TRAINING AND EDUCATIONAL ASSISTANCE POLICY

Purpose: To establish policy guidelines for employees seeking reimbursement for job-related training and educational programs. This will encourage employees to prepare for career advancement and improve their job skills.

Policy: Within its fiscal ability, the City and County will pay certain expenses for training and educational assistance provided the following requirements are met:

1. The program is job-related or in a job-related degree program approved by the department head; and
2. Funds are available in the department's budget.

Procedure:

Academic Courses:

If you wish to receive reimbursement for a job-related academic course, you must obtain department head approval prior to attending the course. Upon satisfactory completion with a grade of "C"/"Pass" or higher, you may request reimbursement by completing a Request for Tuition Reimbursement Form (available from your departmental administrative technician or on Baxter). Submit this form, evidence from the school of your grade for the course, and receipts for applicable tuition, fees, and books to your department head for approval.

Seminars, Conferences, Conventions, and Professional Meetings:

Upon approval of the department head, the City and County will pay for certain expenses to attend job-related seminars, conferences, conventions, and professional meetings within Colorado; the City and County Manager must approve, in advance, all out-of-state training programs.

Meal expenses for any training program will be paid when such meal is provided for in the cost of the program or as approved by the department head. Please reference the Finance Department's Travel, Training and Incidental Expense Policy.

To obtain approval of your expenses to attend a seminar, conference, convention, or professional meeting, submit a Travel Authorization Form (available from your departmental administrative technician or on Baxter) to your department head.