

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Education		CHAPTER/SECTION NO.: 16.11	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES:		APPROVED: <u><b>**See Master File</b></u> Sheriff	
STANDARD NUMBER: 22.2.9			

## 16.11 Policy

16.11.1 Employee educational benefits are covered in the Weber County Personnel Policies and Procedures, Chapter 4. Currently educational assistance, if funds are available, may be obtained for appropriate courses through application to the Sheriff and the Department of Human Resources using the annual budget process.

### 16.11.2 Costs of Attendance at Schools

- A. The costs of tuition and, if necessary, food, transportation, gas, mileage, and lodging for schools that employees are required to attend, will be paid by the Office.
- B. Some training requested by the employee, but not required by the office, may not be paid for in any way.

### 16.11.3 Shift Preference

- A. When possible, and subject to the needs of the Office, shift preference may be given to employees to allow for academic study. However, such preferential changes must be approved by the employee's immediate supervisor and the Section Commander under which the employee is assigned. The employee must be registered and attend classes to receive such preference. Dropping out of class(es) may result in forfeiture of such preference. Anyone receiving preference is required to immediately notify his/her

supervisor of any changes in his/her  
circumstances.