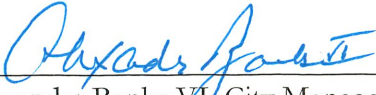





Policy Manual Modification


Policy Approval Date: August 1, 2025

Approved:


Alexander Banks VI, City Manager


Date


Angela K. Clem, Director of Human Resources


Date

Policy Update: Section 7 – Benefits/Other (Education & Training, 7.3)

Effective Date: January 1, 2026

Expiration Date: N/A

SECTION VII

BENEFITS/OTHER

7.3 EDUCATION & TRAINING

01/01/2026

The City of Harrisonburg recognizes employee efforts to develop skills and enhance performance through the successful completion of certification or coursework with an approved institution of higher education/vocational education. Courses shall be directly or reasonably related to the employee's job duties or to a position to which the employee could reasonably aspire to progress. See HR Procedures Memorandum #17 for procedures for participation in the Reimbursement Program.

Regular, full-time employees and regular, part-time employees working an average of 20 or more hours per week in a rolling 12-month lookback period are eligible for participation in the Education & Training Program after one year of consecutive service with the City.