

Conway Township Policy No 23

Planning Commissioner Training Policy

Resolution 220920-01 states the requirement of training for planning commissioners. This policy defines the specific steps to take and the reimbursement of expenses as well as payment for attending training sessions.

The abovementioned resolution states the following:

- 5 years or less experience requires minimum of 6 hrs. of annual training/education.
- more than 5 years of experience requires a minimum of 3 hrs. of annual training/education.
- Planning Commission members shall submit to the board their training and education plan for every calendar year with requisite anticipated cost. The plan should reflect which classes were planned for and completed for the immediately preceding year.
- Training, scheduling and reimbursement shall be in accordance with and set forth in the Township's Personnel Policy Manual
- The Township may make available its consultants, such as planners and/or attorneys, for certain training sessions upon its own motion or upon the request of any one or more Planning Commission members.

Planning commissioners have access to Michigan Township Association (MTA) to select training/classes. At times the county will provide training for planning commissioners. Commissioners will be paid for training, travel and potential lodging as described in the Personnel Manual. Training time will be paid at the most current board approved rate.

Training documentation needs to include:

- Class description (including number of hours, counted for training requirements) of Planning Commission related training, including certification or statement of completion.
- In person classes will be registered and paid for by the township. Provide the class information to the Clerk Department for registration and lodging, if applicable.
- Mileage reimbursement requires a map and mileage driven.
- Any personnel who fail to attend any training event for which the Township has approved and paid, that personnel shall be responsible for reimbursement to the Township for the cost of the missed training.

Failure to meet training requirements will result in:

- First offense will result in a written warning.
- Second offense will result in removal from the Planning Commission.
- The Supervisor shall submit a report of the current status of members training requirements for the November Planning Commission and the Township Board meetings.

Appendix

Training Scheduling and Reimbursement Policy

Request to Attend Training

It is in the interest of Conway Township that Township personnel attend certain training and continuing education opportunities from time to time, upon approval of the Township. If any Township personnel wishes to attend any class or training course or program that personnel believes relates to the person's function within the Township, will advance Township interests, or improve the person's ability to serve the public, personnel should complete the form designated for this purpose and return to the Township Clerk. See Appendix. If the request is approved, the Township Clerk shall issue payment for the course or program directly to the offering entity and confirm scheduling with said entity and the attending personnel.

Any personnel who fail to attend any training event for which the Township has approved and paid, that personnel shall be responsible for reimbursement to the Township for the cost of the missed training. If the personnel fail to repay the Township for the full amount within thirty (30) days of the last day of class, the cost of the class shall be deducted from the personnel's next paycheck. Alternatively, personnel may elect to pay the cost of the class, training course, or program themselves and submit documentation of the cost paid to the Township Clerk for reimbursement on a form designated for that purpose. See Appendix. Training pre-paid by any personnel shall still be subject to approval by the Township Board.

Personnel attending any training course, class, or program paid for by the Township shall be required to present a brief synopsis of the class content and any relevant information of benefit to other personnel who did not attend the class.

Training Pay

Hourly personnel will be paid for the travel time to and from a training event, as well as classroom time. Training schedule needs to be submitted with monthly timesheet.

Mileage

Personnel using their personal vehicle for travel to and from an approved training course, class, or program under this policy will be reimbursed at the current IRS established rate of reimbursement for mileage and actual parking fees. Travel must be documented and submitted to the Township Clerk at the end of the pay period in which the expense was incurred. Mileage requests should include documentation of actual miles traveled, including, but not limited to data from MapQuest, Google Maps, or other similar mapping or GPS programs. Traffic fines will not be reimbursed by the Township and no personnel will be reimbursed by the Township for travel from their home to the Township Hall.

Meals

The Township will reimburse personnel for actual expenses incurred for meals, not provided by the event, during time spent on an *approved* training program up to \$25 per person, per day for a training program not requiring an overnight stay and up to \$60 per person, per day during training programs requiring the personnel to stay overnight away from their place of residence. Reimbursement is contingent upon timely provision of receipts for amounts spent to the Township Clerk.

Lodging

Personnel will be reimbursed for actual expenses incurred for lodging while attending an *approved* training course, program, or class, if approval is given in advance by the Township Board. In order to receive reimbursement, personnel must submit a reimbursement request form accompanied by receipts for lodging.

Reimbursement for Spouses

Conway Township will not reimburse expenses for spouses of personnel who attend conferences or conventions or travel with Township personnel.

Other Reimbursement

Reimbursement for other personnel work-related expenses will not be paid unless approved, in advance, by the Township Board.