

SECTION 5

EMPLOYEE DEVELOPMENT

5.1 IN-HOUSE TRAINING AND EDUCATIONAL ASSISTANCE

Under the direction of the City Manager, the Personnel Director will foster and promote in-service training of employees for the purpose of improving the quality of services rendered to the City and to assist employees to equip themselves for advancement. The City also offers funding for educational purposes through a Tuition Grant Program.

TUITION GRANT PROGRAM

Purpose:

The purpose of the City of Melbourne Tuition Grant Program is to encourage and assist employees to enhance their effectiveness through education and training, to improve their skills and knowledge, and to improve the ability to perform their job duties. The major course of study is limited to those courses, which are directly or indirectly related to the duties required by the employee's current position (unless otherwise stated in a union contract). The City makes this investment in the employee with the expectation that it will improve the employee's productivity and that the employee is committed to continued employment with the City.

Eligibility:

To be eligible for a grant, employees must be in a regular budgeted position and have completed their probationary period prior to the completion of a course. Employees failing to complete an approved course are not eligible to receive the grant.

Policy:

The course must be directly or indirectly related to the duties of the employee's position with the City and have the potential to improve the performance level of the employee. Employees are responsible for tuition charges when the required course leading to a degree is not related to their employment.

The Tuition Grant Program provides for reimbursement of tuition only. The amount of the grant shall be the educational institution's tuition rate not to exceed the tuition rates established by the University of Central Florida. This will be monitored by the Department when checking if funds are available for this purpose. The costs for books and other fees assessed by the educational institution shall be borne by the employee.

Employees who meet the criteria as set forth in this policy may be granted up to 100% of tuition cost, subject to availability of funding in the City's annual operating budget. Tuition grants may not exceed two classes per term, per employee.

To receive a tuition grant the employee must obtain a final grade of "C" or better for undergraduate courses or a final grade of "B" or better for graduate courses. Courses graded by "pass/fail" will be reimbursed if a "pass" grade is received. Employees receiving other grants, scholarship funds, veterans (VA) benefits, or funds from any other source may apply for a grant of only those tuition costs not funded by other sources.

Employees are expected to recognize that due to the City's investment in their education, continued employment with the City is expected. In the event the employee leaves the City's employment after receiving a tuition grant for any approved course, he will be required to refund the City a pro-rated amount of the grant. Such refund will be computed from the date the grant is received by the employee based on the following sliding scale.

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| Within one year: | 100% of grant |
| More than one year, less than two years: | 50% of grant |
| More than two years, less than three years: | 25% of grant |
| After three years: | 0% of grant |

It is the responsibility of each Department to project the number of employees participating in the Tuition Grant Program in their department and budget accordingly for each fiscal year. The Department Director may limit the number of courses an employee may take or reduce the percentage reimbursed for tuition based on budgetary constraints.

Procedure:

Employees who want to participate in the Tuition Grant Program must complete a Tuition Grant Request form and submit it to their Department Director for approval prior to the first meeting date of the class. The form must include a statement of course content and must be signed by a notary public.

The immediate supervisor and the Division Manager will recommend approval or disapproval for the tuition grant. If the immediate supervisor approves the grant for the course(s), he must indicate the reason the course is directly or indirectly related to the duties of the employee's position. If the supervisor recommends disapproval for the tuition grant, the reason for such disapproval should also be indicated.

The Department Director will then forward his decision to the Personnel Division for final review. The Personnel Division will verify that the form is complete with all appropriate signatures and the course is directly or indirectly related to the duties of the employee's position. Personnel will return a copy of the final determination to the appropriate department. It shall be the responsibility of the Department to notify the employee as to their approval or disapproval of a tuition grant.

Within thirty (30) calendar days after the course completion date, the employee must complete a check request form and attach the receipt for tuition along with evidence of satisfactory completion of the course(s).

Failure to submit the appropriate documents within the time limits indicated in this policy may result in denial of the tuition grant for the course. All reimbursements are contingent upon compliance with the requirements listed in this policy and the availability of funds.

5.2 EMPLOYEE PERFORMANCE APPRAISALS

Under the direction of the City Manager, the Personnel Director shall establish and maintain a system for employee appraisal based upon standards of performance. Performance evaluations shall be conducted as outlined in this policy to objectively reflect past and identify anticipated future performance of an employee. Evaluations shall be shown to the employee but shall be confidential between the Department & Division Directors, the Personnel Division and the employee. A Division or Department supervisor shall review each appraisal with the employee.

Purpose:

The purpose of a performance evaluation is to identify and track the performance of an employee; offer feedback to an employee regarding work factors that can be easily understood by employees using standard, defined, rating criteria; and inform an employee of departmental/divisional goals and objectives. The Performance Evaluation Process is not intended to be used as a disciplinary tool. It is designed to reflect positive and negative work habits and offer guidance and direction.

Eligibility:

Permanent full-time and permanent part-time employees.

Types of Evaluations:

- A. A **Probationary Evaluation** must be completed for each eligible employee.
- B. An **Annual Evaluation** must be completed each year on the employee's anniversary date for each eligible employee.
- C. **Special Evaluations** shall be completed for circumstances such as lateral transfers or other performance matters as determined by the Department and/or Division Director.

Rating Forms:

Standardized criteria to be addressed in an evaluation differs with regard to the work classification of the employee being evaluated. A separate rating form is available for each work classification including Labor/Trades employees, Police Union employees, Fire Union employees, Non-Supervisory, Technical/Professional employees, and Managerial/Supervisory employees.

Contents:

Every **Annual Performance Evaluation** shall address:

- A. Commendable behavior.
- B. Recommend areas for improvement, if applicable, and
- C. Future performance expectations.

Every **Probationary Evaluation** shall address:

- A. An analysis of positive and negative behavior during the probationary period using the work factors for the employee's classification.
- B. Recommendation of placement for permanent status or recommended extension of the probationary period in accordance with the Probation Policy (Section 3).

Procedures and Preparation:

- A. The Personnel Division distributes a list of employees due an evaluation to the appropriate Department/Division Director.
- B. The Rating Official(s) prepares the performance evaluation using the work factors for the position and schedules a meeting with the employee to discuss the evaluation.

- C. At the end of the meeting, the Rating Official obtains the employee's signature on the performance evaluation and delivers the form to the Reviewing Official.
- D. The Reviewing Official critiques the document for consistency with work standards, signs the form, and forwards it to the Department Director.
- E. The Department Director reviews the form for accuracy and completeness, signs the document, and forwards it to the Personnel Division.
- F. The Personnel Division logs receipt of the evaluation and places it in the employee's Personnel File.

Appeals:

Employees who do not feel their performance evaluation properly reflects their work record over the past year may request a review and reconsideration through the Grievance Procedure (Section 14) or for union employees, as provided by their union contract.

Special Circumstances:

Employees who work under the direction of multiple supervisors within a Division during a rating period will receive an evaluation from each supervisor directly responsible for overseeing the work of the employee unless such supervision was for a period of less than three months consecutively. Each supervisor shall complete an evaluation for the period under which the employee was supervised by this rating official and present the evaluation to the employee. The evaluation should be forwarded through the normal route of signatures. All evaluations completed for a rating period will become a part of the employee's Personnel File.

Employees who transfer between Divisions within a rating period shall receive an evaluation from each supervisor directly responsible for overseeing the work of the employee during that rating period. Each supervisor will complete an evaluation and schedule a meeting with the employee for presentation of the evaluation. If the employee is unable to return to the former Division for receipt of the evaluation, the Department Director may forward the evaluation to the employee for signature. All evaluations completed for that rating period shall become a part of the Personnel File.