
St. Andrews Parish Parks & Playground Commission

Policy Manual

Section: 4 **Topic:** Training

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SAPPPC encourages staff members to keep up in their professional fields and to advance in their education and/or on-the-job knowledge.

To aid staff members in this goal, SAPPPC provides in-house training on topics as diverse as AED certification to customer service. All staff members are welcome to attend such training sessions.

Staff members are also welcome to attend any free and local job-related training sessions, such as those occasionally provided by the Chamber of Commerce. If approved, full time staff members will be paid for the time spent to attend the session. Staff members should request the necessary time off to attend these sessions at least two weeks in advance whenever possible. Every effort will be made to accommodate the staff member's request; however, SAPPPC does reserve the right to deny the requested time when business demands prohibit it.

In addition to this, SAPPPC supplies full time staff members with an annual training allowance to be used for any job-related training program or conference and any related travel costs, as approved through budget processes. However, while SAPPPC may pay for actual travel costs (airline tickets, per diems, etc.), SAPPPC will not pay wages outside of an eight-hour workday for attendance at such a conference or training program. In other words, a staff member will not be paid extra wages for a conference day lasting longer than eight hours or for time spent out of town as is necessary to attend such a program.

Annual training allowances are figured on a fiscal year basis.

SAPPPC rewards excellent performance with an additional training award in the case of the Employee of the Year award. This award recipient currently receives an extra \$1,000 in training money.

SAPPPC also encourages and supports the efforts of staff members to obtain and maintain certification in their individual fields.

Staff members should obtain the approval of their supervisors before registering for any conference or training session, to ensure coverage of office operations in their absence.

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