

## RULE 16

### TRAINING OF EMPLOYEES

#### SECTION 1: RESPONSIBILITY FOR TRAINING

The City of Sierra Vista is committed to providing training opportunities for the professional development of all employees. The Human Resources Manager is responsible for city-wide training programs. The Department Directors assume responsibility for the development of programs for individual employees. Training opportunities include general education, employee development, job training and other programs. Employee development shall be reviewed during the annual performance evaluation.

All training for employees shall be reviewed at the time of their yearly performance evaluation. Training programs will be periodically reviewed and evaluated by the City Manager.

#### SECTION 2: CREDIT FOR TRAINING

Participation in and successful completion of special training courses may be considered for salary advancements, Special Recognition Awards, and promotions. Certifications and diplomas shall be filed by the employee with the Human Resources Manager.

#### SECTION 3: PARTIAL EDUCATION ASSISTANCE

Classified employees may be reimbursed for educational expenses according to Administrative Directive established by the City Manager.

#### SECTION 4: CONDITION OF EMPLOYMENT

Employees may be required to successfully complete special training courses as a condition of employment.