

# Jefferson County

## Employee Administrative Rules & Regulations

### Professional Development Expense



**Rule Number:** 5.6.11  
**Date Established:** 4/27/18  
**Date of Last Revision:**

#### **1.0 PURPOSE**

Jefferson County's Rule is to encourage and assist County employees in pursuing professional development through professional certification or licensure, workshops, seminars, and professional society membership that will enhance the workforce's ability to provide quality, efficient, and cost effective services to the citizens of the Jefferson County. The Professional Development Expense Rule is also intended to promote enhanced recruitment and retention of the most talented and productive individuals to serve the County and provide employees with the opportunity to advance their careers in the civil service. Please note that this Rule is subject to annual County budgets established for external professional development training and membership.

#### **2.0 RULE**

The County may pay the cost of participating in workshops, seminars, or other training activities. Special consideration will be given to employees invited to speak or present research at such events. The County may also pay local or national fee(s) for annual membership dues if the membership advances an employee's knowledge in an area directly related to his/her current job and or area of need for Jefferson County. No more than two professional memberships per employee will be eligible for reimbursement.

If the professional certification or licensure sought is required by Jefferson County, the County will pay the issuing organization directly for the fee(s) related with the certification/licensure. In this instance, this Rule also covers travel and other expenses related to attendance of the training in accordance with the County Travel Expense Rule.

The employee may be required to present information learned upon return and must provide the supervisor with a copy of the certification upon return. When there are multiple locations to select from, the employee must select the location that is most cost effective for the County.

If the County does not require the certification/licensure, the employee will be reimbursed for the fee/expense if it is:

- Related to the employee's immediate work
- Related to the employee's current field of work
- Approved by the employee's supervisor and Department Head as being within their budgetary limits for the Fiscal Year

### **3.0 EMPLOYEE ELIGIBILITY**

Eligibility for reimbursement of professional development expenses under this Rule requires the employee's good standing with Jefferson County including, but not limited to, positive work records, performance evaluations and attendance.

### **4.0 PROGRAM ELIGIBILITY**

Professional development expense reimbursement requires the submission of a Professional Development Request Form (Figure 1) with required approvals. Certification or licensing programs must be credentialed through the State providing it or by the Institute for Credentialing Excellence (ICE), National Commission for Certifying Agencies (NCCA) or a similarly recognized agency.

### **5.0 APPLICATION PROCEDURE**

An employee applying for professional development expense approval must complete a completed Professional Development Request Form (Figure 1) and forward it to his or her supervisor and Department Head at least 30 calendar days in advance of the event. The request form includes a full description of the certification/licensure or workshop/training offering along with the related costs and reimbursement amount requested. No courses completed prior to the effective date of this Rule may be reimbursed.

### **6.0 CONSIDERATIONS OF THE COUNTY**

The County reserves the right to determine which training functions and professional memberships are in the best interest of the County and approve specific expense reimbursements based on its budgetary considerations as well as the future planning and direction of the County. The County also reserves the right to terminate any certification/licensure, technical/vocational training contract, workshop/seminar/training or professional membership reimbursement agreement in the event of one of the following:

- The employee's failure to maintain conduct satisfactory to the County including violation of Personnel Board rules and regulations.
- In the event that the recipient's employment with Jefferson County is terminated or he or she becomes otherwise ineligible under this Rule.
- If the County determines that continuation of this Professional Development Expense Rule is no longer in the best interest of the County.

Figure 1. Professional Development Request Form

**PROFESSIONAL DEVELOPMENT REQUEST FORM**

Employee Name: \_\_\_\_\_ Request Date: \_\_\_\_\_

Current Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Check one:

Seminar  Workshop  Conference  Other: \_\_\_\_\_

Title: \_\_\_\_\_

Training and Organization: \_\_\_\_\_

Date(s) of attendance \_\_\_\_\_

Total Hours Training \_\_\_\_\_ Cost: \$ \_\_\_\_\_

What specific knowledge or skill you will learn?

\_\_\_\_\_

\_\_\_\_\_

How will the acquired knowledge/skill improve your performance or prepare you for advanced responsibilities?

\_\_\_\_\_

\_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

***Attach description of training with completed registration form and forward to your supervisor for approval process.***

**Approvals**

**Review and approve based on appropriateness, cost, budget, scheduling, and quality of training.**

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_