



Legislation Text

File #: 120333., **Version:** 0

Human Resources Policies B-1, Tuition Reimbursement; E-4, Grievances and G-4, Duty to Defend and Liability (B)

Human Resources Policy B-1, Tuition Reimbursement, is amended to require that all classes have advance approval by the employee's Department Head and be relevant to the employee's current position or be related to a City job to which the employee can reasonably aspire.

In addition, this amended policy adds a book allowance of \$25 for each class, per employee to mirror changes made to the CWA Labor Agreement.

Human Resources Policy E-4, Grievances, is amended to clarify when it is appropriate for Managerial, Administrative and Professional employees (MAP) to file a grievance and to also update some terminology.

Human Resources Policy G-4, Duty to Defend and Liability, updates and clarify the City's responsibility to defend or provide legal counsel for an employee in a civil action for damages or injury.

Policy B-1, book allowance, impact is currently covered in departmental budgets. There is no fiscal impact for Policies E-4 and G-4.

The City Commission: approve revisions to Human Resources Policy B-1, Tuition Reimbursement; Human Resources Policy E-4, Grievances; and Human Resources Policy G-4, Duty to Defend and Liability