

Washtenaw County Community Mental Health

Conferences, Workshops and Seminars- (policy)

PURPOSE

Support and encourage staff members to attend educational conferences, workshops, and seminars. It is the intent of the Washtenaw County Community Mental Health (WCCMH) to increase the knowledge, skill, professional development opportunities, and to encourage the sharing of information with other staff.

POLICY

- It is the policy of WCCMH that staff are supported and encouraged to attend conferences, workshops, or seminars which are related to their assigned duties or are required to maintain professional licenses or registrations.
- Staff shall be allowed to attend pre-approved conferences, workshops, or seminars at full pay. Reimbursement for incurred expenses shall be subject to the receipt of correctly completed Business Reimbursement Expense form submitted with itemized receipts, budgetary allocations and the discretion of the Finance Director, Director of Operations and/or Executive Director.
- The WCCMH will not make this benefit available to students, interns, or volunteers. Exceptions or special accommodations may only be granted by the Finance Director, Director of Operations and/or Executive Director.

DEFINITIONS

Conference, Workshop and/or Seminar: An organized event whose purpose is to disseminate information. The conference, workshop, or seminar may be one that is advertised and supported by WCCMH or may be one that has been identified by the individual.

Webinar: web-based seminar, presentation, lecture or other educational event.

Reimbursable Expense: Allowable expenses that are permitted for use of funds can include meals that are not included in the registration amount, travel, and any special accommodations that the individual requires to allow participation. Allowable expenses do not include items such as alcoholic beverages, parking fines, or moving violations.

STANDARDS

- Participation in webinars or online classes related to outside employment or other pursuits of non-CMH, non –County, or non-Regional Affiliate sponsored events are not permitted during work hours.
- Approval to attend a conference, workshop, or seminar or to participate in a webinar must be pre-approved regardless of fees.

- Approval will be based in part on the ability of the staff to complete their assigned work and that it is not a detriment to the team or consumers being served that day.
- Approval of financial support to attend a conference, workshop, or seminar will be based on
 - 1) agency need for particular staff to attend;
 - 2) number of previously attended conferences, workshops, and/or seminars by requesting employee;
 - 3) availability of funds within the conference budget
- Any expenses incurred during the conference that are not covered under the pre-registration process and the approved conference request, must be submitted by the individual, with supporting itemized receipts, within two (2) business days after returning from the approved conference, workshop, and/or seminar.
- WCCMH Conference Liaison will prepay as much of the expense as possible through the agency credit card.
- ***Reasonable accommodations will be made for staff approved to attend conferences as follows:***

Transportation

- Reimbursement for mileage, gas, or car rental at the most cost neutral rate for staff that travel to destination by car
- Airfare for staff when travel by car is not reasonable
- Ground transportation between airport and hotel/lodging location is prepaid when a service is available, otherwise staff should retain receipts and submit for reimbursement
- All air travel reservations are based on the event dates. Staff that wish to travel outside of the event dates must coordinate with the Conference Liaison with the understanding that transportation may not be paid in full.

Hotel/Lodging

- Reservations are made at a location recommended by the event literature or at the most centrally located overflow alternative available
- All rooms are booked as double occupancy except where uneven attendee numbers prohibit doing so.
- Staff that wish to have single occupancy must coordinate with the Conference Liaison with the understanding the hotel/lodging may not be paid in full.

Food/Miscellaneous

- Staff should collect all itemized receipts for approved expenses and submit to Conference Liaison via the Business Expense Reimbursement form within 10 days of returning from the conference.
- Per diem is only available with prior approval for special circumstances involving consumer need

PROCEDURES

See procedures manual

REFERENCES

- Washtenaw County Policy: Conferences, Workshops and Seminars
- Washtenaw County Policy: Travel

EXHIBITS

(none)