

EDUCATIONAL REIMBURSEMENT POLICY

The City is interested in employees furthering their job-related education. The City will pay for mandatory continuing education including licenses or certifications required for the job. The City will consider paying of non-mandatory education subject to available funding within the department budget and prior approval by the City Manager as set forth in this policy

MANDATORY CONTINUING EDUCATION/LICENSES/CERTIFICATES

Any mandatory continuing education shall be paid for by the City of Yreka. Mandatory continuing education is defined as course work, licenses or certifications required for maintenance of a license to practice a profession in the State of California. The City shall allow employees paid straight time to take a license test related to their job. The City may also allow the use of a City vehicle for the employee's transportation to the test site. In the event a City vehicle is not available to the employee the employee shall be reimbursed for mileage for the use of their personal vehicle, subject to the City's mileage reimbursement policy. The City shall provide a City vehicle for use in testing when such test involves the operation of a specific vehicle or piece of equipment. On occasion, at the request of the City, it may be necessary for an employee to cancel an appointment for license testing and reschedule the appointment, except when cancellation would cause the license to expire.

Reimbursement Procedure

Reimbursement is subject to the employee obtaining a grade of "C" or better, or a passing grade where no grade is given. Reimbursement shall include the cost of books, supplies and materials related to mandatory education and may include the cost of approved non-mandatory education related materials. The employee shall not be reimbursed until a reimbursement request is submitted to the City Manager with a copy of the grade report attained and a copy of the receipt for payment of tuition, books and approved supplies and/or materials.

NON-MANDATORY EDUCATION

Non-mandatory education is defined as course work which would improve job skills for the employee's current or future job and has substantial benefit to the City. Reimbursement for non-mandatory education is subject to approval by the City Manager and the City Manager's decision on all matters related to non-mandatory education and reimbursement is not grievable or appealable.