

**500. EMPLOYEE DEVELOPMENT** *(Revised 02/29/08)*

501. CAREER COUNSELING AND GUIDANCE

Career counseling and guidance will be made available to employees to encourage and assist them in planning their education, career goals and occupational advancement as they relate to the employee and to the City. Employees seeking career counseling may contact the Human Resources Department, Center for Learning, Education and Development (LEAD).

502. EDUCATIONAL LEAVE AND TUITION ASSISTANCE

The City of Albuquerque, subject to the availability of funds, may provide as an incentive to classified non-probationary employees, unclassified employees with a minimum of six (6) months of service and classified part-time employees working twenty (20) hours or more per workweek, the opportunity to pursue their career interest in City government through education and training. The City may provide employees with financial assistance and/or leave to attend courses and other approved training programs.

502.1 Conditions for Tuition Assistance

- A. If the course or program is not a requirement of the City, an employee may apply for financial assistance through the City's Tuition Assistance Program;
- B. In order to qualify for assistance through this program, employees must meet all of the following criteria:
  - 1. Courses must be for credit;
  - 2. The courses, training program or the type of degree being pursued must enhance or create a skill that is related to the employee's profession, skill or craft and/or career goals, and must demonstrate a benefit to the City;
  - 3. Employees receiving assistance from other sources will inform the City of the amount of this assistance when application is made with the Tuition Assistance Program. The City will only provide assistance up to the amount of actual educational costs less any other assistance received by the employee;

4. Courses taken under the Tuition Assistance Program will be taken at the employee's initiative. The employee assumes responsibility for course selection, scheduling and other matters that are traditionally the responsibility of the student and the educational institution;
5. It will be the responsibility of all employees to undergo career counseling with a LEAD career counselor in order to establish a career path plan compatible with the City structure and to be eligible to request tuition assistance from the City;
6. In the event the demand for tuition assistance exceeds the availability of funds, awards will be granted in the following priority order:
  - a. Applicants for undergraduate courses and vocational courses;
  - b. Applicants for graduate courses;
  - c. Applicants who are seeking a second undergraduate degree or master's degree.

If approved by the Training and Education Committee an exception may be granted to the above priority order.

- C. If an employee is not awarded tuition assistance through the City's Tuition Assistance Program, a department may choose to provide financial assistance to the employee up to the amount originally requested on the Tuition Assistance application. In order to qualify for assistance through the department, the employee must have an application for assistance on file with the LEAD Division of the Human Resources Department.

#### 502.2 Conditions of Educational Leave

Department directors shall approve/disapprove leave for education and training. Refer to Section 401.9.

- A. The following criteria will be used to determine if an employee qualifies for educational leave:
  1. The employee must be working on a full-time basis;

2. It is determined that the courses would be of benefit to the City;
  3. The employee maintains a satisfactory academic record;
  4. The employee maintains satisfactory job performance.
- B. If the department director determines that a course or seminar is a requirement for the employee's current position, the employee will receive leave with pay to attend and such time will be recorded as Work Off Site.
- C. If an employee is enrolled in a course approved by the Training and Education Committee and meets the criteria established in 502.2, (A) above, the department director, may grant educational leave not to exceed three (3) hours per week. Refer to Section 401.9.

#### 502.3 Approved Programs of Study

Courses taken by eligible City employees shall be of mutual benefit to the employee and the City, as determined by the career counselor and the Training and Education Committee.

The educational institution must be recognized and certified as an accredited public institution of higher learning by an accrediting body such as the North Central Association of Colleges and Secondary Schools.

#### 502.4 Reimbursement for Tuition Assistance

The employee is solely responsible for payment of all tuition and related expenses. Reimbursement will be made for the cost of approved courses only. Proper documentation of such payment will be necessary in order to receive reimbursement.

Employees must agree to reimburse the City for any course(s) dropped or not completed. Employees must further agree to reimburse the City if they do not attain a satisfactory grade for a completed course(s), as follows:

- |    |                 |                               |
|----|-----------------|-------------------------------|
| A. | Undergraduate   | C or better                   |
| B. | Graduate        | B or better                   |
| C. | Skills Training | C or better or Certificate of |

### Satisfactory Completion

Employees will be required to submit official documentation to verify their grades to the LEAD Division and to their respective department, if the department provided the tuition funding.

Reimbursement will not be made for application fees (except for CNM non-degree students), late registration fees, test requirements, parking or transportation expenses, fines, laboratory fees, lodging, typing fees, graduation fees, supplies, tools, equipment, books (except for CNM non-degree students), auditing of courses, noncredit courses, seminar/workshops, and other similar expenses.

#### 503. TRAINING AND EDUCATION COMMITTEE

The Human Resources Director will recommend to the Chief Administrative Officer for approval employees to serve on the Training and Education Committee. The committee will serve as an advisory committee to the Director of Human Resources on all employee development matters, including establishing policy criteria of eligibility and financial awards under the Tuition Assistance Program. The Committee will recommend to the Chief Administrative Officer approval or disapproval of all requests for tuition assistance.

#### 504. TRAINING FOR NEWLY APPOINTED SUPERVISORS

All newly promoted supervisors must satisfactorily complete forty (40) hours of supervisory development training. The courses must be completed within the first twelve (12) months of a promotion.

#### 505. TRAINING CREDIT ACHIEVEMENT

Employees may be able to accumulate a maximum of two (2) years of training credit or two (2) years of work experience that can be used in qualifying for specific positions through completion of nonacademic courses. Nonacademic courses are those courses or seminars that the City sponsors and/or employees take on their own. In applying credit achievement, the accumulation credit must be applicable to the position in question.