

**CITY OF CULVER CITY  
COUNCIL POLICY STATEMENT**

Policy Number **4201**

General Subject: Employees and City Officials

Date Issued 1/23/95

Specific Subject: Employee Education and Training

Effective Date 1/24/95

Resolution No. **95-R005**

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**PURPOSE:**

To establish policy regarding training efforts and the criteria for determining allowable expenses.

**DEFINITION**

1. **Mandatory Training:** Specialized course of education required of employee to acquire special skills and knowledge for a present or prospective assignment. Training is mandatory when the absence of such training would impair or prevent an employee from performing the duties of his/her job. There is a joint City/employee responsibility for acquiring the training. The City may require attendance. Examples include police or fire academy training, court or legislatively-mandated training, data systems/software training, or required certification course (Back-flow inspection, Pesticide Applicator).
2. **Proficiency Training:** Special meetings, seminars or short courses which an employee attends to upgrade or maintain currency of knowledge or skills required to maintain job performance standards. Examples include workshops on supervision or disciplinary actions, and operation of new technology.
3. **In-service Training:** Activities at the work site (demonstrations, supervised practice) which inform employees of job requirements, changing technology, and safe work practices.
4. **Voluntary Training:** Short courses, or workshops which an employee elects to attend to improve efficiency or knowledge, and/or to prepare for promotional opportunity.
5. **Tuition Reimbursement Education:** College courses or long-term education or training, taken on the employee's own time, which has a logical relation to the employee's current duties.

**STATEMENT OF POLICY:**

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Employees have an obligation to maintain proficiency required to perform their jobs as changes in laws, policies, regulations, methods and techniques impact the provision of public services. The City encourages and will assist employees in a continuing program of self-improvement and updating of skills by establishing, conducting and financially supporting education and training.

The City supports only those training and educational programs which are relevant to the current or changing duties or responsibilities of the employee's job classification.

All City training programs will be provided in a manner which does not preclude participation by employees with disabilities, including those with sensory impairments.

Employees attending mandatory or proficiency training as defined herein shall not suffer loss of salary. The City will reimburse the employee for travel expenses incurred, as described in the Council Policy regarding Travel and Expense Reimbursements.

In regard to voluntary training or tuition reimbursement education, which may be offered by more than one institution, the CAO, by administrative policy, may limit reimbursement amounts to the least costly program, or to a fixed dollar amount. Employees may elect more costly programs and pay the difference.

Employee absence from regular duties to attend voluntary training may be permitted when the employing department determines that there will be no disruption of normal services to the public. Tuition reimbursement education shall not be permitted during work hours.

Payments or reimbursements for training and education shall be as follows:

A. Mandatory and Proficiency Training: Actual costs, plus work time incurred. If travel or overnight accommodations are required, City travel and expense policies will apply.

B. Voluntary Training: Expenses may be permitted consistent with City Council Policy, at the discretion of the Department Head.

C. Tuition Reimbursement Education: The tuition and fees of the educational institution shall determine the amount eligible for reimbursement, including the cost of books required for approved courses and parking fees. However, the actual amount of reimbursement is determined at the CAO's discretion. The Department Head (with CAO approval) may also authorize adjusted work hours or release time as a component of the City's participation in the supported education. Expense allowances for travel and meals are not authorized.

Reimbursement for tuition, fees and books shall be contingent on:  
(a) pre approval of the course and the amounts requested; (b) the successful completion of the course with a grade of "C", or "Pass" in a Pass/Fail course; and (c) a written report to the Department Head (or in the case of Department Heads or department-level staff, the CAO) on the relevance and value of the education received. Failure to meet the above requirements will be cause for rejection of a reimbursement claim. Employees receiving reimbursement shall remain working for the City for a minimum of two (2) years following completion of the course, or shall repay the City the full amount of the reimbursement. A waiver may be granted by the CAO in exceptional circumstances; however, no waiver will be granted an employee terminated for cause. An employee who is laid-off by the City shall not be liable for repayment.

D. Books and materials purchased with City funds become the property of the City. The employee shall either turn such books over to the department head upon completion of the course or training, or in the event the books can be re-sold to the school, shall indicate the amount of refund obtained to be deducted from any reimbursement claim.

## **PROCEDURES:**

Requests for training and education at City expense must be submitted in advance to the Department Head (or for department heads, to the CAO). A "Training and Education Request" form shall be completed, including details and supporting information regarding the location and costs of the proposed training or education.

Expense for training and education must be included in the employing department's approved budget. The Department Head will review the request and approve, modify, or reject the request and notify the employee. Approved expenses will be paid by the Accounting Division.

Approval shall have been granted when the Department Head (or CAO) has approved the request. Departments are required to consider public service demands and overtime impacts before approving requests. Where release time or adjusted work schedules are involved, the CAO must be advised and must approve.

Employee failure to comply with policy or procedural requirements may result in denial of payment or repayment of money previously advanced.