

REIMBURSEMENT FOR CONTINUING EDUCATION PROCEDURE.

Expenses Reimbursed

The Township will reimburse the employee one hundred percent (100%) of the tuition cost of any course approved in advance by the [Department Head/Township Committee/Council]. Courses must be successfully completed and if applicable, a grade of C or better (or its equivalent) must be obtained. This Policy also applies to courses the employee is required to take in order to obtain any specialized training, certification, licenses, and/or registration needed to perform the duties required of the position.

Consistent with this policy and its requirements, the Township will reimburse the employee for any tuition fee, overnight hotel accommodations expenses, and prevailing mileage rate for the employee's attendance at workshops, conferences and seminars which have the prior approval of the [Department Head/Township Committee/Council]. Meals and or drink expenses will not be reimbursed.

Paid time off may be granted to attend any conferences, courses and seminars that have received prior approval from the [Department Head/Township Committee/Council]. Department Heads may attend Paid time off with approval from the [Township Committee/Council].

Procedure for Reimbursement

In order to be reimbursed for mileage and tuition fees and be granted paid time off, employees must seek prior approval of [Department Head, Township Committee/Council] at least thirty (30) days in advance of such workshop, conference, or seminar. Employees that do not seek such approval shall not be reimbursed for such tuition fee and mileage.

All requests shall be in writing and shall include a brief description of the conference, training or seminar, the projected costs, and the dates requested when the employee will be away from the work site. If the request pertains to a conference where multiple classes are offered, a listing of the dates and times of all classes the employee plans to attend must be provided. After attending such conference, seminar, or training, all employees granted approval to attend, shall submit a written report to the [Township Committee/Council] of the event, proof of attendance, an itemized list of reimbursable expenses, and receipts for all such expenses.

If the scheduled class(es), seminar(s) or training session(s) for which the expenses are sought are not attended by the employee (except for reasons outside of the employee's control), the Township reserves the right to deny, in whole or in part, all related travel, lodging or other expense reimbursement sought.

Conference / Seminar / Training Leave Policy

To the extent possible, employees shall seek continuing education seminars, conferences, and/or conventions that meet outside of regular work hours. If employees must attend such during regular work hours, if approved by [Department Head/Township Committee/Council] employees are entitled to normal pay and benefits while attending conventions, conferences, and seminars relating to Township business during regular work hours.

If the employee chooses to travel to the conference, training, or seminar the day before such begins and/or travel home the day after such ends, the employee shall not be entitled to normal pay and benefits for such "travel days." Employees must utilize vacation or personal days for such "travel days." Time spent in attendance at these courses does not count as time worked for purposes of overtime calculation or otherwise qualify the employee for additional compensation of any type.

Overnight Hotel Reimbursement Policy

When attending a conference, seminar, or training, an employee will not be required to travel between the hours of 9 pm and 6 am within the departing time zone, except for unforeseen circumstances such as weather or mechanical delays. For example, if a seminar begins at 8 am and the employee must travel 3 hours, the employee may be reimbursed for an overnight accommodation the night before the conference. Further, if a seminar ends at 7pm and the employee must travel 3 hours home, the employee may be reimbursed for an overnight accommodation the night after the conference.

Where special group rates are available, reservations must be made by the Township. The [Township Committee/Council] may authorize an employee to book their own overnight accommodations. The cost of overnight accommodations shall be kept to a minimum by requesting standard room accommodations at reasonably priced mid-market hotels whenever possible. Prior approval with a description of the accommodations and the project cost is required. Luxury and upscale hotels shall not be booked. Receipts submitted for reimbursement must specify rate, date(s) of stay, and evidence of payment. Transient Accommodations (Airbnb, Vrbo) are not eligible for reimbursement.

Mileage Reimbursement Policy

Employees will be paid at the prevailing federal mileage rate for use of their personal vehicle in the performance of their job. Note: Mileage will not be reimbursed for the commute from employee's residence to the Municipal Building. In cases where the duties of the employee require that they travel to a destination other than the municipal building, their mileage will be reimbursed at the prevailing federal mileage rate. Documentation of distance must be provided for mileage to be reimbursed.