

Policy Name: Professional Development Training for Staff
Section: 3000 Operational: 3100 Administrative
Policy Number: 0000

Purpose: To specify the Park District's commitment to ongoing professional development for staff through participation in professional meetings, conferences, and training seminars.

Reference: None applicable

Policy:

It is recognized that there are many benefits to the Park District when staff attends professional meetings, conferences, and training seminars offered in their applicable professional fields.

The Executive Director has the authority to approve staff participation in such training sessions provided they are within the scope and intent of this policy and budgetary limitations. The Board of Commissioners will approve attendance or participation in such sessions for the Executive Director.

The estimated cost for professional development and training will be included in the annual budget.

Staff guidelines for reimbursement of expenses incurred during training will be consistent with the Personnel Section of the District's Policy Manual.

If a staff member is approved to attend a training workshop, and subsequently decides not to attend such training or fails to attend such training, s/he will reimburse the District in full for all expenses incurred by the District as a result of the expected attendance at such training. Reimbursement may be waived in the event that a qualified replacement attends, or if the reason for non-attendance is for reasons of serious illness, of an emergency nature, or authorized by the Executive Director.