

RESOLUTION NO. 333

**A RESOLUTION AMENDING THE PERSONNEL
POLICIES AND PROCEDURES RELATING TO
REIMBURSEMENT FOR THE COST OF
TRAINING FOR EMPLOYEES**

WHEREAS, the Code of Ordinances, Title 4 relating to MUNICIPAL PERSONNEL, Chapter 4 relating to PERSONNEL POLICIES AND PROCEDURES, Section 4-402 relating to amendment of the Policies and Procedures Manual for employees requires that all amendments be made by resolution of a majority of the Board of Mayor and Aldermen; and,

WHEREAS, it is hereby found to be desirable to require employees who receive extensive specialized training at public expense to reimburse the Town for such expenses if they voluntarily resign from public service within two (2) years after receiving such training. Now therefore,

BE IT RESOLVED that Section 7.140 of the Personnel Policies and Procedures be amended by adding new parts to read as follows:

- B. As a condition of approval for extensive specialized training for any employee, that employee shall be required to reimburse the Town for the costs and expenses advanced or paid on behalf of the employee attendant to such training.
- C. Extensive specialized training shall include, but not be limited to, Police, Fire and Wastewater Operator certification.
- D. The procedure for reimbursement shall include the execution of a written agreement by the employee setting forth the terms for such reimbursement, which terms shall include a provision for the *pro rata* reduction of the reimbursement obligation by 1/24 for each month worked by the employee after completion of the training.

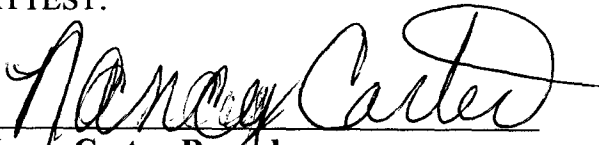
- E. Any portion of the reimbursement obligation which remains unpaid at the time an employee discontinues their employment may be deducted from any final salary and benefits payment to the employee upon separation.

ADOPTED this 25th day of October, 2005.



Gary W. Lawson, Mayor

ATTEST:



Nancy Carter, Recorder