

CENTRAL COAST REGIONAL DISTRICT
POLICIES

**A-12(c) - Centennial Pool Staff
Training and Certification Course
Expenses**

Policy

1. Staff will be paid at their allocated rate per hour for attending pre-season orientation sessions and for in-service meetings during the operating season.
2. Staff are expected to complete courses/training that are a requirement of their position, on their own time. At the discretion of the Operations Manager, in consultation with the Chief Financial Officer, pool staff course/training fees and corresponding wages may be covered by the CCRD.
3. Despite the CCRD's Personnel Policy, at the discretion of the Operations Manager, reimbursement for out-of-town course expenses may be available on a case-by-case basis. The Operations Manager will determine the level/type of expenses that the CCRD will cover in consultation with the Chief Financial Officer. All expense requests must be pre-approved by the Operations Manager. Reimbursement is dependant on the nature (optional versus required) of the training and budget availability.
4. In extraordinary circumstances, it may be prudent to provide training to the community in order to support the healthy and sustained operations of the pool service. In these circumstances the Operations Manager, in consultation with the Chief Financial Officer, will provide a written proposal to the Chief Administrative Officer for consideration. The Chief Administrative Officer has the authority to approve such training and expense if it is deemed to be in the best interest of the CCRD and the pool service.

Adopted: September 13, 2000
Amended: November 02, 2005
Reviewed: November 2011
Amended: June 14, 2012
Amended: April 14, 2016
Amended: April 13, 2017
Amended: June 8, 2017
Reviewed: June 11, 2020
Amended: April 12, 2023