



Employee Investment

Employees are encouraged to take steps to increase their knowledge, skills and overall effectiveness in the work place by participating in the County's employee investment programs. In return, the County is committed to make appropriate resources and funding available to employees who request to attend job-related training and/or educational seminars, workshops or courses, and personal wellness initiatives.

Professional and Personal Development:

The County supports initiatives regarding professional and personal wellness development programs. The County Commissioners have approved \$120 per employee for Professional and Personal Development.

Criteria - For Professional and Personal Development

Professional development initiatives support the enhancement of the employee's skills, knowledge and abilities. Personal Wellness initiatives contribute to the employee's personal health and overall wellbeing.

1. The employee must be a regular full-time employee with the County.
2. The employee must demonstrate that the educational seminar, workshop/course or personal wellness initiative:
 - a. is specially job-related resulting in increased effectiveness on the job and/or higher productivity, and
 - b. relates to the employee's professional development goal(s) mutually established with the employee's supervisor.
 - c. relates to personal wellness of the employee which will benefit their overall health and wellbeing; such as a gym membership or exercise classes.
3. The employee receives full support from the employee's supervisor for individual activities relating to personal or professional development.
4. The personal wellness initiative of \$120 will be paid in full by the employee and will be reimbursed in one lump sum payment consistent with policy. If the event or activity does not encompass the entire \$120 - there will no balance carryover from year to year.
5. Personal wellness initiative is intended for the employee only.

Team Building:

The County recognizes and supports team building activities and incentives which improve workplace productivity. Team building activities can provide the employee with a sense of pride and/or a better understanding of coworkers. This understanding helps develop stronger working relationships. The Department will be budgeted \$25 per employee annually for team building.

Criteria for Team Building

1. Events and/or products must be inclusive of the entire team. There will be no individual recognition.
2. A team building event may occur during work hours as long as it does not interrupt the daily operations of the department.
3. Any group professional development or team building event offsite will require approval of the Director of Health & Human Services prior to the event.
4. Any team building products must be consistent with the County's organizational branding.
5. Team building activities are at the discretion of the Division Director or Department Head.

Employee Recognition:

The Employee Recognition Program was developed and intended to recognize and reward stellar performance of employees within County Government. The Division Director or Department Head, with adequate documentation, may select an employee(s) that have demonstrated extraordinary work ethics within the County to receive recognition. Examples of recognition include, yet are not limited to, a professional development event, a trade event, a course of interest related to job duties. The Department will be budgeted per employee annually for team building.

Criteria for Employee Recognition Program:

1. Each Department is provided a budget relative to the size of the Department.
2. The individual employee(s) may be selected by the Division or Department Director.
3. The employee(s) will follow County business expense travel/reimbursement policies & procedures.

Application Process – Employee’s Request

1. The employee must complete the County Employee Investment Program-Employee Request Form. Provide the appropriate justification for attending the educational seminar, workshop, course or personal wellness initiative and how it meets his/her professional development goal(s).
2. The request must be submitted at least **two weeks** prior to the registration and start of the educational seminar, workshop, course, or personal wellness initiative unless unforeseen circumstances occur preventing the submission of the request in a timely manner prior to the start of the program.
3. It is important to provide the complete cost of the educational seminar, workshop, course, or the personal wellness initiative cost for materials.
4. Reimbursement to individuals for the Wellness Initiative will be made on the employee’s paycheck in accordance with IRS regulations and County policy.
5. If the employee elects to use the designated \$120 for job-related training, educational seminar, workshops, and/or courses, this will not be reimbursed via the employee’s paycheck but through the Accounts Payable Department via the Department’s budget line item.

Application Process – Supervisor’s Request

1. The Supervisor must complete the County Employee Investment Program – Supervisor’s Request Form. Provide the appropriate justification for the event or activity and how it meets the needs of the department for Professional/Personal Development, Employee Recognition, and/or Team Building goals.
2. With regards to group activities off site; Human Resources will inform the person making the group activity request the status (approved or denied). No reservations or down payments will be made prior to the approval.
3. All events, including daily activity, must be consistent with County policy and exclusions herein.
4. It is the Department Director’s responsibility to monitor and track their employees and the initiatives in this program.

Exclusions:

While any off site activity will require prior approval, these activities are expressly excluded:

- 1. Any activity including alcohol*
- 2. Any event that would exhibit a negative image for the County*
- 3. No extreme sports activities are permitted (bungee jumping, white water rafting, etc.)*
- 4. Closing of any department to customers.*
- 5. The purchase of a piece of exercise equipment (treadmills, elliptical, etc.)*
- 6. The program will not reimburse for co-pays or deductibles under the County's healthcare plans.*
- 7. For employees only, excludes family members and/or significant others.*