



**TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTOR STAFF REPORT**

**AGENDA TITLE: Approval of Policy Instruction 120 - Professional Education, Training, Certification and Membership Policy**

**MEETING DATE: June 26, 2019**

**PREPARED BY: Lauren Tapia, Human Resource Manager / District Clerk**

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**RECOMMENDED ACTION:** Approve via Consent Item: PI 120 Professional Education, Training, Certification and Membership Policy, and Pre-Approval and Reimbursement Forms.

**DISCUSSION:** The District encourages employees to enhance knowledge, skills and to network with other professionals and industry colleagues. The District recognizes that for staff development purposes, employees may need to attend training seminars or workshops conducted off-site or join professional associations that will enable them to remain abreast of best practices in their respective fields. Thus, the purpose of Policy Instruction 120 is to outline District guidelines for attending external training functions, taking higher education classes, achieving specific flight ratings required of one's position, and joining/renewing memberships in professional associations. Policy Instruction 120 also adds a service requirement to employees who receive a reimbursement over \$1,000 in a given calendar year for required flight ratings, higher education classes/degrees, professional exams, or certificate programs/credentials. The District employee must agree to remain at the District for 24 months following the completion of such ratings, higher education classes/degrees and professional certification/credentials. If the employee voluntarily terminates employment before completing 24 months of service, the employee must repay a pro-rata of the total amount reimbursed. The District will not pay for an employee to retake a course or examination.

**FISCAL IMPACT:** Policy Instruction 120 is subject to the annual District budget established for external training, memberships and education.

**SAMPLE MOTION(S):** I motion to (approve, deny, amend) Policy Instruction 120 Professional Education, Training, Certification and Membership Policy and Pre-Approval and Reimbursement Request Forms.

**ATTACHMENTS:**

- Draft PI 120 Professional Education, Training, Certification and Membership Policy
- Pre-Approval Forms: Education and Flight Rating Requests
- Reimbursement Forms: Education and Flight Rating Requests