

CHAPTER 11 – EMPLOYEE DEVELOPMENT

11.1 Business Travel and Training Expenses.

11.1.1 The City will reimburse employees for reasonable business travel and approved training expenses incurred while on assignment away from the normal work location. All business travel must be approved in advance by the Department/Division Manager. Costs of travel, meals and lodging will be reimbursed in accordance with applicable IRS travel rates. If alternative methods of travel and training reimbursement are reasonably available, such as the use of rental cars, where the use of such alternative methods would save the City money, these methods are allowed. Supervisory personnel should, if possible, organize the travel and training in their departments to use the lowest cost travel and training option.

Generally, employees are permitted to combine personal travel and business travel as long as time away from work is approved. Additional expenses from such non-business travel are the responsibility of the employee.

11.2 Education Assistance.

11.2.1 Cedar City Corporation recognizes the importance of educational growth of employees in advancing their technical and managerial skills. Through the Educational Assistance Program the City may provide assistance to an employee who undertakes a course of study which leads to a graduate or undergraduate degree and which is mutually advantageous to the City and the employee. In some cases, irregular work schedules may be considered as a means of accommodating class schedules.

11.2.2 For courses approved by the Department Head and the City Manager, and completed with a semester GPA of 3.0 or higher, the City will reimburse employees an amount up to one-half (1/2) the tuition and required fees for employees accepted for participation in an accredited program. Application for educational assistance may be approved for reimbursement up to three (3) hours per semester. If the employee is entitled to Veteran's or other educational benefits, grants or scholarships, it is expected those funds will be used in combination with the city reimbursement, so long as the total education benefits do not exceed the tuition and fees.

11.2.3 Those accepted under this program will be required to sign a statement committing themselves to one (1) year of employment with Cedar City Corporation upon completion of the course work. If a degree is achieved, the

following commitment will also apply:

- A. Associate's Degree - One year
- B. Bachelor's Degree - Two years
- C. Master's Degree - Three years

11.2.4 If the employee separates from the City (voluntarily or involuntarily, except reduction in force) prior to the commitment period, he/she will be required to refund the City monies received under the program during the preceding one (1) year period. The closing date of the semester will be the date used to determine the parameters of such period.

11.2.5 All approved applicants must be regular full-time employees.