

**Metropolitan Exposition-Recreation Commission
Resolution No. 97-20**

Amending MERC Personnel Policies to extend eligibility for MERC training programs to permanent part-time employees.

The Metropolitan Exposition-Recreation Commission finds that:

1. Provision of training to employees is a valuable investment in MERC's business: helping employees to upgrade and gain new skills enhances MERC's ability to provide quality service and a quality product.
2. Permanent part-time employees (part-time employees who have successfully completed the required initial probationary period and occupy a permanent budgeted position) comprise a major part of MERC's work force. These employees make a critical contribution to MERC.
3. MERC Personnel Policies currently limit eligibility for training funds to full-time employees. It is in the interest of MERC to ensure that these regular part-time employees have the skills and training they need to perform the best possible work for MERC. An amendment to Section 12 of MERC Personnel Policies is necessary to extend eligibility for MERC training funds to permanent part-time employees.

BE IT THEREFORE RESOLVED that the Metropolitan Exposition-Recreation Commission:

Approves amending Section 12 Educational Opportunities of MERC Personnel Policies to extend eligibility for MERC training funds to permanent part-time employees; amended Section 12 now reads as follows (amendments in *italics*)

Section 12 - EDUCATIONAL OPPORTUNITIES

12.01 Educational Opportunities

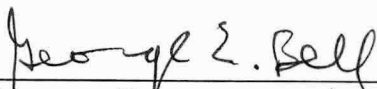
- (A) All regular full-time *and permanent part-time* employees are encouraged to pursue educational opportunities or work programs for promotion which are directly related to the employee's work and which will enhance the employee's job related skill level.
- (B) Full-time *and permanent part-time* employees who register for courses which are judged to be of direct and significant benefit to the Commission may receive some reimbursement for expenses incurred by the employee while taking approved courses provided that:.... [Balance of section 12.01 remains unchanged].

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Passed by the Commission on April 9, 1997.




Chair



Secretary-Treasurer

Approved as to Form:
Daniel B. Cooper, General Counsel

By: 

Katie Pool, Sr. Assistant Counsel

MERC Staff Report

Agenda Item/Issue: Amending MERC Personnel Policies to extend eligibility for MERC training programs to permanent part-time employees.

Resolution No.: 97-20

Date: April 9, 1997

Presented by: Pamela Creevey

Background Analysis:

Permanent part-time employees currently comprise more than half of the MERC work force. Many of these employees are in important positions. MERC would benefit from helping these permanent part-time employees to take advantage of training opportunities, as specified in *Section 12 Educational Opportunities* of MERC Personnel Policies (attached Exhibit A), to enhance their on-the-job skills.

Department managers have identified training programs for part-time employees that would benefit the work of their department and have requested this change.

This amendment has been discussed with and approved by Metro Human Resources. The amendment will bring MERC policy into conformance with Metro policies, under which part time employees are eligible for training funds.

Fiscal Impact:

There is no fiscal impact from this amendment.

Recommendation:

Staff recommends that the Commission approve the amendment to extend eligibility for MERC training programs to permanent part-time employees.

SECTION 12 - EDUCATIONAL OPPORTUNITIES

12.01 Educational Opportunities

- (A) All regular full-time employees are encouraged to pursue educational opportunities or work programs for promotion which are directly related to the employee's work and which will enhance the employee's job-related skill level.
- (B) Full-time employees who register for courses which are judged to be of direct and significant benefit to the Commission may receive some reimbursement for expenses incurred by the employee while taking approved courses provided that:
 - (1) The course is submitted to the Director for approval at least thirty (30) days prior to proposed enrollment, and the course is approved by the Director.
 - (2) The course is taken on the employee's own time.
 - (3) Reimbursement is subject to departmental budgetary limitations and priorities.
 - (4) The employee receives a grade of "C" or better or a "pass" grade if the class is graded on a "Pass-Fail" basis. The Commission will make reimbursement within thirty (30) days after proof of satisfactory completion of the course.
 - (5) The employee is not receiving reimbursement for tuition from other sources.
- (C) In lieu of tuition reimbursement the director may approve time off with pay so an employee may attend courses or training which are directly related to the employee's current position and will result in improved job performance.
- (D) Normally, the cost of textbooks and technical publications required for such courses or training shall be the responsibility of the employee. However, the Commission may elect to reimburse the employee for textbooks and publications for such courses.

12.02 Training

- (A) The Commission may develop and implement its own training and development programs.
- (B) The Commission may obtain and implement training and development programs to be conducted by person(s) other than Commission employees.
- (C) The director may temporarily change an employee's work assignment for a period not to exceed ninety (90) work days, without posting, so that such employee can participate in training provided.

- (D) If an employee is required to participate in any training and development program, it shall be considered time worked for pay purposes. All tuition, texts, training materials, and other expenses incident to such required participation shall be assumed by the Commission.
- (E) If an employee desires to participate in any training and development program in which their participation is not required, time off to attend must be approved by the director. All tuition, texts, training materials, and other expenses incident to such non-required participation shall be assumed by the employee, however, the Commission may elect to reimburse the employee for textbooks and publications for such courses.
- (F) The Commission shall notify employees of available training and development programs provided by the Commission.