

# Metro | *Policies and procedures*

**Subject** Training and Tuition Reimbursement  
**Section** Human Resources  
**Approved by** Martha Bennett, Chief Operating Officer; MERC Commission

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## **POLICY**

*Metro is committed to providing training and educational opportunities for employees to develop knowledge, skills, and abilities to excel in their current positions and prepare for future opportunities within Metro.*

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## **Applicable to**

All employees.

*Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.*

## **Definitions**

**Metro Learning Center:** An online resource for learning about training and educational opportunities at Metro. The Metro Learning Center allows employees to enroll in courses, complete trainings online, and view their personalized transcripts.

**Training:** Employees, upon hire or promotion, are expected to possess the general education and experience to perform the duties of their job successfully. If additional, job-related training is necessary for an employee to become more proficient, Metro will provide this training.

**Education:** Metro encourages employees to pursue educational opportunities or work programs for professional development that are relevant to the employee's work and that will enhance the employee's job-related skills. Depending on budgetary constraints, Metro may or may not reimburse employees for education-related expenses.

## **Procedures**

### **Training**

1. All employees may participate in training courses offered through Metro or by outside entities, priority is given to regular-status employees. Employees must obtain advance approval from their manager before enrolling in training. Training opportunities are subject to budgetary limitations and priorities.

2. Metro will provide information about internal training opportunities to all employees through the Metro Learning Center and MetroNet.
3. Employees may participate in training offered by Metro during working hours provided it does not interfere with their work responsibilities. If management requires the training, it will be considered time worked for pay purposes.
  - a. Employees should enroll for Metro-sponsored training through the Metro Learning Center.
  - b. Employees should provide at least 24 hours notice when cancelling their enrollment, 3 days notice is preferred.

### **Education**

4. Upon successful completion of the initial probationary period, all regular status, full-time employees and regular status, part-time employees (on a prorated basis) may pursue courses at a college or university that are directly related to their current position. Employees must receive approval at least thirty (30) day in advance from their department director and be performing their job duties at a satisfactory level in order to participate. The supervisor, manager, or Facility Director may approve time off with pay so an employee may attend courses or training which are related to the employee's current position and/or will result in improved job performance.
5. Employees may be reimbursed for tuition, textbooks, and related course material, with total reimbursement not to exceed \$1000 in any fiscal year. The tuition reimbursement per course shall not exceed the tuition rate for a similar course at Portland State University. The specific amount of reimbursement is at the department director's discretion and is subject to budgetary limitations and priorities.
6. If an employee terminates employment or is terminated for cause within one year of completion of the course, he or she shall refund Metro a proportional amount of the course costs. To determine the prorated amount, the course cost will be divided by 12 months. The employee will repay the cost less the prorated amounts for the months worked since completion of the course.
7. To receive reimbursement for courses at a college or university, an employee must:
  - a. Obtain approval from their Department Director at least 30 days prior to proposed enrollment;
  - b. Receive a grade of "C" or better or a "Pass" grade if the class is graded on a "Pass-Fail" basis;
  - c. Provide proof of satisfactory completion of the approved course. Metro will make reimbursement within 30 days after receiving proof of satisfactory completion; and
  - d. Show proof that they did not receive tuition reimbursement from other sources for the amount reimbursed by Metro.

### **Professional memberships and conferences**

8. Metro shall pay for professional or trade memberships for employees when deemed appropriate by the Department Director, subject to the availability of budgeted funds.

9. Attendance at conferences, conventions or other external meetings at Metro's expense shall be authorized at the discretion of the Department Director.
  - a. Authorization shall be based on budget considerations and the degree to which the subject matter of the meeting is directly related to the employee's current duties.
  - b. Members of professional associations may be permitted to attend meetings of their association if the Department Director determines that the employee's attendance is in the best interest of Metro.

## **Responsibilities**

### Employees:

- Discuss training and professional development needs with their managers as part of the annual performance appraisal process (PACE).
- Complete training as required.
- Apply newly acquired knowledge and skills to their work.

### Supervisors:

- Discuss training and professional development needs with employees as part of the annual performance appraisal process.
- Work with employees to prepare development goals and identify training and development resources that align with their current position and/or promotional opportunities within Metro.

### Department Directors:

- Prioritize training and development needs and provide appropriate budget and resources.
- Approve or deny requests for professional memberships and attendance at conferences.

### Human Resources:

- Communicate Metro-sponsored training opportunities to all employees.
- Collaborate with managers to identify training needs and resources.
- Coordinate delivery of training where appropriate and evaluate training effectiveness.