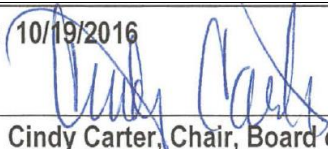


Grant County Personnel Policy

DATE ISSUED: 10/19/2016	EFFECTIVE DATE: 10/19/2016
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	10-17-16 Date Signed
LAST REVISED: 04/16/2015	CONTACT: Human Resources

407 – Employee Training & Continuing Education Opportunities

407.1 General

407.1.1 It is Grant County's policy to strive to support and facilitate training which meets the needs of the County and the employee's job, and to promote continuing education when feasible and applicable.

407.1.2 Grant County employees may be provided job-specific internal training. The amount of training will vary from job to job. Some jobs will require specific external training and certifications, as well. A job may require one-time or annual specific and/or non-specific training in order to proceed in any level promotions that may apply. An employee is required to take any job specific training necessary to remain qualified in his/her position. Employees should see their supervisor for specific training provided or required for their position.

407.1.3 Subject to budgetary limitations as determined by the Board of County Commissioners, Grant County supports education and training for employees and may sponsor attendance at seminars and/or classes which are relevant to the employee's job. The request must be in writing and document the cost and benefit to

the employee and Grant County, and is subject to prior written approval by the supervisor.

407.1.4 Employees may be required to attend seminars and/or classes which will benefit their job knowledge and performance, and may be sponsored by Grant County. These seminars and/or classes may require travel and/or participation during non-work hours. Non-exempt employees will be compensated in accordance with the FLSA for seminars or classes required during non-work hours. Employees may be required to reimburse the County for costs incurred in certain circumstances.

407.2 County-Sponsored Training: Grant County will research, coordinate and provide training opportunities for employees in order that services to the County will be more efficient and effective.

407.2.1 Employees are offered training as a benefit of their employment.

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407.2.2 Employees, including managers and supervisors, may be requested to attend training that is essential to their successful performance at the County.

407.2.3 Generally, payment for County-sponsored training is made by the County and is accomplished on County time, at County facilities. Information on County-sponsored training is available on the intranet by accessing the tab entitled "Training Schedule".

407.3 Continuing Education: Grant County will support employee participation in education programs that assist employees in continuing their formal education.

407.3.1 Generally, payment for continuing education is made by the employee and is during off-duty/non-working hours or appropriate time off is requested and approved.

407.4 Essential Training: As referenced above, certain positions may require specific training, certification, or licensure as a part of a bona fide job requirement or part of a professional certification or licensing program, and these are deemed essential to an employee's right to hold his/her particular position at the County.

407.4.1 The required training must be successfully completed according to the instructional guidelines of the coursework. Failure to successfully complete a bona fide job requirement shall put continued employment in the position and/or with the County in jeopardy.

407.4.2 Generally, payment for essential training is made by the employee and training is accomplished on employee's time.

407.5 Other Training: Other training offered that is intended to increase an employee's skills or abilities and enhance his or her performance with the County may be requested by the employee and may be considered by the supervisor on a case by case basis.