance to aid them in pursuing advanced education.
2. Tooele City believes on-the-job training is an essential part of employee development and therefore, such training is provided to the employee on a continual as needed basis.

### B. DEFINITIONS

1. Educational Assistance Committee - Designated representatives from human resources, finance, and another designated functional area who has the responsibility for reviewing, verifying, and approving requests for educational assistance benefits.
2. Accredited College or University - Tooele City recognizes schools as accredited institutions if they are recognized by the Higher Education Directory.
3. Advance Educational Program - Program designed to assist employees completing an approved and accredited advanced education program including requirements for a two-year associates degree, four-year bachelors degree, or masters degree. Professional job related certifications or accreditation programs are also eligible for consideration.
4. Work-Related Training - Courses that assist the employee in developing knowledge and skills that directly relate to the employee's current occupation or profession. Generally, the intent of this program is to enlarge or refine the employee's scope of expertise in their present job. The supervisor approves work related training on an individual basis as each respective department pays for this type of training.
5. On-The-Job Training - Training that is provided to the employee while completing their normal course of duties. Generally a supervisor or other mentor is assigned to provide the essential training.

### C. POLICY

Pending available funding, employees may receive financial assistance for training and education. Education and training falls into two categories, Advanced Educational Program or Work Related Training.

## TRAINING AND EDUCATIONAL ASSISTANCE

Revised: July 2003

### SECTION: 32

---

#### 1. Advanced Educational Program

- a. Employees may receive financial assistance to aid in obtaining an advanced education that directly relates to work performed within Tooele City Corporation.
- b. Employees must submit an application (Form #23) and include a complete official copy of the course curriculum in order to be initially considered and approved for participation in the Advanced Educational Program. An application requesting approval for each course must be submitted prior to commencing courses. Changes, deletions, or additions to the approved application require submission of an amendment. Such changes are subject to approval from the Educational Assistance Committee. Tooele City is not responsible for reimbursement of classes that have not received prior approval from the Educational Assistance Committee.
- c. Under this program, ALL courses, including courses which are not job-related or City related, are eligible for reimbursement up to the allotted amount, if such courses are required as a condition of completion or graduation by the academic institution.
- d. Financial assistance will generally occur on a reimbursement basis, however, some institutions provide direct billing options. If this option is available, the employee may enroll and Tooele City may be billed if the employee meets the reimbursement requirements.
- e. Reimbursement or course payment is subject to available funding and is limited to \$1,000 per fiscal year. Reimbursement totals accumulate based on the date the bill is paid or reimbursed by Tooele City, not the date the class ended. To be eligible for reimbursement/payment, a grade of AC-A or higher is required. For courses that do not receive grades, such as PASS/FAIL courses, the employee must submit a recognized certificate or letter from the school verifying that the employee has satisfactorily completed the course. The following expenses are eligible for reimbursement/payment under the Advanced Education Program:
  - (a) Initial application fees (not subject to grade requirements)
  - (b) Class tuition/registration fees
  - (c) Books & syllabi which are course required
  - (d) Sales tax related to above expenses
  - (e) Reasonably priced materials which will assist a disabled employee (Special consideration will be made in compliance with the EEO/ADA policy)
  - (f) Concurrent enrollment, home study, Internet, and other educational methods

## TRAINING AND EDUCATIONAL ASSISTANCE

Revised: July 2003

SECTION: 32

---

- as long as such courses comply with the guidelines of the Advanced Educational Degree Program
- (g) CLEP tests and CLEP preparatory classes, only if such courses result in an overall cost savings to Tooele City. Employees may be required to provide written documentation demonstrating such savings. Reimbursement for CLEP courses is made after the school has granted credit for the respective course.
- f. The following expenses are not eligible for reimbursement. This list is not all-inclusive. The Educational Assistance Committee must approve any expenses not specifically mentioned.
- (a) Courses that have not been approved by the Educational Assistance Committee
  - (b) Out-of-state tuition fees/non-member fees
  - (c) Audited courses
  - (d) Late registration fees/charges or fines
  - (e) Registration fees for special unique programs as designated by the Educational Assistance Committee
  - (f) Computers/equipment, Internet access, and/or general classroom supplies
  - (g) Calculators or other equipment
  - (h) Transportation
  - (i) Parking fees
  - (j) Meals
  - (k) Text books, manuals, or other materials that would aid the employee in studies, but are not required for the course
  - (l) Tutors or other study aids
- g. If an employee is entitled to veterans or other educational benefits (i.e. grants or scholarships), the employee must use such benefits in lieu of City reimbursement. City reimbursement will be reduced by the amount of reimbursement for which the employee is eligible from the Veterans Administration or any other source.
- h. Employees participating in the Advanced Educational Program are encouraged to take a minimum of 2 courses per year.

## TRAINING AND EDUCATIONAL ASSISTANCE

Revised: July 2003

SECTION: 32

---

- i. Employees who participate in the Advanced Educational Program and voluntarily terminate their employment with Tooele City must refund any monies paid by the City for the program during the preceding 12-month period. Tooele City will automatically withhold the amount due from the employee's final paycheck. The employee's signed application authorizes Tooele City to withhold such monies from the employee's final paycheck.
  - j. Employees are not granted a level or step advancement upon completion of the Advanced Educational Program. All promotion and advancement opportunities follow respective policies.
  - k. Tooele City reserves the right to delay, deny, or discontinue Advanced Educational courses if funding is limited or unavailable. However, courses that are in process of completion at the time of such action will continue to be eligible for reimbursement.
2. Work-Related Training courses are administered and approved by each respective supervisor/department head based on budget and need.