

PROGRAMS AND SERVICES
STAFFING OF TRAINING ACTIVITIES

Staffing of Training Activities

Selection of staff to be assigned to any program shall be determined by the Director of the department involved and in consultation with the Member Services Unit.

Staff members will be assigned to attend a training activity on the basis of specific functions and tasks required. Such assignment may include meal and social hours during which staff should be available for informal discussion with the participants. Staff presence and assignments are further designed to ensure that all parts of a training activity run smoothly, and that participants and registrants are able to get whatever information and assistance they may require.

Staff members shall refer to NJSBA policy regarding approved expenses and overtime.

Attendance by a spouse of a staff member on work assignment, during that staff member's work assignment, shall not be permitted, unless the spouse has a reason to be present related to the program itself. In that event, spouses will be charged as are other registrants in similar situations.

Staff members assigned to a program shall be responsible for providing information (materials, equipment, housing needs, etc.) as requested by the Member Services Unit, on or before the date specified.

Approved room and meal costs will be paid for assigned staff members by the department having primary program responsibility. Their travel costs to and from the program will be charged to each staff member's department.

When staying overnight, the director of the department responsible for the conduct of a program, or the person responsible in the absence of the director, shall be entitled to a single room. That department may also be assigned an additional single room based on extraordinary program responsibilities. The request and justification shall be submitted in writing to the Department of Finance. All other staff members requiring overnight accommodations shall be assigned double rooms. When a single room results from odd number of staff, the single room shall be provided to the highest ranking staff member having the most seniority and not authorized a single room, with no cost to that staff member. Staff members may request single room accommodations and, if such accommodations are available, the staff member will pay the "staff rate" negotiated with the hotel into which the staff member is placed. The department responsible for the program/workshop will have complete authority for staff placement. When possible, roommate preference will be accommodated. Staff members will not be doubled with other than staff members, except under special circumstances. The Department of Finance shall advise staff of the cutoff date for all requests regarding rooming arrangements.

Staff members may attend any training activity for their own "orientation" or professional development if permission is granted by their department director and the director of the department having primary program

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responsibility. Approved costs for such attendance will be charged to the staff member's department or the staff training budget. If space is limited, first preference shall be given to registrants.

New staff members are required to attend a New Board Member Orientation program, as soon as possible after receiving their appointment letter. However, new staff members who have previously served as a group leader at more than one conference are exempt from this requirement.

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