

## **17.00 PROFESSIONAL DEVELOPMENT**

**17.01 GENERAL POLICY.** The county encourages its regular full-time employees to take advantage of educational or training opportunities and professional memberships which are related to and will enhance their performance of their work with the county.

**17.02 TUITION REIMBURSEMENT.** Subject to prior approval of the elected or appointed department head and availability of funds, any regular full-time employee who completes a course at an accredited college or university which is related to his or her work at the county may be reimbursed for tuition. In order to be eligible to receive reimbursement for a course, the employee must furnish satisfactory evidence of having completed the course with a grade of C, or better and there must be adequate funds set aside in the department's budget for this purpose.

**17.03 REQUIRED ATTENDANCE AT SEMINARS AND CONFERENCES.** When the county requires an employee to attend any educational or training course, conferences, or seminar, the county will provide the necessary time off with pay and will reimburse the employee for associated costs, including tuition or registration fees and authorized travel, meals, and lodging based upon itemized documentation of expenses. When appropriate, the county may prepay registration fees, hotel costs, and/or airline or other public transportation costs directly to the entity involved. See additional information in the sections of this manual under the main heading **Travel and Subsistence**.

**17.04 PROFESSIONAL MEMBERSHIPS AND SEMINARS.** Subject to the prior approval of the department head and available funds in the department's budget for this purpose, an employee who joins a professional association related to his or her work at the county may be reimbursed for dues and necessary travel expense when meetings are judged by the department head to offer special training or information of value to the employee in his or her work at the county. Likewise, subject to the department head's prior approval and budget authority and available funds, an employee may be reimbursed for conference or seminar expenses if the conference or seminar is related to his or her work.

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