



RESURRECTION LUTHERAN CHURCH CONTINUING EDUCATION POLICY

To: Staff
Policy Author: Congregational Council
Adopted on or Effective Date: January 20, 2010

Purpose: Provide guidelines for staff requesting and obtaining Continuing Education.

1. All continuing education opportunities shall be submitted and approved, prior to attendance, by Executive Council. Request for approval shall be given at least one month in advance to the Executive Council.
2. RLC shall pay for C.E. costs to include travel, registration fees, food and lodging. Entertainment costs shall not be reimbursed.
3. Expenses expected to incur, i.e. car rental, food, housing, C.E. fees, shall be estimated and approved by Executive Council prior to attendance.
4. Full-time staff shall be paid for core work hours during attendance (i.e. receive normal pay in addition to C.E. expenses).
5. Part-time staff shall be paid their hourly salary if, and only if, the C.E. is offered during their posted, normal working hours (e.g. M-W 8:00 – 5:00).
6. RLC Executive Council recommends that the RLC staff attend at least one C.E. opportunity every year.

Last updated: 1/20/2010