**Approval of Training**

|  |  |  |  |
| --- | --- | --- | --- |
| Policy Number: TSD0202-06 | Effective Date: 07/22/02 | Revised: 3/20/18 | Policy Council Approval Date:NA |

**PERFORMANCE OBJECTIVE:** 1304.52(k)(2**)** Grantee must establish and implement a structured approach to staff training and development

# DEFINITIONS:

* **Out-of-Town Training** is defined as any business-related training and travel outside our four county service area of Barton, Jasper, Newton or McDonald counties.
* **Local training** is business related training and travel within our four county service area of Barton, Jasper, Newton or McDonald counties.

# PROCEDURES:

1. Employees who are interested in attending local or out-of-town training should contact their supervisor and express their desire to attend training. If the supervisor feels the training would be beneficial to the employee’s professional development, they will complete a training request form and forward the request to the HS/EHS Director (Head Start requests) or the HS/EHS Operations & Development Director (Early Head Start requests). If training is approved, the director will return the signed travel request form to the supervisor. The supervisor/employee will then set up training and travel arrangements to include: registration, airfare, hotel, vehicle, and the Out of Town Travel Request form.
2. The directors will monitor the Head Start and Early Head Start training budgets to ensure the effective use of funds. All requisitions for training will be submittedto the specified director for approval. The director will forward requisitions to the employee and/or fiscal department based on directions provided.

3. Within 5 days of returning from out-of-town training, the employee will complete the Out of Town Travel Expense Voucher and attach copies of the Out of Town Travel request and receipts. These documents will be provided to the specified director who will sign the voucher and provide all information to the fiscal department.

10-3