

ADMINISTRATIVE GUIDELINES FOR EMPLOYEE TRAINING AND EDUCATIONAL OPPORTUNITIES

The purpose of this document is to provide brief, understandable guidelines relating to the various training and educational assistance programs available to County employees. The following topics are addressed in this document:

Section 100...Department Training and Conference
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Section 200...County In-Service Training
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100. Department Training and Conference.

101. Job Related Training. As a part of the annual budget process, Department Heads should assess the need and request funding for specific job related training for employees within the department. The training should be necessary for the acquisition of specific skills or knowledge and tied to specific short term results.

102. Conferences. As a part of the annual budget process, Department Heads should request funding to support attendance at conferences or professional association meetings. This type training is important for general professional development, bringing new ideas to the department, for renewal of professional standards or to help an employee gain perspective about his/her job.

200. County In-Service Training

201. Employee Workshops. The Personnel Department will request funding during the annual budget process to provide training workshops on topics of general interest or benefit employees from all departments. An example would be workshops designed to assist supervisors in developing or improving certain skills needed in their supervisory capacity. Another example would be workshops designed to introduce employees to specific techniques to help them write more effectively.

201.1. Memoranda announcing in-service training workshops will be sent to department heads and key supervisors. It is the responsibility of department heads to further disseminate the information to appropriate employees within the department.

201.2. In-service training workshops will generally be scheduled during normal working hours. Employees desiring to attend in-service training workshops should obtain their supervisor's permission and then call the Personnel Department to register.

202. County Administration Course. The Personnel Department will request funding during the annual budget process to support County employee attendance to the County Administration Course at the Institute of Government.

202.1. After the Institute of Government has announced the County Administration Course schedule, the Personnel Department will solicit nominations from department heads. Final nominations to the institute will be made by the County Manager.

202.2. Once an employee has been selected to attend the County Administration Course, registration fees will be paid by the Personnel Department. Employees may request reimbursement for normal expenses associated with course attendance in accordance with standard procedures. Requests for reimbursement of expenses should be forwarded to the Personnel Department to insure payment is charged to the appropriate training account.

203. Training Contingency Funds. To the extent funds are available, the Personnel Department will assist departments with training needs that could not have been addressed during the normal budgeting process by transferring funds to the appropriate department account. Requests for such assistance with training needs should be addressed to the Personnel Department.

300. Tuition Reimbursement

301.General. The Tuition Reimbursement Program funds will be used to assist employees with expenses for courses taken to improve their present job skills or to enhance their potential for advancement. Reimbursement consideration will be given on a course by course basis and not based on a general curriculum or educational program.

301.1. Employees who wish to undertake a program of study leading to an undergraduate or post-graduate degree are eligible for tuition reimbursement provided their request is made on a course by course basis as described in paragraph 301 above.

302. Eligibility Requirements for Tuition Reimbursement:

302.1. Employee must be a full time employee.

302.2. The course selected must be related to the employee's present position or career potential.

302.3. The employee must enroll in the course while employed with Forsyth County and be an employee upon payment. In addition, the employee must be in good standing at the time of enrollment and stay in good standing during the length of the course.

302.4. The employee's job performance must continue at a satisfactory level.

302.5. The course(s) must be taken outside of the regularly scheduled hours of work.

302.6. The course(s) must be provided by a reputable and legitimate deliverer of post secondary education. This includes accredited colleges, universities, technical institutes and other deliverers of continuing education. (High school equivalency education is available free at Forsyth Technical Community College.)

302.7. Persons receiving Veterans' Administration or other public grant or scholarship payments will be eligible for tuition reimbursement only for the portion of expenses not covered by such grants or scholarships.

302.8. Requests for tuition reimbursement must be submitted to the Personnel Department within three months after completion of the course(s). Payments for courses submitted more than three months past the completion date of the course will not be considered or approved.

302.9. Tuition reimbursement will be limited to courses which have been successfully completed. Successful completion will be measured by the grade of "C" or better, the awarding of continuing education units (CEU'S), or a certificate of completion.

303. Reimbursement procedure:

303.1. Reimbursement will be limited to expenses for tuition, fees, books and supplies.

303.2. Requests for reimbursement should be submitted to the Personnel Department in the following format. A copy of the employee's grade report and original receipts for expenditures must be included with the request.

303.3. The amount of reimbursement will be \$400.00 per employee per fiscal year.

303.4. Since funds are limited, reimbursement is on a first come basis. When the year's funds are expended, no further payments will be made. In an effort to reduce hardship that could arise from shortage of funds, employees may submit their request prior to actually enrolling in the course(s) using estimates of expenses. The employee will then be notified that funds have been reserved for tuition reimbursement contingent upon successful completion and submission of the necessary documentation.