

Current Language:

Section 11:

11.3 Professional Development Expenses: The Town Manager may authorize, within budgetary limits, the reimbursement of expenses incurred for courses or seminars undertaken in the professional development of a Town employee.

d. Employee-Initiated Development: Training or development not required by the State or by the Town (other than that required as a minimum qualification for employment in the Town's service) and not suggested by the Town shall be considered employee-initiated and the employee may be compensated for such training as follows:

1. The Town may provide reimbursement for a percentage of the cost of tuition and/or fees for training which is judged by the Town Manager to be of direct value to the present or potential service obligations of the employee, as the Town's budgetary limitations permit.

2. The Town may provide reimbursement for a percentage of the cost of tuition and/or fees for training which is judged by the Town Manager to be of indirect value to the present or potential service obligations of the employee, as the Town's budgetary limitations permit.

3. Courses taken in pursuit of a formal scholastic degree shall be evaluated with respect to the value of the potential degree to the Town employee, rather than individual merit of the particular courses taken.

4. Within the provisions of Connecticut General Statutes Section 31-51r reimbursement of tuition and/or fees for employee-initiated training may be conditional upon the employee's continued service with the Town.

5. An employee who wishes to pursue training and development sessions during the employee's regular working hours must request leave in accordance with Section 10-10 or Section 10-11 of these policies.

6. The amount of reimbursement awarded to a Town employee by the Town to alleviate the tuition and/or fee burden accumulated in an employee initiated training and development seminar shall be contingent upon the amount of monies and/or reimbursements received by the employee from institutions other than the Town of Coventry. For graded courses, an employee must receive a grade of C or better to be eligible for Town reimbursement. For "pass/fail" courses, the employee must receive a "pass" to be eligible for Town reimbursement.