

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF REVISING)
METRO CODE CHAPTER 2.02,)
PERSONNEL RULES, FOR)
NON-REPRESENTED EMPLOYEES)
)

ORDINANCE NO. 95-594A

Introduced by J. Ruth McFarland,
Presiding Officer

THE METRO COUNCIL ORDAINS:

Section 1. Chapter 2.02, Personnel Rules, Section 2.02.210 is amended to read as follows:

2.02.210 Educational, Training & Development Policy:

(a) Education and Development: All regular full-time employees, upon successful completion of the six (6) month initial probationary period, are encouraged to pursue educational opportunities or development programs which are directly related to the employee's work and which will enhance the employee's job-related skill level.

(1) A full-time employee who registers for courses which are judged to be of direct and significant benefit to Metro may receive some reimbursement for expenses incurred by the employee while taking approved courses provided that:

(A) The course is submitted to the employee's Department Director for approval at least thirty (30) days prior to proposed enrollment, and the course is approved by the Department Director.

(B) The course is taken on the employee's own time.

(C) The amount of reimbursement is at the Department Director's discretion and is subject to departmental budgetary limitations and priorities.

(D) The employee receives a grade of "C" or better or a "pass" grade if the class is graded on a "Pass-Fail" basis. Metro will make reimbursement within thirty (30) days after proof of satisfactory completion of the course.

(E) The employee is not receiving reimbursement for tuition from other sources.

(F) The tuition reimbursement per course shall not exceed the tuition rate for a similar course at Portland State University (PSU).

(G) The tuition reimbursement for any single course shall not exceed the tuition rate for a three hour graduate level course at PSU, and

(H) The total tuition reimbursement to an employee shall not exceed \$1,000 in any fiscal year.

(2) In lieu of tuition reimbursement, the Department Director may approve time off with pay so an employee may attend courses or development programs which are directly related to the employee's current position and will result in improved job performance or skills.

(3) Normally, the cost of textbooks and technical publications required for such courses or development programs shall be the responsibility of the employee. However, the Department Director may elect to reimburse the employee for textbooks and publications for such courses. If the employee is reimbursed, the textbooks and publications shall be the property of Metro and shall be returned to the Department Director upon completion of the educational courses or development programs.

(b) Training: Metro may develop and implement its own training and development programs or may obtain and implement training and development programs to be conducted by person(s) other than Metro employees.

(1) The Department 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 and development provided.

(2) 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 Department.

(3) 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 Department Director. All tuition, texts, training materials, and other expenses incident to such non-required participation shall be assumed by the employee, however, the Department Director may elect to reimburse the employee for textbooks and publications for such courses. If the employee is reimbursed, textbooks and publications shall be the property of Metro and shall be returned to the Department Director upon completion of the training or development program.

(4) Metro shall notify employees of available training and development programs provided by Metro.

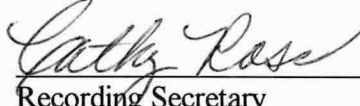
Section 2. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, and for the orderly administration of the FY95-96 budget process to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this 14 day of Mar., 1995.



J. Ruth McFarland, Presiding Officer

Attest:



Recording Secretary

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF REVISING)
METRO CODE CHAPTER 2.02,)
PERSONNEL RULES, FOR)
NON-REPRESENTED EMPLOYEES)

ORDINANCE NO. 95-594
Introduced by J. Ruth McFarland,
Presiding Officer

THE METRO COUNCIL ORDAINS:

Section 1. Chapter 2.02, Personnel Rules, Section 2.02.210 is amended to read as follows:

2.02.210 Educational Training & Development Policy:

(a) Education and Development: All regular full-time employees, upon successful completion of the six (6) month initial probationary period, are encouraged to pursue educational opportunities or development programs which are directly related to the employee's work and which will enhance the employee's job-related skill level.

(1) A full-time employee who registers for courses which are judged to be of direct and significant benefit to Metro may receive some reimbursement, not to exceed \$200 per term for three terms in a fiscal year for a total not to exceed \$600 per fiscal year per employee, for expenses incurred by the employee while taking approved courses provided that:

(A) The course is submitted to the employee's Department Director for approval at least thirty (30) days prior to proposed enrollment, and the course is approved by the Department Director.

(B) The course is taken on the employee's own time.

(C) The amount of reimbursement is at the Department Director's discretion and is subject to departmental budgetary limitations and priorities.

(D) The employee receives a grade of "C" or better or a "pass" grade if the class is graded on a "Pass-Fail" basis. Metro will make reimbursement within thirty (30) days after proof of satisfactory completion of the course.

(E) The employee is not receiving reimbursement for tuition from other sources.

(2) In lieu of tuition reimbursement, the Department Director may approve time off with pay so an employee may attend courses or development programs which are directly related to the employee's current position and will result in improved job performance or skills.

(3) Normally, the cost of textbooks and technical publications required for such courses or development programs shall be the responsibility of the employee. However, the Department Director may elect to reimburse the employee for textbooks and publications for such courses. If the employee is reimbursed, the textbooks and publications shall be the property of Metro and shall be returned to the Department Director upon completion of the educational courses or development programs.

(b) Training: Metro may develop and implement its own training and development programs or may obtain and implement training and development programs to be conducted by person(s) other than Metro employees.

(1) The Department 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 and development provided.

(2) 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 Department.

(3) 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 Department Director. All tuition, texts, training materials, and other expenses incident to such non-required participation shall be assumed by the employee, however, the Department Director may elect to reimburse the employee for textbooks and publications for such courses. If the employee is reimbursed, textbooks and publications shall be the property of Metro and shall be returned to the Department Director upon completion of the training or development program.

(4) Metro shall notify employees of available training and development programs provided by Metro.

Section 2. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, and for the orderly administration of the FY95-96 budget process to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this ___ day of ____, 1995.

J. Ruth McFarland, Presiding Officer

Attest:

Recording Secretary

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 95-594, FOR THE PURPOSE OF REVISING METRO CODE CHAPTER 2.02, PERSONNEL RULES FOR NON-REPRESENTED EMPLOYEES

Date: February 28, 1995

Presented by: John Houser

BACKGROUND: Historically, Metro has supported the desire of its employees to improve their job performance through the completion of additional academic coursework. This support has generally included providing tuition reimbursement for the completion of one or two courses that directly relate to the employee's work.

The Personnel Code revision adopted in June 1994 included an educational reimbursement policy for non-represented employees (Metro Code 2.02.210). Under this policy, an employee may receive some reimbursement for academic coursework if four conditions are met. These include: 1) prior approval by the department director, 2) the course is taken on the employee's own time, 3) the employee receives a grade or "C" or better, and 4) the employee is not receiving tuition reimbursement from another source. The amount of the reimbursement shall be at the discretion of the director, subject to budgetary limitations.

Ordinance 95-594 would provide a monetary cap on the amount of tuition reimbursement that could be received by a single employee in during one fiscal year. The cap would be \$200 per term for up to three terms in any one fiscal year with an annual cap of \$600 per employee.

FISCAL IMPACT: Metro has a limited amount of resources that can be devoted to providing academic opportunities for its employees. This ordinance will insure that these resources are made available to the largest number of employees possible within budgetary constraints. The cap would insure that employees could receive significant reimbursement while pursuing job-related coursework.

RECOMMENDATION: This ordinance is necessary to insure that Metro's educational reimbursement policies are consistent and equitable. The Presiding Officer recommends that Ordinance 95-594 be adopted.

M E M O R A N D U M


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METRO

DATE: March 20, 1995
TO: Executive Officer Mike Burton
FROM: Cathy Ross
RE: Transmittal of Legislation

Attached for your consideration is a true copy of Ordinance No. 95-594A adopted by the Council on March 16, 1995. Please sign below and return to Cathy Ross so that it can be included in the file.

I, , received this memo and a true copy of Ordinance No. 95-594A from the Council Clerk on March 20, 1995.