

CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL 4. FINANCIAL

2. ADMINISTRATIVE 5. PUBLIC WORKS

3. PERSONNEL 6. PARKS AND RECREATION

CHAPTER: Career Development

SUBJECT: Professional Elected Offices Development and Business Travel Requests

POLICY NUMBER: 3.620

PAGES: 3

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APPROVED BY:

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

POLICY:

All funds for professional development, business travel, and City mileage and reimbursements shall be approved by the Common Council in the annual budget.

- 1. Object #5136 Car Allowance
- 2. Object #5332 Travel Department Heads
- 3. Object #5333 Travel Staff

Professional development and travel shall consist of two categories:

- 1. Professional development and job training through conferences, workshops, professional organizations, meeting certification requirements, etc.
- 2. Required business travel to carry out responsibilities of position.

A written travel request on approved form shall be submitted to the Mayor for elected officials and the City Administrator for non-elected officials at least two (2) weeks and preferably a month prior to the professional development travel for all department heads reporting directly to the City Administrator. Those Department Heads reporting to an independent board (Fire and Police Commission, Library Board, CDA) will follow the advance approval process determined by the governing board.

A written request on approved form shall be submitted to City Administrator for required business travel in advance of travel except in an emergency situation. As with professional development, those independent boards will develop their own approval procedures for business travel.

The Human Resources Office will keep a log of all professional development and required business travel time outside the city. The number of days a Department Head can commit toward professional development will not exceed ten (10) in a calendar year unless the governing board moves for an exception. For all department heads under the City Administrator, the governing board will be the Finance, Budget and Personnel Committee and the Common Council.

PROFESSIONAL DEVELOPMENT AND BUSINESS TRAVEL REQUEST

TO:				
FRC	OM:			
1.	Type of request:			
			onal Development (Workshops, Conferences, tion Requirements, Professional Organizations, etc.)	
	Business Travel (Required to carry out responsibility of position)			
2.	Date of travel:			
a)	Date of meeting:_			
b)	Leave Marshfield		a.m./p.m. on	
3.	Location of meeting:			
*4.				
5.	Anticipated cost (for professional development only):			
	Transportation		lodgingmeals	
	registrationother			
*Att	ach copy of program	n when approp	priate	
Арр	roved:		Date:	

White copy - City Administrator or Independent Board Pink copy - Human Resources Office Yellow copy - Retain for your personal record