

POLICY 511 TRAINING AND DEVELOPMENT

1. **Purpose.** To provide organized training programs for the purpose of increasing the knowledge, proficiency, ability and skills of Eau Claire County employees.
2. Definitions.
 - 2.1 Required training. Training that employees and volunteers must attend.
 - 2.2 Optional training. Training that is offered through Eau Claire County, but is not required by law or Eau Claire County policy.
3. Training.
 - 3.1 Organized training programs that are conducted on-site, off-site, or on the Internet, regardless of duration.
4. Scheduling.
 - 4.1 Department Head and, where designated, immediate supervisor approval is required to attend optional training events.
 - 4.2 Work schedules will be determined in advance of the training event.
5. Training and Professional Development Day.
 - 5.1 With approval of the County Board of Supervisors, the Courthouse and the Agriculture & Resource Center will be closed on Martin Luther King, Jr. Day in January to provide an opportunity for mandated and non-mandated training and other in-service programs.
 - 5.1.1 Administrative staff in those departments whose operations are not closed for business are required to attend the Training and Professional Development Day.
 - 5.2 Unless prior approved by the director, all full-time employees will be required to attend.
 - 5.3 Flexible schedules will not be permitted. All employees required to attend will work a standard 8 a.m. to 5 p.m. work day with a one (1) hour unpaid meal break.

6. Recording Training Hours.

6.1 All educational job-related training is to be recorded in the "Absent Hours" section of the timesheet with code "T" for Training. Include the description and location of the training in the "Explanation" section of the timesheet.

6.2 Department Head and Exempt Supervisory staff should refer to Policy 509-Timekeeping for further instruction.

7. Travel.

7.1 When travel is required, travel time will be noted as such on the time sheet.

8. Lunches.

8.1 Employees who are attending an off-site training which is directly related to the performance of job duties and is at least six (6) hours in duration will receive a paid lunch break not to exceed one (1) hour.

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Eau Claire County
Employee Policy Manual