

The Continuing Education Opportunity

The below information contains common questions and answers related to the Continuing Education Opportunity. Please refer to the Dallas County Code (Sec 82: 996-1000) for more detailed information.

Frequently Asked Questions

1. Can I pool my time? Ex; add my 5 hours to next week.
Please note that with CE opportunities, approved hours cannot be carried forward. You must use the approved hours for the approved week; otherwise, you lose it.
2. Can my time be done all on the same day?
You can use your approved hours however you decide as long as you do not exceed the hours approved and your manager is in agreement on how you use your hours.
3. Can I use a different amount of time each day? Ex: 2 hours one day, 30 minutes the next day.
You can use your approved hours however you decide as long as you do not exceed the number of hours approved and your manager is in agreement with the increment of 1 hour (i.e., 1, 2, 3, 4, or 5 hours. No half-hour).
4. Does the program have a required GPA? Performance requirement?
Your academic GPA is not a requirement for your CE approval or denial. However, your approval is contingent upon your work performance and in good standing with conduct and performance standards.
“To participate in the Dallas County Continuing Education/Self-Education Program, an employee must maintain quality performance and conduct standards”- Sec. 82-998
5. Do I have to prove I went to class?
A registered course curriculum or program schedule is required to be shared when applying for CE when submitting your completed request to your supervisor with a completion date.
6. Do I have to provide a brochure or content showing I was at my convention?
A registered course curriculum/program schedule is required to be shared with your supervisor with a completion date.
7. Do I receive this time on my regular hours?
Yes. The 5-hour is added to your regular 40 hours using a separate pay code (CONT ED HOURS)
8. Am I required to apply?
Yes, every full-time employee employed for at least six months and successfully completed their probationary period may apply to take advantage of this opportunity.
“Review program eligibility” – Sec. 82-998

9. To whom do I submit my application?
Please submit your application to your direct supervisor.
10. Is there a specific time frame I must apply in?
Yes. You can apply anytime within a period covering your college program, conference, or seminar duration.
11. Is this program year-round?
Yes. The program continues for the duration of your learning.
12. If my manager decides I cannot utilize this program, may I ask for a second opinion?
Yes, you deserve the right to know why you were denied approval from your supervisor and get reviewed again with the assistance of HR to determine if you can participate.
13. Where can I find the application?
Please click on this link to download the application form: [CE Application Form](#)
14. Is there a list of qualifying education programs?
No. All educational programs are qualified for this program, including seminars, conferences, professional certifications, and other on-the-job training.

"An employee may utilize the program for the following purposes:

- 1. Professional Development: To participate in conferences, workshops, seminars, webinars, and courses to update job skills, learn about office technology, and study ways to improve workplace communication and efficiency.*
- 2. Occupational Certification and Licensure: To comply with the laws, standards, and certifications that allow an employee to remain licensed and work within a profession.*
- 3. College Credit and Degrees: To earn college credits, an employee can apply towards a degree or continuing education classes to start a career in a field of interest that is job-related" - Sec. 82-997*

15. What if my program is not on the list of eligible education programs?
All verifiable educational programs are eligible.
16. If I need more time than 5 hours a week for my course, will the county allow me more time?
Yes. But that will be taken off your vacation time.
17. If I use more time than I am allowed, will that time be taken from the next week's time?
We do not encourage using more than the hours approved, which is capped at 5 hours per week. So, it is not allowed. You may forfeit this opportunity by doing so.
18. If I do not use my time for the week, do I lose that time?
Yes, you lose all hours approved but not used.
19. If I am taking final exams and they fall on days when I must work, can I have that day or time off plus my 5 hours?

Final exams are prescheduled, so if a preapproval to utilize the CE program was awarded, then only 5 hours will be acceptable. Employees may consider using PTO for additional times needed.

20. If I utilize my time on this program, will it be incorporated in my performance appraisal or evaluation?

You must discuss and get approval from your supervisor, especially if you both agree to these preset self-developmental goals.

21. I'm a slow learner. A class will take me about 1 year to complete. Can I get 5 hours approved for the rest of the year for this class?

Unfortunately not, as you enroll for a particular class, you will need to provide the schedule for that particular class to your supervisor as well as a completion date (i.e., semester beginning and end date).