

SECTION: ADMINISTRATION

SUBJECT: EMPLOYEE ENHANCEMENT &  
TRAINING

Original Resolution No.: 94-12-14

### **Employee Enhancement and Training**

It is the policy of the County of Warner to encourage and promote additional training which will enhance and develop employee knowledge and expertise on the job.

1. Management shall review, on a yearly basis, additional training employees may require or benefit from, in their departments. Employees may also request additional training which management will evaluate the merits of. Management shall determine the expenditures necessary to implement the training. Costs shall include items such as mileage, course fees, registrations, lodging, etc.
2. Management may approve training which is directly related to the employee's job responsibilities to a maximum of five (5) days per year. No reduction in salary for days off will be required. If training extends beyond five (5) days, Council approval is required and conditions may or may not be attached.
3. If the training is not directly related to job responsibility, Council approval shall be required. Council may approve with or without conditions. Conditions may include no reimbursement of expenses or absence from work without pay. Employees are required to submit a written request and include why the training would be of value to the County. The written submission shall indicate the goals and objectives of the course or training.
4. Management must ensure that their annual budgets for training are not exceeded. Council approval must be granted before exceeding budget allocations.
5. University or college courses which are taken and used towards receiving a degree or diploma will be considered for reimbursement of expenses. Each course shall be evaluated upon its own merits. Based on the value received by the County, the amount of financial contribution from the County will be determined by Management.
6. All Local Government Administration courses taken by employees to gain their designation of Local Government Administrator, shall have their registration and tuition fees reimbursed. Other expenditures, such as mileage, will be the responsibility of the employee.