

Educational Policy

1. The Secretary of State encourages employees to continue their educational pursuits and has thus developed the following policy to systematically consider employee requests.
2. The Secretary of State may pay up to one half of the registration fees for an employee to attend classes at institutions of higher learning or other training institutions. One quarter of the total cost of a course will be paid at the time of registration and the other quarter will be paid upon successful completion of the course.
3. Prior to enrolling in a course, an employee must submit the Education Request Form (SFN 51462) stating the type of course planned along with the cost of the course. The request must be approved by the employee's Division Director. The approved request should be submitted to the Deputy Secretary of State for final approval.
4. The class must be directly related to the office practices or an employee's particular work requirements in the office. If a class falls outside of the normal work related criteria, however would benefit the employee in the work setting or the overall office in an indirect way, the Deputy Secretary of State may make the approval on a case by case basis.
5. With the benefit of flex-time scheduling, an employee may be allowed to attend classes during regular business hours. An employee attending classes during regular business hours will still be required to complete 40 hours of work per week. An employee attending classes outside of regular business hours (evenings and weekends) will not be compensated time or pay for the time spent in the classroom.



January 22, 1998

Name_____
Date

Reviewed: July 1, 2004

Seminar Policy

The Secretary of State encourages the agency employees to continue their professional development by paying the registration fees for approved seminars. Requests for professional development, such as attending seminars, will be considered under the following guidelines:

1. Attendance and travel time for an approved seminar are considered work hours not to exceed eight hours per day. Any time exceeding the seminar and travel time that an employee chooses to be away from the office is considered personal time and must be compensated accordingly.
2. Seminars must directly relate to office practices or an employee's position requirements. If the seminar falls outside of the normal work related criteria, but would benefit the employee in the work setting or the overall office, the Division Director may make the approval on a case-by-case basis.

The following process will be followed regarding registration and seminar attendance:

1. All information received regarding seminars will be routed to the receptionist.
2. The receptionist will send e-mail messages to agency staff, which include the titles, summaries, and registration deadlines for seminars.
3. The receptionist will organize seminar information in a binder labeled "SEMINARS" that is kept near the receptionist area.
4. Employees interested in a seminar may contact the receptionist for further information.
5. Employees wishing to attend a seminar must complete a Seminar Request Form and submit it to their Division Director.
6. The Division Director will notify the employee of the approval and route the request form to the receptionist.
7. The receptionist will make necessary registration arrangements.
8. After confirmation of the registration, the receptionist will notify the Division Director and the employee providing the link to the Seminar Report Form.
9. The employee attending the seminar must submit a completed Seminar Report to their Division Director within two weeks following the seminar.
10. The Division Director will review, sign, and route the Seminar Report to the employee's personnel file.

Implemented: November 7, 1996

Reviewed & Updated: October 4, 2005



Signature_____

October 4, 2005
Date:_____