

# Staff Report

**TO:** Board of Directors  
**FROM:** Greg Jones, Assistant General Manager  
**DATE:** September 28, 2022  
**SUBJECT:** Policy 2175 (Employee Training) Update

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## ***ADMINISTRATION***

### **RECOMMENDATION:**

Discuss and provide direction to Policy 2175 – Employee Training.

### **BACKGROUND:**

District departments budget employee training, education, and meals through the annual operating budget process. Individual departments determine an annual expense amount for employee training. Once approved, annual budgetary amounts in the Chart of Accounts (line item #52711) 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 limited availability, first-come, first-served basis. Department staff must respond quickly to secure a seat(s) in high-demand training opportunities. Updating Policy 2175 as outlined in the draft policy gives District staff the flexibility to quickly authorize budgeted funds in order to secure limited opportunity training.

### **BUDGETARY IMPACT:**

None, Departments utilize pre-authorized expense allocations as determined in the annual budget process.

GJ

Attachments (1)

- Board Policy 2175 – Employee Training (Red-Line DRAFT)

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# 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 employees that have been approved in advance by the Department Manager or General Manager will be approved as follows:
- Expenses of ~~\$1,500~~3,000 or less, including all meals, transportation, lodging and training costs, require the prior approval of the employee's Department Manager.
  - Expenses exceeding ~~\$1,500~~3,000, ~~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 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 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: [DATE], 2022 via Resolution No. 2022-XX

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  - Expenses exceeding \$3,000, including all meals, transportation, lodging, and training costs, require the prior approval of the General Manager.
- 2175.3 Employees 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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