

## TRAINING STIPEND FOR STAFF

Policy Number: TSD0102-06	Effective Date: 05/12/95	Policy Council Approval Date: 05/12/95
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**PERFORMANCE OBJECTIVE:** Grantee and delegate agencies must establish and implement a structured approach to staff training and development. At a minimum, this system must include ongoing opportunities for staff to acquire the knowledge and skills necessary to implement the content of the performance standards. **(1304.52(k) 1, 2, 3, 4)**

**PROCEDURE:**

The following guidelines will be used for staff that wish to attend non-mandatory workshops or classes and request an Agency training stipend.

Agency policy regarding Training and Education may be found in the Personnel Manual. The agency encourages continued education and career development for staff. In addition to providing many opportunities for Agency-funded staff training, the Agency will support non- mandatory workshops and classes under the following conditions:

1. Employees who wish to attend non-mandatory workshops or classes may request a training stipend from the Agency not to exceed \$100 per program year.
2. Employees must submit their request for payment after attending the workshop/class. The request should be submitted on a Stipend Request form along with proof of payment or a certificate of attendance from the workshop. The Head Start Director will individually evaluate each request. The stipend will be paid if (1) the subject matter is judged to be of value to the Early Head Start/Head Start Program, (2) the workshop will enhance the employee's job-related skills, and (3) funds are available in the Early Head Start/Head Start budget.
3. Attendance at non-mandatory workshops will not be considered regular working hours, and wages will not be paid to staff who wish to attend these workshops unless pre- approved in writing by the Head Start/Early Head Start Director.
4. Volunteers, temporary employees, and substitute employees will not be eligible for the training stipend. They are encouraged to enhance their career development on their own time and at their own expense. If the program provides transportation for a non- mandatory workshop, they may ride in the vehicle only if there is space available after seating all regular employees attending the workshop.
5. ESC reserves the right to validate proof of attendance or completion of the workshop or class attended for which the stipend is paid. If an employee does not attend, or fails to complete the class, the employee will pay the money for the class backs to the Agency in full.

Any questions regarding this memo should be directed to the Head Start/Early Head Start Director, or Coordinator of Transition and Staff Development for clarification.