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POLICY ID: HR-003		TITLE: Employee Training, Education and Conferences	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION EFFECTIVE DATE: Original: 01/25/2010 Revision-1: 02/13/2012 Revision-2: 6/23/2015		APPROVED BY VILLAGE BOARD:	DATE:
			6-23-15
APPLIES TO:	FLSA EXEMPT REPRESENTED EMPLOYEES ELECTED OFFICIALS	FLSA NON-EXEMPT Non-REPRESENTED EMPLOYEES APPOINTED OFFICIALS	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

CONTINUING EDUCATION:

The Village of Kronenwetter encourages professional development and ongoing training. As such, employees may be granted time off for the purposes of allowing regular full-time, part-time, occasional, temporary or seasonal employees to engage in officially- sanctioned and approved training, conferences, and meetings.

The Village of Kronenwetter does not provide financial reimbursement to employees for continuing education which is defined as attendance at a university, college, or technical school course in pursuit of a *discretionary* degree or certification. The Village will *only* provide tuition assistance if the course has been mandated by the employer to satisfy department training requirements, if it will directly and significantly upgrade the employee's current job performance, and if it is part of a professional enhancement plan established by the Department Head and the Village Administrator. The course content must not be available through other more cost-effective approaches and the funds must be available within the current budget. The Village Board must review and approve all requests for tuition assistance relating to continuing education.

TRAINING/CONFERENCES/MEETINGS:

The following guidelines pertain to attendance at all training sessions, conferences, or meetings requiring registration or employee absences of one-half day or more.

- Paid time may be granted for the employee's attendance at an outside event during normal work hours if the event is judged to be useful to the individual's work or career development. Approvals are required from the Administrator and the Department Head.
- Weekend and holiday attendance at non-mandatory events is on the employee's own time and is not eligible for compensation. Exceptions apply only as stated in the represented employee's Collective Bargaining Agreement, if applicable.
- Expenses such as registration fee and transportation may be covered from the department's travel and/or training budgets at the Administrator's discretion. Travel reimbursement may only be paid according to Village policy HR-007 Business Mileage and Travel.
- Attendance for all full-time, part-time, occasional, temporary or seasonal employees save for the Village Administrator, Elected and Appointed Officials at non-budgeted conferences or training sessions will require Village Administrator approval. Attendance for the Village Administrator, Elected and Appointed Officials at non-budgeted conferences or training sessions will require approval of the Village Board.
- As is expected of all who attend training, conferences, or other such events, each attendee is encouraged to share his/her experience and the information learned through his/her event attendance with the Department Head or Administrator, colleagues, and staff as well as the Village Board via the Department's regular monthly report.

Any staff member seeking authorization to attend a budgeted or unbudgeted conference, training session, or meeting must obtain approval from the Administrator prior to registration and submission of any payments for the event. The employee must submit the Village of Kronenwetter Training Leave Request to his/her Department Head who will review and forward it to the Village Administrator. The approved period of leave will normally be for the period of attendance at the conference or meeting, together with the minimal reasonable period for travel to and from the employee's home or Municipal Center.

The Administrator, Village Board members and Appointed Officials must seek authorization for reimbursable attendance at training, conferences, or meetings directly from the Village Board.

The employee must submit the Village of Kronenwetter Training Leave Request to the Department Head and to the Administrator for approval with enough time for review before the proposed registration/application date.

Consistent failure to observe the established minimum requisition and documentation requirements or failure to adhere to this policy in any other way may result in discipline up to and including termination of employment.