POLICY ID: HR-003	TITLE: Employee Training, Education and Conferences
☐ ORIGINAL 01/25/2010 ☐ REVISION #1: 02/13/2012 ☐ REVISION #2: 06/23/2015 ☒ REVISION #3: 08/14/2023 EFFECTIVE DATE: 08/14/2023	APPROVED BY VILLAGE BOARD: DATE: 08/14/2023 CLERK SIGNATURE: DATE: 08/14/2023
APPLIES TO: FLSA EXEMPT REPRESENTED EMPLOYEES ELECTED OFFICIALS	FLSA NON-EXEMPT Non-REPRESENTED EMPLOYEES APPOINTED OFFICIALS

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.

PURPOSE:

The purpose of this policy is to encourage education and professional development for all employees.

CONTINUING EDUCATION GENERALLY:

The Village of Kronenwetter encourages professional development and ongoing training. As such, employees may be granted time off from normal duties without expending paid time off if it is to engage in officially sanctioned and approved training, conferences, and meetings.

The Village of Kronenwetter may provide financial reimbursement to employees for continuing education 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 funds must be available within the current budget. The Village Board must review and approve any other requests for financial reimbursement 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.

- 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.
- Expenses such as registration fees and transportation may be covered by a travel and/or training budget. Travel reimbursement may only be paid according to Village policy HR-007 Business Mileage and Travel.
- Reimbursable attendance for the Village Administrator, Elected, and Appointed Officials at conferences or training sessions will require the 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 conference, training session, or meeting must submit the Village of Kronenwetter Training Leave Request to his/her Department Head, with enough time for review before the proposed registration/application date, 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.