

STATEMENT of POLICY and PROCEDURE			
Section	3.0 Operational	Original Effective Date	Sept. 25, 2006
Sub-Section	3.2 Human Resources	Date of Last Amendment	June 27, 2016
Subject	3.2.10 Staff Development and Training		
Subject	Leave of Absence for Education		
	Request for Reimbursement		
Attachments			
Reference			

Purpose

The ESCC encourages staff development to maintain and enhance employee skills and knowledge relevant to the position.

Policy

Employees will be encouraged to attend course of instruction, seminars, workshops, conferences and other available education. In some cases reimbursement may be provided for the cost of the educational courses that will directly benefit the ESCC and assist to further the ESCC's goals. Organizational support will be based on job relevance, available budget, employee's performance goals, and timing.

Responsibilities

The Co – chairs will evaluate any proposal for educational supports for the Executive Director. The Executive Director will evaluate any educational proposal for their staff.

Procedures

Leave of Absence for Education

Employees are required to indicate, in writing, their request to attend a specific course. They are required to provide the length of the course, time required to attend the course and any associated costs for the course. They must also include how the class is relevant to the current work and performance goals.

Request for Reimbursement In whole or in part

Employees are required to indicate in writing the cost of the course and the how the course is relevant to the employee's current work and submit this to the Executive Director for written approval. If the Executive Director wishes to attend an educational event the information must be submitted to the Co-Chairs if in the budget or to the Board if in excess of the budget for approval. Proof of completion must be provided prior to any reimbursement given.

Costs that may be considered for reimbursement include course or conference registration, materials, travel, accommodation, or other costs.