

	<b>City of Cedar Park</b> <b>Human Resources Policy Manual</b>		
	<b>Training</b>		
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## **1.0 Policy**

It is the policy of the City to promote a high standard of professionalism through a competent and well-trained workforce.

## **2.0 Procedure/Rule**

- 2.1 The City shall provide appropriate training for a City employee, subject to available funding and resources. A department shall maximize its training budget by ensuring training is aligned with City and departmental goals and needs and certification requirements for a specific job.
- 2.2 Training shall be pre-approved by the Department Head or designee.
- 2.3 With approval of the Department Head or designee, a supervisor may grant leave with pay when the employee is attending a professional conference, convention or training activity. (Also refer to *Professional Memberships* and Subscriptions Policy.)
- 2.4 If training is determined to be of significant cost, an employee may be required to sign a reimbursement agreement prior to attending training to ensure the City's return on investment. Full or pro-rated reimbursement may be required if the employee fails to attend all or part of the training, does not pass testing related to the training or voluntarily leaves employment of the City within six months of completion of the training.