

TOWN OF NORTH HERO
PO BOX 38
NORTH HERO, VERMONT 05474
(802) 372-6926
FAX (802) 372-3806
www.Northherovt.org

TOWN EMPLOYEE POLICY
SEMINARS/EDUCATIONAL ENHANCEMENT
AND SIMILAR ACTIVITIES

1. The Selectboard will approve or disapprove all request(s) to attend seminars, educational enhancement opportunities or similar activities
2. Employees will provide the Selectboard with the following:
 - a. Course title and benefit to employee and Town.
 - b. Cost for the course
 - c. Estimated payable work time and mileage
 - d. Date for course and location
3. Mileage will be paid per mile based on current IRS rate
4. Overnight accommodations will not be provided for events within 100 miles of North Hero
5. Overnight accommodations for events over 100 miles from North Hero will be approved or disapproved by the Selectboard. The cost of overnight accommodations will be provided to the Selectboard with request for accommodations.
6. Meals reimbursement of up to \$25.00 per day will be reimbursed, however, receipts are mandatory for reimbursement.
7. Travel time to event will only be paid if work day is less than eight hours. No more than eight hours will be paid per day.

If traveling the night before or coming home the day after, only travel time will be paid for the day.
8. The Selectboard will address other relative issues on a case by case manner.
9. The Selectboard will update this policy as necessary.

12/20/05