



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): TRAINING

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

TRAINING

The City of New Braunfels desires its employees to be knowledgeable in all phases of their employment. The City will provide appropriate training for City employees subject to available funding. All training must be compatible with City-wide strategies or certification purposes of a specific job.

An employee shall be reimbursed for travel costs incurred in connection with approved training.
[Please reference Travel Policy.]

If an employee does not complete the instruction in a satisfactory manner, he/she may be required to retake the course, seminar, or training session at his/her expense or be subject to disciplinary action unless the circumstances for failing to complete the instruction in a satisfactory manner are beyond the employee's control. Fair Labor Standards Act [FLSA] regulations apply to travel time and time worked in connection with training.