

Policy No. 2.10 Professional Development

Date of Issuance: May 17, 2012

Revision Date:

The Town recognizes its obligation to the professional development of its employees, and agrees that the Employees shall be given adequate opportunities to develop skills and abilities.

1. Department Heads:
 - A. Must inform the Town Administrator of all training to be attended, where it is, what it is, the cost and if funds are in their budget.
 - B. The Library Board is the approving authority for library personnel in regard to any Continuing Education and all requirements mandated by the Department of Public Instruction.

2. Staff Positions:
 - A. Department Heads must authorize employees in their Department and the Town Administrator must be informed.

3. Any employee leaving Wisconsin for training must have Board approval prior to attending.