

## CHAPTER 3 – PERFORMANCE EVALUATION, EMPLOYEE DEVELOPMENT AND RECOGNITION

### **SECTION 2 - TRAINING OF EMPLOYEES/TUITION REIMBURSEMENT**

#### 2.1 Policy

All employees of the City are eligible to request specialized training such as conferences, seminars, special courses, etc. at the City's expense when job related, and where such training also provides a benefit to the City. Training programs may include lectures, courses, demonstrations, webinars, professional association sponsored meetings, or such other examples for the purpose of improving the effectiveness and increasing the knowledge of employees in the performance of their respective duties.

Participation and approval for training shall be subject to the limitations of the City's budgeted resources. The City Manager, department heads, and supervisors shall strive to ensure that employee training resources are distributed in an equitable manner, while taking into consideration the business necessity of the City for achieving various training needs. Costs associated with training may include registration, lodging, meals, and transportation, on a case-by-case basis. Requested means of transportation will be approved by the City Manager.

#### 2.2 Employee Education - Tuition Reimbursement

The following policy shall serve as the rules related to employee participation in the tuition reimbursement program:

1. Courses taken must be pertinent to the position the employee holds in the organization; prepare the employee to transition to an alternate City position; or prepare the employee to promote to an alternate City position.
2. In order to receive reimbursement for the program, the employee must receive a "C" average, or better. If no grade is issued for a course, a certification of satisfactory completion must be submitted.
3. All employees utilizing a prepayment of tuition plan or desiring reimbursement must complete said course.
4. Mileage shall not be paid to employees taking courses from a higher education institution for credit.
5. The amount of tuition reimbursement is not to exceed the tuition amount in effect at a California State University campus during a concurrent semester or quarter.
6. The amount of tuition reimbursement for "self-paced" courses and/or courses without a set duration, is based on the average or reasonable time required to complete the coursework. Any employee enrolled in a course as described above, shall receive tuition reimbursement based on the following formula:

Step 1: Determine the average number of hours to complete the coursework. E.g. five-hundred Hours (500) to complete the coursework.

Step 2: Divide this figure by the number of hours per semester or quarter at

a California State University to determine the equivalent number of semesters or quarters to complete the coursework. E.g. five-hundred Hours (500) hours / one-hundred thirty-five Hours (135) = 3.7 equivalent semesters to complete the coursework.

Step 3: Multiply this figure by the tuition per semester to determine the total tuition to be reimbursed. E.g. 3.7 x four-hundred forty dollars (\$440.00 (tuition rate) = \$1,628.00

7. Employee must agree to remain in the employ of the City for two years after completion of the course, unless a non-voluntary termination occurs. Should the employee resign from employment prior to completion of the two-year period, the employee shall be invoiced for the amount of tuition reimbursement provided to the employee for education costs within the two-year window.
8. Tuition reimbursement shall be subject to the appropriation of adequate funding by the City Council in the City's Two-Year Budget. Funds shall be allocated on a first come, first served basis to applicants. Any applicant not receiving reimbursement due to a lack of funding, may hold over their application to future fiscal years pending the availability of funding.

### 2.3 Mandatory Training

1. By January 1, 2021, all Supervisors shall participate in at least two hours of training and education regarding sexual harassment and all other nonsupervisory employees shall participate in at least one hour of training and education regarding sexual harassment within six months of their assumption of a position.
2. After January 1, 2021, all employees, including part-time, seasonal, and temporary employees, shall participate in sexual harassment training and education once every two years.
3. The training shall include the prevention of abusive conduct and training on harassment based on gender identity, gender expression, and sexual orientation.
4. The training and education regarding workplace harassment shall also address other forms of unlawful discrimination in order to meet the City's obligations to take all reasonable steps necessary to prevent and correct harassment and discrimination.
5. Beginning January 1, 2020, seasonal and temporary employees, or any employee who is hired to work for less than six months, shall participate in training within 30 calendar days after the hire date or within 100 hours worked, whichever occurs first.
6. For any temporary employee employed by a temporary services employer to perform services for the City, the training shall be provided by the temporary services employer, not the City.
7. Employees and supervisors may be required to attend other mandatory training periodically as determined by the City Manager including, but not limited to, ethics training, diversity training, workplace violence training, customer service training, emergency preparedness training, security awareness training, and specialized job skills training.

## 2.4 Procedure

Employees should follow their department's process for obtaining approval to attend training.

Employees are requested to allow sufficient lead time for the review and approval process, and for making travel arrangements, if necessary. Employees will receive feedback on whether the request was approved or declined. Upon completing any approved training, employees may be required to submit a certificate of completion.

# CHAPTER 7 – TIME AT AND AWAY FROM WORK

## **SECTION 8 – PERSONAL NECESSITY LEAVE**

All permanent full- and part-time employees participating in a 9/80 or other modified schedule shall not be granted personal necessity leave. Personal necessity leave was eliminated from the benefits afforded to these employees at the time that the 9/80 schedule was implemented by the City.

All permanent full- and part-time employees not participating in a 9/80 or other modified schedule (i.e. those working regular five-day, forty-hour schedules) shall be granted personal necessity leave not to exceed five (5) days per fiscal year. Personal necessity leave shall be used only for circumstances requiring the employee to be away from the office that are not covered under Section 7 – Sick Leave above such as non-medical appointments that cannot be scheduled on the employee's regular days off or other emergencies such as urgent home repairs. Personal necessity leave shall not be used as additional vacation leave or for appointments that could be scheduled on an employee's regular days off. By requesting this leave, an employee self-attests that the reason for the absence falls under a qualifying circumstance. Use of personal necessity leave shall be deducted from an employee's accumulated sick leave accruals.

## **SECTION 10 – FAMILY CARE LEAVE (FMLA/CFRA)**

### 10.1 Eligibility

The City provides family leave time to eligible employees as required under the federal FMLA and/or CFRA. To be eligible, employees must:

- Have more than twelve (12) months of service;
- Have worked at least 1,250 hours during the previous twelve (12) -month period before the date the leave is to begin; and
- Be eligible for any "qualifying exigency" (as defined by federal regulations) because the employee is the spouse, son, daughter, or parent of an individual on covered active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces (including the National Guard and Reserves).

### 10.2 Entitlement

For FMLA/CFRA leave, an employee is entitled to up to a total of twelve (12) workweeks of unpaid leave during any twelve (12) -month period. The City has adopted the rolling forward twelve (12) -month method of calculating the twelve (12) -month period in which leave entitlement occurs from the date an employee uses any family leave.

In no event shall the total leave taken in connection with the birth of a child exceed four (4) months of pregnancy disability/FMLA leave and twelve (12) weeks of combined CFRA leave.

### 10.3 Leave Reasons

Leaves shall be taken for the reasons permitted by law, including the following:

1. Employee's own serious health condition;
2. Birth and bonding of a newborn child, adopted child, or foster child;
3. Placement with the employee of a son or daughter for adoption or foster care;
4. Serious health condition of the employee's child, parent, parent-in-law, spouse, registered domestic partner, or the child of a registered domestic partner, grandparents, grandchildren, and siblings;
5. Pregnancy-related disability.
6. Military exigency