Training Attendance Policy for County Operations

The University of Georgia Cooperative Extension of the College of Agricultural and Environmental Sciences is committed to professional development and invests many dollars and valuable time into the training of Extension Personnel. The investment in planning, preparation and attendance are all a part of the overall cost of having a premiere Extension organization.

Preparation, attendance and active participation are required from each person involved in the process. These guidelines apply to both face to face and virtual trainings. This policy assumes that sessions are submitted through the traditional program planning approval process. In order to ensure the training is most beneficial – both in teaching/learning and in monetary terms – the following guidelines are to be followed by agents and specialists:

1. Absence from a training session must be excused through the District Extension Director at least two weeks prior to the session. The county level administrator should also be informed of the decision.

2. Any request to arrive late or leave early must be approved by the district office at least three days before the training. A decision on credit being given in these circumstances will be made by the session coordinator and the appropriate DED.

3. The district office will inform the session coordinator of any absences, late arrivals/early departures or any other issues as soon as possible when learning of these occurrences. The PDC/S removes the individual from the ETS (Extension Training System) session roster prior to the training. Occasionally, online/virtual sessions can allow for attendance credit by alternative means, such as viewing the archive. The session coordinator determines if alternative attendance credit will be granted for viewing the session archive. It is the responsibility of the participant to communicate with the session coordinator, request permission for this alternative credit and abide by the coordinator determined guidelines for credit.

4. Anyone wishing to be added to a session after initial sign up may make a request through the district office, but will not automatically receive authorized expenses.

5. The session coordinator is responsible for managing and finalizing the roster in ETS. The appropriate PDC/S will receive notification of any additions or deletions to the roster. Specific concerns regarding attendance such as late arrivals, early departures or other issues should be communicated directly to the appropriate PDC/S.

6. In case of emergencies (i.e., sickness, car trouble, etc.) notify your county office and/or the district office. The district office will contact the session coordinator/trainer.

7. The expectation is that anyone who pre-registers for a session, even if the session is not managed through the traditional program planning and registration process, should adhere to the above policy to the extent possible.

(Updated 10/12/2010)