

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Training, Education and Conferences
POLICY NUMBER: 408

408.10 It is the policy of the Truckee-Donner Recreation and Park District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the Districts.

408.20 District administrative staff shall be responsible for making arrangements for per diem, travel, lodging and registration for Directors attending state and national seminars, workshops and conferences. All expenses shall be reported to the District by the Directors, together with validated receipts.

408.30 Attendance by Directors at seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

408.40 All District Directors shall receive two hours of training in general ethics principles and ethics laws relevant to public service at least once every two years as required under AB1234.

408.41 Directors shall obtain proof of participation after completing the ethics training and submit such proof to the District Clerk to be kept on file.

408.42 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.