

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS AMENDING THE PERSONNEL RULES AND REGULATIONS ELIMINATING COUNCIL REIMBURSEMENT FOR EDUCATIONAL TRAINING

WHEREAS, the City of Milpitas Personnel Rules and Regulations were established by adoption of City Council Resolution 792 on July 16, 1963; and

WHEREAS, the Personnel Rules and Regulations have been amended from time to time since their original adoption; and

WHEREAS, Section 10.00 of the Personnel Rules and Regulations regulates reimbursement for job-related educational opportunities and limits such reimbursement to elected and appointed officials and Permanent Employees.

NOW, THEREFORE, the City Council of the City of Milpitas hereby finds, determines, and resolves as follows:

- 1. That the recitals set forth above are true and correct and incorporated herein by reference.
- 2. That Section 10.03.2 of the Personnel Rules and Regulations shall be amended to delete authority to reimburse elected and appointed officials under Section 10.00. To that end, Section 10.03.2 is amended to read:

10.03.2 Only Permanent Employees shall be eligible for reimbursement of training costs.

PASSED AND ADOPTED this ____ day of _____, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Mary Lavelle, City Clerk

Jose S. Esteves, Mayor

APPROVED AS TO FORM:

Michael J. Ogaz, City Attorney

TRAINING 10.00

10.01 Intent

It is the intent of the City to recognize the future growth of the City and its Employees and to adopt a training policy which will encourage Employees to avail themselves of job-related educational opportunities that will advance their knowledge and interests in the direction of their career with the, City and by so doing to improve the municipal service. This is with the realization that such a policy must be within the financial ability of the City, that the work for which an Employee was appointed must be given first preference and that the City does not intend to expend training funds for the primary purpose of enabling an Employee to secure a position with other agencies or firms or pursue alternative careers.

10.02 Responsibility

Responsibility for developing training programs for Employees shall be assumed jointly by the Personnel Officer and the Department Heads. Such training programs may include college or university courses, lectures, demonstrations, assignment of reading matter or such other devices as may be available.

10.03 General Provisions

- 10.03.1 Preparation for classes is to be on the Employee's own time.
- 10.03.2 Only elected and appointed officials and Permanent Employees shall be eligible for reimbursement of training costs.
- 10.03.3 To be eligible for reimbursement, an Employee must have received advance written recommendation by his Department Head and approval by the Personnel Officer.
- 10.03.4 No Employee will be reimbursed for participation in more than six (6) college semester units at any given time.
- 10.03.5 Reimbursement to an Employee of the registration cost of such course shall be predicated upon the successful completion of the course by said Employee.
- 10.03.6 Participation in and successful completion of special training courses may be considered in making advancements and promotions. Evidence of such training must be submitted by the Employee for filing in their personnel file.

10.04 Types

- 10.04.1 Department Head and Personnel Officer approval of Employee training requests shall be based on the following determinations of the degree of value to the City. This, in turn, determines the extent to which the City will participate in the cost of training.
- 10.04.2 Assigned Training: This is training of an immediate, direct and tangible benefit to the performance of specific City responsibilities, such as instruction on new techniques; equipment or procedures, etc. City participation will consist of payment of regular wages for time away from the job (if during working hours), full reimbursement of tuition or registration costs, reimbursement for the cost of books and manuals desired by the City and which become the property of the City, transportation costs and payment of overtime or compensatory time off if actual class time not including homework nor transportation time if after working hours.