

**POLICY FOR EMPLOYEE PARTICIPATION IN TRAINING COURSES
OF THE ROCKDALE EMPLOYEE ENRICHMENT PROGRAM (REEP)**

Section 1. Purpose

The purpose of this Policy is to establish clear guidelines for employee participation in training courses offered by the Rockdale Employee Enrichment Program ("REEP").

Section 2. Statement of Policy

It is the policy of the Rockdale County Board of Commissioners to offer opportunities for training and continued education to each employee in order to equip employees with the knowledge and proper use of equipment and technology to perform their jobs at optimal levels. REEP was established to provide the tools necessary to raise the level of proficiency in employee job skills, build stronger principles and practices of teamwork, recognize employees for jobs well done, and empower employees to exceed expectations for providing exceptional service to the citizens of Rockdale County.

Section 3. REEP Training Course Schedule

REEP training courses will be scheduled on a quarterly basis and held at the REEP Learning Center, 1400 Parker Road, Conyers, unless otherwise noted. Course catalogues will be produced and provided quarterly to each department and made available to all employees on the Rockdale County Public Drive (P:). Course catalogues will include course name and overview, course description, course calendar with dates, times, locations of classes offered, and registration form.

Section 4. Employee Eligibility for REEP Courses

All regular full time or regular part time employees will be eligible to register at no charge for any professional development course they feel would be advantageous to their current position or another position within the Rockdale County Classification System. Employees must submit a completed REEP registration form to their supervisor for approval. Upon receiving supervisor's written approval, registration forms are to be forwarded to the training office.

Section 5. Enrollment in REEP Courses

Registration will be confirmed for courses on a first-come, first-served basis. Employees will receive a Confirmation Notice for each course they are enrolled to attend. Waiting lists will be established for any course with employee registration that exceeds maximum capacity for that course. Any employee who receives a Confirmation Notice to attend a course for which they are not able to attend, should immediately notify the appropriate training staff to allow another employee the opportunity to attend the course.

Section 6. Class Attendance

Employees attending any REEP course will come to class in proper attire as per Section 3D of the "Policy for Standards of Professional Conduct". Instructors will maintain an attendance roster for each class. Training staff will notify management of any employee listed on the roster who does not attend class without prior notice of absence.

Section 7. Mandatory Courses

Effective January 1, 2006, all employees who drive a County vehicle or drive a personal vehicle on County business will be required to obtain and maintain Defensive Driving certification while employed in that capacity with Rockdale County. REEP will offer Defensive Driving courses to all employees and will provide employees with certification of course attendance. Employees shall forward a copy of the Defensive Driving certification to the Human Resources Department to be maintained in their personnel file.

Section 8. Employee Pay

Employees will be eligible for regular pay while attending approved professional development REEP courses during normal work hours. If an employee elects to attend a REEP course offered at a time which the employee would not normally work, or if the employee is not full time or permanent part time, the employee will not be eligible for paid attendance. Employees shall not be eligible for overtime pay due to attendance at REEP courses, unless the coursework is a mandatory requirement and the overtime has been approved by his/her supervisor in advance.

Section 9. Certificate of Completion

A Certificate of Completion will be awarded to each employee who completes a REEP course for professional development. It will be the responsibility of each employee to make copies of certificates to be placed in their personnel file in the Human Resources Department.

Section 10. Training Records

It will be the responsibility of the Human Resources Department to maintain accurate records of courses completed by employees. These records may be used during employee performance reviews to document courses attended.

Section 11. Amendments

This Policy may be amended from time to time. Future additions, rescissions, and amendments to this Policy shall also have the force and effect of law, upon approval by the Board of Commissioners. This Policy does not establish a contract between the County and any employee.

Approved this 24 day of January, 2006.

ROCKDALE COUNTY, GEORGIA
BOARD OF COMMISSIONERS

By: Roy J. Middlebrooks
Roy J. Middlebrooks, Chairman

By: Jason A. Hill
Jason A. Hill

By: Glenn D. Sears
Glenn D. Sears

Attest:
By: Jennifer Rutledge
Jennifer Rutledge, County Clerk