



REQUEST FOR SEMINAR/WORKSHOP/CONFERENCE EXPENSE

Employee's Name _____ Department Name _____

Contact Information: (W) _____ (C) _____ Email: _____

Title of Position you currently hold: _____

Seminar/Workshop/Conference Provider: _____

Location: _____

Title and description of seminar/workshop/conference to be attended: _____
(or attach printed brochure describing course)

Date(s) of scheduled seminar _____ Cost of Seminar _____

Seminar is related to current job Yes No

Supervisor's Recommendation: _____

Employee must read and sign on reverse side.

I have read the attached policy statement regarding Pulaski County employee training and education program.

I understand the contents and I have been given the opportunity to request an explanation of any portion of this policy statement that I do not understand. I understand that this policy or any other policy, document, manual or handbook of Pulaski County does not constitute a contract of employment between me and Pulaski County and that I can be terminated at any time, with or without cause. I understand further that no supervisor or representation of Pulaski County has any authority to enter into any agreement that is contrary to this policy.

I agree to conform to the rules, regulations, practices, policies and procedures of Pulaski County.

Employee's Signature

Elected Official's Signature

Date

Date

HR Director's Signature

County Judge's Signature

Date

Date

Approved

Not approved

If not approved, state reason: _____

(Examples of disqualification: Introductory period of employment not completed; course work is unrelated to any job opportunity with Pulaski County).

Employee Comments

Supervisor's Comments

EMPLOYEE COPY

PULASKI COUNTY EMPLOYEE TRAINING AND EDUCATION PROGRAM

Statement of Policy

Purpose:

To promote and facilitate training and career education which meets the needs of Pulaski County (the County) and its employees.

Definition:

For purposes of this policy, the employee training and education program includes any course directly related to the employee's work with the County or directly related to any job opportunity with the County and which is funded in part or in whole by the County. Such a course includes, but is not limited to; college or training school tuition, secondary school course work, and vocational training for skills enhancement. The employee training and education program also includes seminars, workshops, conferences, and professional certification courses that are related to the employee's current position with the County. This aspect of the program is intended only as a supplement with each department providing the primary funding for workshops and seminars for individual employees.

Policy Statement:

It is the policy of Pulaski County (the County) to encourage and coordinate training and education opportunities for employees in an effort to ensure that services provided by the County will be efficient and effective.

Employees are encouraged to continue their formal education and training through participation in off-duty (non-working hours) educational programs. Tuition expenses for educational/training programs incurred by employee participation may be granted in part or in whole provided that such education/training programs are directly related to the employee's job or directly related to any job opportunity with the County and provided that funds are available.

The Elected Official/Department Head must approve the request for tuition expenses. Time spent in attendance of college/training school courses shall be considered the employee's personal time and is not counted as time worked.

The employee must successfully complete the course/program and provide a receipt to the Human Resources Department as proof of satisfactory completion. Failure to satisfactorily complete the course or training program will result in the employee's reimbursement of County paid expenses. Withdrawal before completing the course or the employee's separation (termination) from county employment shall be considered the same as unsuccessful completion of the course/program and the employee must reimburse the County. In the event of separation (termination) before the course is completed, reimbursement for incurred expenses paid by the County will be deducted from the employee's final paycheck.

No funds are allowed for books, lab fees, travel expenses, or other related course materials. Approval of tuition expenses shall only be allowed for courses offered by accredited colleges, universities and/or training/vocational schools.

Procedures:

1. College tuition expenses are available to full-time county employees who have completed their six-month (6-month) introductory period.
2. Approval for college tuition expenses shall be limited to one (1) college course per college semester and shall be limited to two semesters per calendar year. Approval for seminars, workshops, and conferences shall be limited to one (1) a year. In no instance shall an amount of greater than \$450.00 per course or seminar be approved.
3. Employees must complete a "Request for Tuition Expense" or "Request for Seminar/Workshop/Conference Expense" form to be submitted to the Human Resources Department. This form must contain the name of the college/university, training institution, the name of the course and the time of course attendance. This form must be submitted at least forty-five (45) days prior to the time the funds are needed.
4. County paid tuition expenses for college/training school courses must be initially approved by the Elected Official or Department Head of the requesting employee.
5. Approved expenses will be made payable directly to the accommodating educational institution.
6. Within forty-five (45) days of course completion, the employee is required to submit a receipt showing proof of satisfactory completion; this will include the grade (A, B, C, D, or F) attained 01: a "certificate of completion".
 - Grade "F" denotes that the employee has failed the course. "Failing" the course is not considered as satisfactory completion; thus the employee must reimburse all county paid expenses related to the particular course.
 - A withdrawal or incomplete designation is not considered as satisfactory completion of the course. The employee must reimburse all county paid expenses related to the particular course.
7. In the event an employee terminates employment prior to satisfactory course completion, the amount of the tuition assistance provided for that course will be deducted from the employee's final paycheck. Failing to satisfactorily complete the course will require reimbursement to the County. The expense paid by the County will be deducted from the employee's paycheck in twelve (12) equal bi-weekly installments beginning the first pay period following the period allowed for an employee to provide proof of course completion (45 days). If an employee does not wish to repay the amount by payroll deduction, the amount may be paid directly by the employee during the 45 day period after the course. The amount may be repaid by a cashier's check or money order made payable to Pulaski County.