

LIVINGSTON COUNTY
IN-SERVICE TRAINING POLICY

RESOLUTION #1003-329

LIVINGSTON COUNTY, MICHIGAN

APPROVED: 10.6.03

In-Service Training that is provided off-site will be designed to increase the necessary skills of employees relative to the demand of their current job or expected increased job responsibilities. Such training is primarily provided to up-date and increase the skills of the County's regular, full-time employees with the overall goal of maintaining a highly-skilled, professional workforce. To approve such training to be paid for by the County, the following conditions must apply:

1. The total direct and indirect cost of off-site training versus the benefits to the County department sending someone for training needs to be evident and easily demonstrated. Cost of training would include, but not be limited to: the cost of the training (training fee, workshop/seminar registration, etc.), lost productivity or cost of time away from the job (specifically hourly employees), transportation costs, meals, lodging, materials cost, and other such expenses.
2. Temporary employees shall only be eligible for off-site training if such training is legally mandated or County required training.
3. Part-time employees shall only be eligible for off-site training if such training is legally mandated, County required training, or necessary and directly related to the demand of their current job.
4. Contracted employees shall not be eligible for off-site training.
5. Under extenuating circumstances, exceptions to this policy may be approved with the mutual agreement of the County Administrator and the ~~Personnel~~ Human Resources Director.

RESOLUTION #1003-329

APPROVED: OCTOBER 6, 2003

RESOLUTION ATTACHED

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RESOLUTION

NO. 1003-329

LIVINGSTON COUNTY

DATE: October 6, 2003

RESOLUTION TO APPROVE POLICY ON IN-SERVICE TRAINING FOR COUNTY EMPLOYEES - Board of Commissioners

WHEREAS, Livingston County provides in-service training for County employees both at County facilities and off-site; and

WHEREAS, the current Conference and Training Policy is general in nature and does not differentiate between various employee groups such as full-time, part-time and temporary when providing such training; and

WHEREAS, the prudently spending of training funds requires setting reasonable limits on providing such training; and

WHEREAS, the Personnel Sub-Committee, after having reviewed the attached policy, recommends that the Board of Commissioners approve its adoption.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the adoption of the of the attached policy on in-service training for County employees.

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MOVED: COMMISSIONER ROGERS
SUPPORTED: COMMISSIONER CHRYSLER
CARRIED: 9-0-0 ABSENT