

**Town of Sheridan  
Dunn County, Wisconsin**

**Policy  
201204**

**May 7, 2012**

**Employee Training and Seminars**

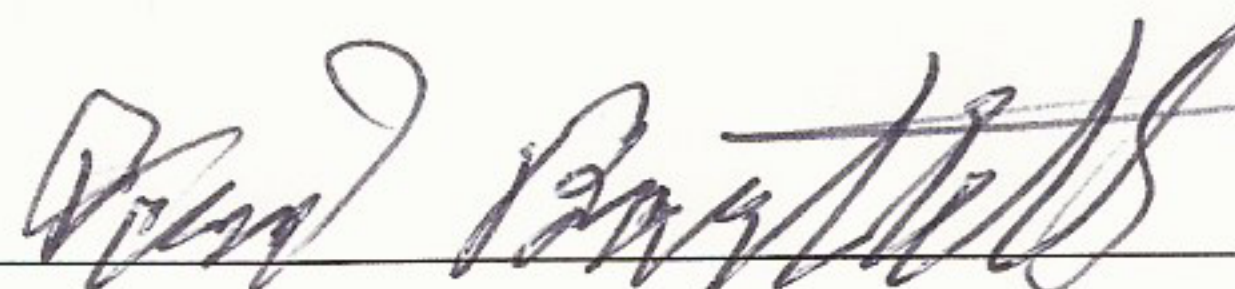
Township employees and board members are encouraged to attend professional training classes and seminars.

Expenses will be paid by the township. Mileage and per diem will be paid per the current policy. Overnight stays at mid-level hotels will be paid for multiple day sessions that are more than 60 miles from home.

Seminars and training require board approval before signing up if the total expense will be more than \$50 or requires overnight stay. The employee should try to have board approval for all training and seminars before attending, so a check can be written for the registration.

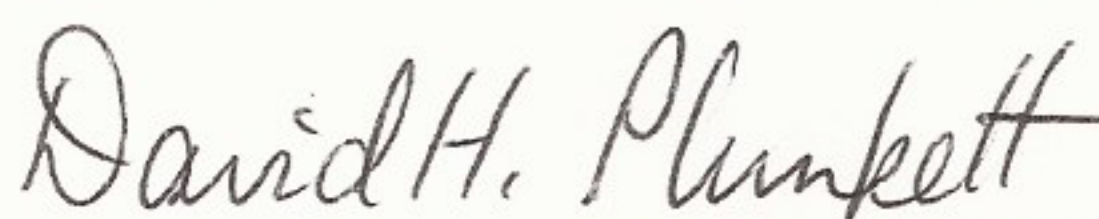
Poll workers will be compensated for mileage plus \$25 per class attended for elections training by WisLine, WTA or a Wisconsin county or municipal clerk. Other classes require prior approval by the clerk.

Chairman of Township Board  
David Bartlett



on 5-7-2012

Township Clerk,  
David Plunkett



on 5-11-2012