



Section Name: Employee Relations Effective Date: August 16, 2010
Section Number: 400 Date of Revision:
Policy Number: 020
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Subject: City of Monroe Municipal Employees' Retirement System
Educational Conferences, Seminars and Workshops

1. Purpose: The purpose of this policy is to establish a uniform system for allowing City employed Pension Board trustees the opportunity to attend educational conferences, seminars and workshops, and to balance that activity with departmental budget and staffing limitations and other professional training requirements or opportunities.
2. Statement of Policy: The City recognizes that for development purposes, employees who volunteer to serve as a trustee on the board of the City of Monroe's Municipal Employees' Retirement System should receive a reasonable amount of training related to their responsibilities and duties as a trustee. While the City encourages the Pension Board to schedule training programs in conjunction with their regularly scheduled meetings when feasible, it is recognized that some relevant training opportunities may be held at locations outside of the City, during the employee-trustee's regularly scheduled work hours.
3. Definitions: None.
4. Application: This policy shall apply to all employees of the City of Monroe.
5. Responsibility: The Human Resources Director and all Appointed Officials shall be responsible for implementing and overseeing the administration of this policy.
6. Administrative Procedure: The City has adopted this procedure to outline the approval process.
 - (a) All regular full-time employees are eligible for professional development training while volunteering to serve as a trustee on the board of the City of Monroe Municipal Employees' Retirement System.
 - (b) Employees must request permission from their immediate supervisor to attend educational conferences, seminars and workshops during their regular work hours. For work scheduling purposes, the employee's request for attendance

must be received at least thirty (30) days in advance of the event, and is subject to the approval or denial of the department head. In determining whether to approve or deny the request, the department head shall consider factors such as whether scheduling the employee's absence for training would be the cause for overtime, the amount of paid work absences the employee has incurred and/or will incur to attend other professional training programs and whether the employee's proposed absence will cause significant public-service impacts.

- (c) Employees will be permitted to attend pension-related conferences, seminars or workshops that involve up to two (2) work days of paid, regularly scheduled work time annually, provided overtime does not have to be incurred and the time off does not conflict with other high priority City business.

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe City Council, dated August 16, 2010.

Revised pursuant to action of the Monroe City Council,
dated_____.