



SECTION: HR
TOPIC: IN-SERVICE CREDIT
HOURS
JULY 2022

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: IN-SERVICE CREDIT HOURS

POLICY

Training for all employees is essential to increase the competency of the Department's work force. Newly hired employees require training that provides skills or knowledge of the job and improves their effectiveness on the job. Training for existing employees should provide new knowledge and skills as well as prepare employees for new job responsibilities through promotion.

Employees are encouraged to participate in department/County in-service training, as well as relevant workshops, conferences, and other training activities that are relevant to the position they perform with Dane County and follow the Training and Education Policy in the EG 2634 Handbook. The Employee Benefit Handbook for EG 2634 Social Workers Employee Group requires completion of 120 training hours (in addition to longevity) for advancement to various steps on the salary schedule. Four hundred (400) hours of in-service training are required for promotion to the senior level for Social Workers, Juvenile Court Counselors, Community Service Coordinators, and Substance Abuse Counselors (see Promotions Policy in the Handbook).

Approval of training is contingent upon the Department's needs and resources.

PROCEDURE FOR ATTENDING TRAINING

- To attend a training with registration fees, obtain permission from your supervisor and department head using the appropriate County forms. Estimated expenses must be included on the form. Registration for such training is the responsibility of the employees requesting the training.
 - The approved form must accompany the invoice for payment.
 - Dane County has tax-exempt status within the state of Wisconsin. Therefore, the County will not reimburse for state taxes charged by any hotel, motel or restaurant. Employees registering for lodging should inform the motel/hotel of the Department's tax-exempt status so no tax will be charged. A letter to this effect may be given to the motel/hotel.
- To attend a training that is free, obtain permission from your supervisor.
- In order to receive training credits, the employee must get approval to attend the training.

RECORDING AND DOCUMENTING TRAINING CREDITS

- The supervisor or department designee retains copies of the training request. A



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- record of each employee's training and credits earned is also retained.
- Proof of attendance must be submitted to the supervisor in order for the credits to count.
 - Employees are also responsible for keeping track of their in-service credit hours.
 - Unless a specific reason exists, training credits are allowed as follows: 8 hours per full day of training and 4 hours per half day of training.
 - In-service training is hour for hour.
 - Credits are given for training workshops/conferences approved in advance by the supervisor and is hour for hour.
 - Employees with relevant training experience received prior to employment with Dane County may request this training be considered for credit. For this consideration to be given, a written request must be submitted to the supervisor. Include in this request the following:
 - Title or subject
 - Dates (approximate)
 - Number of hours
 - Brief Description of Content
 - Graduate Social Work courses or other relevant graduate course work and prior training may be considered to meet these in-service requirements.
 - Employees may review their training records at any time.

PROCEDURE FOR STEP INCREASES

120 hour In-Service Credits

- The Controller's office will notify the supervisor that an employee is due for a merit step and will ask if the employee has met the required 120 hour in-service credits.
- The supervisor will verify that the 120 hour in-service credits have been met. Copies of the records are maintained by the supervisor and do not need to be submitted to the Controller or Employee Relations Divisions.
- The supervisor will sign off on the merit step approval form and submit it to the Controller's office.

PROCEDURE FOR PROMOTIONS

120 hour In-Service Credits

- Employees who are promoted into positions in EG 2634 shall be placed in the pay scale based upon the standard wage computation used for promotions. Placement in range 18 will be based upon meeting the required 120 hour in-service credits.
- If the employee has met the required 120 hour in-service credits the supervisor will verify that the hours have been met and complete the form and submit to Employee Relations.

400 hour In-Service Credits for Promotion to Senior level

- Employees are responsible for tracking their in-service hours for a promotion.
- The employee shall notify their supervisor when they meet the criteria listed in the



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Promotion Policy of the Employee Benefit Handbook. Employees are encouraged to notify their supervisor at least 8 weeks prior to their promotion date. This will allow time to ensure that all requirements have been met. Failure to initiate the promotion process at this juncture could delay the promotion. Promotions are not retroactive/back-dated.

- Employees must meet the job standards in all key job responsibilities as reflected in their performance evaluations and the supervisor must make a recommendation for the promotion.
- The Supervisor completes the Promotion Recommendation Form and submits it to the payroll clerk.
- Copies of the records are maintained by the supervisor and do not need to be submitted to the Controller or Employee Relations Divisions.
- Payroll Clerk will submit the Promotion Recommendation Form with an Employee Action Form to the Employee Relations Division.



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PROMOTION RECOMMENDATION FORM (400 hour in-service credits)

Please complete this form and submit along with the Employee Action Form when an employee meets the criteria to become a Senior Social Worker, Senior Juvenile Court Counselor, or Senior Substance Abuse Professional per the Promotion policy in the EG 2634 Employee Benefit Handbook.

Employee Legal Name: _____

Current Job Classification: _____

Promotion Job Classification: _____

Effective date of promotion: _____

Part I: To be completed by the Supervisor

Based upon my records, employee has met the 400 hour in-service credits

The above-named employee is eligible for promotion to the senior level classification pursuant to handbook provisions. I recommend that this employee be promoted.

Signature: _____ Date: _____

Part II: To be completed by the Department Head/Designee

The above-named employee meets the senior level promotion experience and training requirements. Review of this employee's personnel file, review of performance evaluations, and discussion with past and present supervisors indicate that this employee performs at levels exceeding performance standards in all key job responsibilities. This employee is approved for promotion to the senior level classification.

Signature: _____ Date: _____

Copies of form to: Employee, Payroll Clerk

In-Service records are maintained in the department, do not submit copies to Controller or Employee Relations



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120 HOUR IN-SERVICE CREDIT HOURS FORM

Please complete this form when an employee meets the 120 hour in-service credits to allow them to move to pay range SW18.

Employee Legal Name: _____

Current Job Classification: _____

Promotion Job Classification: _____

Effective date of promotion: _____

Part I: To be completed by the Supervisor

Based upon my records, employee has met the 120 hour in-service credits

The above-named employee is eligible to move to range 18 pursuant to handbook provisions.

Signature: _____ Date: _____

Copies of form to: Employee, Payroll Clerk, Employee Relations

In-Service records are maintained in the department, do not submit copies to Controller or Employee Relations

END OF POLICY