

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Training, Education and Conferences
POLICY NUMBER: 4090
ADOPTED: February 21, 2006
AMENDED: 3/10/2011, 9/10/2015
LAST AMENDED: January 12, 2022

4090.10 PURPOSE

It is the policy of the District to encourage Board development and excellence by providing educational opportunities to Board members through training, educational seminars and workshops, professional organization meeting attendance, conference attendance, and other educational activities aligned with the interests of the District. The purpose of this policy is to prescribe the manner in which Board members may participate in such educational opportunities.

4090.20 REQUESTED TRAINING

4090.21 Approval. Board member attendance of educational activities shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs. All requests and approvals shall be documented with the attached Board Training Request Form.

4090.22 Reimbursement. Directors attending approved educational events shall be eligible to be reimbursed for travel, meals, lodging and other reasonable and necessary expenses for attending, in accordance to Policy #2083, Travel Expense Reimbursement. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Finance Officer, together with validated receipts.

4090.23 Registration and Reservations. The District Board Secretary will be available to assist Board members with registration and reservations related to all approved training activities.

4090.24 Requirements and Restrictions. The following requirements and restrictions apply to Board attendance of training, education and conference activities:

1. Attendance of educational activities must bring value to the operations of the Board or District to be eligible for reimbursement.

2. There is no limit to the number of training activities a Board member may attend; however, all estimated costs for attending training activities must be included in the approved budget.
3. Junkets (a tour or journey for pleasure at public expense) are not permitted.
4. A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board.
5. Directors receiving reimbursement for attending educational activities must submit a written report to the Board of Directors at their next meeting, describing their attendance at the function.

4090.30 REQUIRED TRAINING

4090.31 Training Required by Law. In addition to any other training requirements of the law, Board members and Board-designated staff members shall complete at least two hours of training, once every two years (and within 6 months of election or appointment) in the following courses provided by a qualified, authorized instructor:

1. Ethics Training (CA Government Code Sections 53234 - 53235.2)
2. Sexual Harassment Training (CA Government Code Section 12950.1)

4090.32 Documentation. Directors shall obtain proof of participation after completing the ethics training and provide proof to District Board Secretary. District staff shall maintain records indicating both the dates that directors completed required training and the name of the entity that provided the training. These records shall be maintained in accordance to Policy #3100, Records Retention, and are public records subject to disclosure under the California Public Records Act.

4090.33 Notice. The Board Secretary shall inform the Board of available, approved training opportunities with enough advance notice that enables the Board to stay in compliance with the requirements of the law.

BOARD TRAINING REQUEST FORM

Board Member Name: _____

Requested Activity: _____

Dates/Times of Activity: _____

Purpose/Benefit of Activity: _____

Estimated Activity Cost:

Event \$ _____

Travel \$ _____

Lodging \$ _____

Food \$ _____

Other: _____ \$ _____

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TOTAL \$ _____

Is the estimated cost budgeted? Yes No

APPROVAL:

Board President