

POLICY STATEMENT

Subject: ~~Staff Orientation, Training, Development, Education and Tuition Reimbursement~~ **Employee Development**

Origination date: 04/01/01

Revision date: 05/08/2023

Policy number: 500

Purpose

The purpose of this policy is to provide direction to the City's employee development and training efforts.

Policy

It is the policy of the City of Goodyear to encourage professional development through a variety of measures. These measures include, but are not limited to, new employee orientation, staff meetings, on-the-job training, job-related conferences and seminars, and continuing education through colleges and universities.

A. Training Costs

Training costs may include registration fees for workshops or conferences, materials, and the fees charged for contracting consultants and/or instructors providing the training. These costs may be supported by the City, provided funds have been budgeted and the training has been approved. Lodging, meals and travel costs may be supported by the City if prior approval has been given. The City Manager or designee will determine how funds will be budgeted for these purposes.

B. Eligibility for Training

All City employees are eligible to participate in City-sponsored training, development, and educational opportunities, upon approval of their supervisor.

C. Training Priorities

Since all training opportunities are subject to budgetary limitations, the City has established priorities for training and staff development. They are:

1. Orientation
2. Job-related Training
3. Developmental Training
4. Tuition ~~Reimbursement~~ Assistance