

# **MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL**

## **TRAINING POLICY**

<b>POLICY NO.</b>	10.1	<b>EFFECTIVE:</b>	01/02/2024
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### **Policy**

- A. It is County policy to encourage employees to increase their technical and professional skills in order that they may perform their duties to the best of their abilities.
- B. Training opportunities shall be made equitably without regard to race, sex, age, marital status, religion, disability, or national origin. In addition, efforts shall be made to distribute training assignments to provide maximum benefits to all eligible employees.
- C. Approval of any training activity outlined in this policy is dependent upon appropriate budgeted funds being available.
- D. A record of training offered and completed shall be maintained in each employee's personnel file.
- E. Eligibility

Regular full and part-time employees (including probationary employees unless otherwise specified) shall be eligible to participate in any training activity outlined in this policy.

Employees may be required to successfully complete special training courses as a condition of employment.

### **F. Criteria**

Approval of any training activity shall meet the following criteria:

- 1. Be of necessary and direct value to the County and relevant to the employee's general field of work;
- 2. Be limited to knowledge and skills which cannot be acquired through available in-service training; and,

3. Cover subject matter not sufficiently or recently encompassed in the employee's previous education and experience, or which the employee normally would not be expected to know prior to appointment to his/her present position.

#### G. Procedures

Participation in training activities outlined in this policy shall meet the following conditions and requirements.

1. A Department head may assign an employee, and consider for approval an employee's request for training, in accordance with this policy and the administrative regulations of the County;
2. All assignments, provisions for reimbursement, and direct payment of registrations and related expenses shall be subject to budget constraints. All approved training-related expenditures shall be charged to the appropriate account within the departmental budget;
3. Training assignments shall be subject to authorization by the County Administrator prior to enrollment; and,
4. Each employee on approved training assignment, as outlined in this policy, shall maintain continuous satisfactory performance in the prescribed course of study.