

Staff Report

TO: Board of Directors
FROM: Greg Jones, Assistant General Manager
DATE: October 12, 2022
SUBJECT: Board Policy 2175 - Employee Training

ADMINISTRATION

RECOMMENDATION:

Adopt Resolution No. 2022-52 (Updating District Policy – Employee Training).

BACKGROUND:

On September 28, 2022, the Board reviewed and discussed updates to Policy 2175 in amending the authorization of trainings, allowing District staff the flexibility to quickly utilize budgeted funds to secure trainings for employees.

The District budgets employee training, education, and meals through the annual budgeting process. Individual departments determine an annual expense amount for employee training. Once approved, annual budgets confirm Board-authorized expenses for employee education, training, and meals.

Frequently, training opportunities are announced and become known from specialized sources (i.e. PG&E hydroelectric-specific training) on a limited availability, first-come, first-served basis. Department staff must respond quickly to secure a seat in high-demand training opportunities. Updating Policy 2175 as outlined gives staff the critical flexibility of authority to secure training opportunities.

BUDGETARY IMPACT:

There is no budgetary impact associated with this policy change as departments utilize pre-authorized expense allocations determined in the annual budget.

GJ

Attachments: (2)

- Resolution 2022-52 (Updating District Policy – Employee Training)
- Board Policy 2175 – Employee Training (Red-Line DRAFT)
- Board Policy 2175 – Employee Training (Clean)



RESOLUTION NO. 2022-52

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

UPDATING DISTRICT POLICY EMPLOYEE TRAINING

WHEREAS, The District may require an employee to attend job related training and employee will be expected to attend and complete assigned training; and

WHEREAS, Employee attending required training will be paid their standard daily rate of pay, as determined by their current work schedule, for training, plus travel time; and

WHEREAS, If a meal is not provided with the training, employee will be paid meal allowances in accordance with the current Internal Revenue Service (IRS) regulations; and,

WHEREAS, District vehicles shall be used to commute to training, however if the Department Director determines that using a District vehicle is not practical, mileage reimbursement will be paid in accordance with the then current IRS rates; and

WHEREAS, Nothing shall preclude an employee from requesting training. In the case of an employee request, the specific training course must be pre-approved by the employee's Department Manager; and

WHEREAS, Continuing Education Units (CEUs) necessary to maintain a certification or license that is required by job descriptions shall be considered Employee Training, pursuant to this policy; and

NOW, THEREFORE, BE IT RESOLVED, Where training is required by the District, expenses incurred by an employee that has been approved in advance by the Department Manager or General Manager will be approved as follows: (i) Expenses of \$3,000 or less, including all meals, transportation, lodging and training costs, require the prior approval of the employee's Department Manager; and (ii) Expenses exceeding \$3,000 including all meals, transportation, lodging and training costs, require the prior approval of the General Manager.

BE IT FURTHER RESOLVED, the above Recitals are true and correct and are incorporated as findings of the Board of Directors.

BE IT FURTHER RESOLVED, the General Manager is directed and authorized to take such further action as necessary and reasonable to implement the terms of this Resolution.

BE IT FURTHER RESOLVED, the Board of Directors of the Nevada Irrigation District hereby adopts the following policy updates as attached, and shall be incorporated herein:

#2175 – Employee Training

BE IT FURTHER RESOLVED, that the attached policy shall be incorporated into the District Policy Manual and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached, as needed for an organized, comprehensive, policy manual.

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PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 12th day of October 2022, by the following vote:

| | |
|------------------|------------|
| AYES: | Directors: |
| NOES: | Directors: |
| ABSENT: | Directors: |
| ABSTAINS: | Directors: |

Attest:

President of the Board of Directors

Secretary to the Board of Directors

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Employee Training
POLICY NUMBER: 2175

- 2175.1 The District may require employees to attend job related training. Employees will be expected to attend and complete the assigned training.
- 2175.2 Where training is required by the District, expenses incurred by an employees that have has been approved in advance by the Department Manager or General Manager will be approved as follows:
- Expenses of \$1,5003,000 or less, including all meals, transportation, lodging and training costs, require the prior approval of the employee's Department Manager.
 - Expenses exceeding \$1,5003,000, but not more than \$3,000, including all meals, transportation, lodging and training costs, require the prior approval of the General Manager.
 - ~~Expenses in excess of \$3,000, including all meals, transportation, lodging and training costs, require prior approval of the Board of Directors.~~
- 2175.3 ~~Employees~~ Employee attending required training will be paid their standard daily rate of pay, as determined by their current work schedule, for training, plus travel time.
- 2175.4 If a meal is not provided with the training, employees will be paid meal allowances in accordance with the current Internal Revenue Service (IRS) regulations.
- 2175.5 District vehicles shall be used to commute to training. If the Department Manager determines that using a District vehicle is not practical, mileage reimbursement will be paid in accordance with the then current IRS rates.
- 2175.6 Nothing shall preclude an employee from requesting training. In the case of an employee request, the specific training course must be pre-approved by the employee's Department Manager.
- 2175.7 Continuing Education Units (CEUs) necessary to maintain a certification or license that is required by job descriptions shall be considered Employee Training, pursuant to this policy.

Adopted: June 25, 2014 via Resolution No. 2014-40
Revised: October 25, 2017 via Resolution No. 2017-32
Revised: October 12, 2022 via Resolution No. 2022-52

Nevada Irrigation District

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- 2175.3 Employee attending required training will be paid their standard daily rate of pay, as determined by their current work schedule, for training, plus travel time.
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