



The University of Georgia

College of Agricultural and Environmental Sciences
Cooperative Extension

Policy on Attendance at Trainings for County Operations

The University of Georgia Cooperative Extension of the College of Agricultural and Environmental Sciences puts many dollars and hours of valuable Extension Agent and Specialist time into the training and updating of personnel. The planning/preparation and attendance time are all a part of the high costs of having one of the best trained Extension faculties and premiere Extension programs in the nation.

Therefore a commitment to this training is a requirement on the part of each person involved in this effort. In order to assist everyone in seeing that 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 must be cleared first through the home based county Extension coordinator and then the District Extension Director, at least two weeks prior to the training.
2. Any request to arrive late or leave early must be cleared with the district office at least three days before the training. A decision on credit being given in these circumstances will be made by the trainer and the appropriate DED.
3. The district office will inform the training coordinator of any absences, late arrivals/early departures as soon as possible when learning of these occurrences.
4. Anyone wishing to be added to a training after initial sign up may make a request through the district office, but will not automatically receive authorized expenses.
5. Coordinators, as designated in the Extension Training System (ETS), are responsible for verifying the session roster, updating the roster in ETS and finalizing the ETS session. The appropriate PDC/S will receive notification of any additions or deletions to the roster and is capable of accessing session and individual rosters at any time. Specific concerns regarding attendance such as late arrivals or early departures should be communicated directly to the appropriate PDC/S.
6. In case of emergencies (i.e., sickness, car trouble, etc.) notify your office who will in turn notify the district office. The district office will contact the training coordinator/trainer.

(Revised 10/22/2009)

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