

## RESOLUTION NO. 2024-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG updating the Personnel Policies Manual for the City of Ellensburg.

WHEREAS, the City of Ellensburg's Personnel Policies Manual currently contains policy 5.7 Travel Authorization, 5.8 Business and Travel Expense Reimbursement, 6.3 Tuition Reimbursement, 6.4 Employee Training Obligations, and 6.5 Training and Other Programs Reimbursement; and

WHEREAS, policies 5.7, 5.8, and 6.5 refer to Appendix A, when they should actually refer to The Travel and Expense Reimbursement sections of the Finance Policies which are separate from the City's Personnel Policies; and

WHEREAS, the policy on Tuition Reimbursement (6.3) does not limit how many employees may be reimbursed at any one time and does not require an employee match; and policy 6.4 Employee Training Obligations only requires that an employee stay employed for one (1) year to avoid prorated repayment of the tuition reimbursement dollars received; and

WHEREAS, the current policy does not contain any degree specifications or restrictions, or any tuition cost limits; and

WHEREAS, while the City values employee growth and development, the City has limited resources available to contribute towards employees' formal education expenses.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ellensburg, Washington, as follows:

Section 1. Policies 5.7, 5.8, 6.3, 6.4, and 6.5 of the City's Personnel Policies Manual will be updated as shown in "Attachment A".

Section 2. This policy is effective for non-represented employees upon approval of this Resolution.

Section 3. Represented employees will be notified of the effective date of the revised policies after an opportunity to bargain is provided to their Unions, with the exception of the Teamsters Local 760 Police contract which has language pertaining to tuition reimbursement.

All remaining terms and conditions of the City's Personnel Policies Manual remain in full force and effect.

ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the 2<sup>nd</sup> day of December, 2024.

Attest:   
\_\_\_\_\_  
Mayor  
  
\_\_\_\_\_  
City Clerk