



**PULASKI  
COUNTY**

**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 the reverse side.**

I have read the attached policy statement regarding the 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 representative 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/Dept. Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources 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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Pulaski County

## Employee Training and Education Program

### Statement of Policy

#### Section 1: Purpose

The purpose of this program is to facilitate training and career education which meets the needs of Pulaski County and its employees.

#### Section 2: Definition

For the purposes of this policy, the employee training and education program includes any course directly related to the employee's work with Pulaski County or directly related to any job opportunity with Pulaski County and which is funded in part or in whole by Pulaski 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 Pulaski 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.

#### Section 3: Policy Statement

It is the policy of Pulaski County to encourage and coordinate training and education opportunities for employees in an effort to ensure that services provided by Pulaski 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 opportunities with Pulaski County and provided 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 employees 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 of 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 Pulaski County. In the event of separation (termination) before the course is completed, reimbursement for incurred expenses paid by Pulaski 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.

## Section 4: Procedures

1. College tuition expenses are available to full-time county employees who have completed their six (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 the "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. Proof of registration in the course and cost for the course are required to be submitted with the request form. 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 college/university or 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 or 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 satisfactory completion of the course. The employee must reimburse all county paid expenses related to the particular course.

7. In the event an employee terminated 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 Pulaski County. The expense paid by Pulaski County will be deducted from the employee's final 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 (forty-five 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.