

Warren County Board of Supervisors

RESOLUTION NO. 500 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND MAGOWAN

ESTABLISHING THE PROCEDURE FOR REIMBURSEMENT OF COSTS OF ASSOCIATED WITH EMPLOYMENT RELATED EDUCATIONAL/PROFESSIONAL TRAINING, CERTIFICATION (INCLUDING NON-CREDIT BEARING CERTIFICATIONS) AND CREDIT-BEARING COURSE WORK, THAT PROVIDES BENEFIT TO WARREN COUNTY

WHEREAS, the Warren County Board of Supervisors desires to formally adopt a procedure for reimbursement of costs associated with Employment Related Educational/Professional Training, Certification (including non-credit bearing certification programs) and Credit-bearing course work (collectively referred to as “course work”) that provides benefit to Warren County, now, therefore, be it

RESOLVED, that the Employment Related Educational/Professional course work reimbursement procedure is created to include the following terms and conditions:

- (1) Employees apply for reimbursement after successful completion of course work, with proof of payment and successful completion with “C” grade or better;
- (2) Reimbursement is net of financial assistance received by and reported by the individual (excluding loans) and subject to approval by County Auditor;
- (3) Applications shall be submitted to Department Head, Human Resources Director, Personnel Chair and County Administrator who will forward for inclusion on Personnel Agenda upon determination that the Course work is employment related and benefits Warren County;
- (4) The Personnel Chair plus at least one of the following: Department Head, Human Resource Director or County Administrator must sign off for the request to be considered approved for reimbursement. Failure to meet this criteria will be communicated back to the employee who shall have the right to appeal the decision to the Personnel Committee;
- (5) As needed, the Personnel Committee will forward a resolution to the Finance Committee for identification and appropriation of funding for all of the outstanding requests that have been approved pursuant to this procedure in accordance with County policies; and
- (6) This procedure applies to course work that is completed after January 1, 2020.