

**AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE TRAINING  
AND EDUCATION POLICY AND THE ADDITION OF THE POLICY AS  
DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK**

WHEREAS, Brewster Village Council desires to adopt an Employee Training and Education Policy and to modify the Village Employee Handbook to include an Employee Training and Education Policy.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:**

**SECTION 1:** The Village shall adopt an Employee Training and Education Policy as defined below and shall add Section 5.15 - Employee Training and Education Policy to the Village Employee Handbook as follows:

**5.15 Training and Education**

**A. Purpose**

The Village encourages its employees to enhance and/or increase their skills and abilities through attendance at "training" and/or "educational classes". Attendance at "training" and/or "educational classes" helps employees better perform all the duties of their current position, and also prepares employees to perform other duties when called upon and prepares employees for promotional opportunities. Employee access to "training" and/or "educational classes" also allows employees to experience new technologies and expands their knowledge in the way work can be done, keys to the success for more cost effective and efficient delivery of services to the residents of the Village of Brewster.

**B. Eligibility**

All full-time and part-time employees (including part-time patrolmen and volunteer firefighters and/or EMTs) are eligible to attend "training" and/or "educational classes" and to have their fees and/or tuition paid in accordance with this policy.

**C. Prior Approval**

1. The employee (or their supervisor) will complete a "Request for Approval for Training or Education Form" and submit it to their supervisor, with attached information covering agenda/curriculum and date(s) and time(s) from the sponsor's, provider's, or institution's brochure or program.
2. The employee's supervisor shall evaluate the request based on the guidelines provided below, and sign the form having checked either "recommended" or "not recommended" for approval.
3. If funds will be used to pay for the "training" and/or "educational classes", the cost must be included on the request form, and copies of cost-related information must be submitted for fiscal approval.
4. If no Village funds are required, the employee's supervisor should send the form directly to the Appointing Authority, who shall evaluate the request based on the guidelines provided below, and sign the form having checked either "approved" or "not approved".
5. The employee will be notified of his/her authorization (or denial) to attend the "training" and/or "educational classes" by copy of the signed "Request for Approval for Training or Education Form".
6. The request must be submitted and approved prior to the date the "training" and/or "educational class" begins.

**D. Prior Encumbrance of Funds**

If the "Request for Approval for Training or Education Form" is approved by the Appointing Authority, the department head shall encumber the entire amount of the necessary funds.

**If funds are not encumbered prior to the date of the "training" and/or "educational classes", payment/reimbursement of expenses shall be denied.** (With approval by the Clerk Treasurer and the Mayor and/or Administrator for extenuating circumstances shown, this requirement MAY be waived)

#### **E. "Training" Defined and Distinguished**

"Training" is defined as seminars, workshops, and continuing education courses.

In addition to requests, the Village may require that an employee attend an employment related seminars, workshops, and continuing education courses designed to enhance skills directly related to his or her current position with the Village.

"Training" should occur in as close proximity to Brewster as possible, however the ability to take "training" outside the local area may be approved based on the totality of the circumstances in the best interest of the Village of Brewster.

Examples of "training" include, but are not limited to:

- Continuing education to maintain OPEPA Certification
- Continuing education to maintain Peace Officer Certification
- Continuing education to maintain EMT certification
- Safety training
- RCAP Training

#### **F. "Educational Classes" Defined and Distinguished**

"Educational Classes" are defined as courses taken at a college or university or training or classes that result in obtaining (or having the ability to obtain) a certification (such as an OEPA Certification, EMT, etc.) or ability to perform a function (such as the ability to train other employees or perform fire safety inspections, etc.)

"Educational Classes" may be provided by any accredited local college, local university, or recognized vocational facility or institution of higher learning. Should the "educational class" not be available locally, the ability to take an "educational class" outside the local area may be approved based on the totality of the circumstances in the best interest of the Village of Brewster.

Examples of "educational classes" include, but are not limited to:

- Courses/classes that result in an employee being certified as an EMT
- Courses/classes that prepare an employee to take an OEPA Certification test
- Courses/classes that result in a member of the Police Department being certified as a firearms instructor, taser instructor, or school resource officer
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#### **G. Payment for "Training" Costs**

- Training is normally paid in advance by the Village, provided the process established in this policy is followed.
- Training in most cases will not require an employee to enter into a "Training and Education Reimbursement Agreement"

#### **H. Payment for "Educational Classes" Costs**

- Education is normally reimbursed after successful completion.
- Employees who take "educational classes" will be required to sign an agreement to reimburse the Village should they leave employment within three (3) years of completion of the educational class. Such reimbursement will be prorated depending on the length of employment after completion.

#### **I. "Training" and "Educational Classes" Costs Defined**

"Training" and/or "educational class" costs mean:

- All fees, such as the tuition and related fees
- Books and/or materials (may be paid)
- Travel expenses shall be paid for "training" and/or "educational classes" in accordance with the applicable travel policy(s). If travel out of town is necessary, approval of the Mayor is also required. (See applicable travel policy(s) for more information) However, mileage will NOT be paid for courses taken at a college or University

- An employee's regularly scheduled hours while travelling to and attending the "training" and/or "educational class".
- Time traveling to or from "training" and/or "educational class" consistent with Village policy and state and federal law.

**J. Maximum Benefit**

The maximum an employee may be reimbursed or that may be spent per "Training" and/or "educational class" is \$1,000.00. Any amount in excess shall receive approval from Council in addition to other approvals.

**K. Satisfactory Performance Condition for Reimbursement**

Verification that the course(s) has been successfully completed is required. A letter grade of "C" or higher, or satisfactory completion of the course if no letter grade is provided, is required. Approved courses requiring only a "pass/fail" grade require a grade of "pass". Should the employee fail to maintain at least a "C" average, and/or receive a "pass", and/or satisfactorily complete the "training" or "educational class" he/she will not receive reimbursement.

**L. Submission of Documentation**

An employee must submit documentation of costs satisfactory to the Clerk Treasurer prior to any reimbursement for "training" and/or "educational class".

This will include an employee providing access if necessary to records showing method and source of payment for a "training" and/or "educational class".

**M. Time Accountability**

Both employees and their supervisors/ department head will be responsible for accurate time accountability of all employees who attend "training" and/or an "educational class".

**N. Time Limitation for Reimbursement**

In addition to the requirements established by this policy of prior approval and encumbrance of funds, in no event shall an employee be reimbursed for any cost for "training" and/or "educational classes" past six (6) months of the date of completion of the "training" and/or "educational class"

**O. Coordinating with Other Sources – No Reimbursement to Exceed 100% of Costs**

Employees cannot receive reimbursement for costs of "training" and/or "educational classes" in amount that exceeds 100%. An employee MUST disclose whether there are other sources from which costs of "training" and/or "educational classes", such as grants, scholarships, or similar. An employee who has (will have) other sources from which costs of "training" and/or "educational classes" are (will be) paid may be reimbursed by the Village the difference between the other source and the total costs, but the total cannot exceed 100%.

In the event that it is discovered that an employee has failed to disclose said sources, and said employee has been reimbursed by the Village in excess of 100% of costs of "training" and/or "educational classes", said employee may be subject to criminal charges in addition to being required to pay any amount paid by the Village in excess of 100%.

**P. Expectations and Objectives**

It is imperative employees be accountable when attending training" and/or "educational classes", in a manner that the taxpayers of the Village of Brewster rightfully expect.

Supervisors and/or appointing authorities are expected, when evaluating employee participation at training and/or education, should review the following criteria ask questions that include, but are not limited to the following (at least one of the following criteria is met):

1. Does the event have a structured and professional program agenda that will provide work related training?
2. Does attendance at the event aid the Village and/or a Department in its mission?
3. Does the training and/or education enhance future employee ability to perform, future employee safety, or future work efficiency.
4. Will the program be productive and fully occupy the employee's time away from his/her job?

5. Will the benefit the citizens of the of Brewster gain outweigh the cost incurred by the for employee attendance at the event?

An employee remains subject to all policies and procedures in effect as if the employee was performing their normal duties during a normal workday. It is expected that a supervisor will remind an employee, whose attendance at a "training" and/or "educational class" while on Village time has been approved, that he/she remains subject to all policies and procedures in effect as if the employee was performing their normal duties during a normal workday. Furthermore, a supervisor must exercise his/her normal review of an employee's performance and conduct, and take corrective action if necessary. If the above requirements are not met, future attendance may not be permitted while on Village time.

**SECTION 2:** The above policy replaces any previous version of this policy and supersedes any current policy which may be in conflict with this policy.

**SECTION 3:** This ordinance shall be in full force and effect at the earliest date provided by law.

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Mayor Michael E. Schwab

ATTEST:

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Village Clerk Treasurer K. Kris King

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on September 18, 2017

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Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni's IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

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Clerk K. Kris King