

Richland County Committee

Agenda Item Cover

Agenda Item Name:

Department	Administration	Presented By:	Assistant to the Administrator
Date of Meeting:	17 December 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:	15 December 2021	Referred by:	Committee
Action needed by no later than (date)	N/A	Resolution	

Recommendation and/or action language:

Discussion and possible action.... Employee attending training out of the state.

Background: *(preferred one page or less with focus on options and decision points)*

There is no language in the handbook concerning distance of travel or location restrictions of travel for training.

Wording in the handbook is as follows:

MISCELLANEOUS PERSONNEL PROVISIONS

15. Training Opportunities: Employees will be provided training opportunities to enhance job performance and to advance career opportunities subject to budgetary constraints.

Attachments and References:

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)