

LIVINGSTON COUNTY

CONFERENCE & TRAINING POLICY

REVISED RES. #2010-03-101

LIVINGSTON COUNTY, MICHIGAN

APPROVED: 3.15.10

RESOLUTION #202-030

APPROVED: 2.04.02

The Board of Commissioners of Livingston County adopts the following policy regarding the attendance by employees to professional conferences and training sessions. This Policy ~~does not also~~ applies; however, to Elected Officials.

WHEREAS, the Board recognizes the value to the County of maintaining and promoting professional staff development;

WHEREAS, the Board also recognizes the value to the County of membership in professional organizations relating to the central focus and/or discipline of staff members; and

WHEREAS, the Board recognizes the need to develop guidelines as to the privilege of attendance and costs of these conferences. Now therefore be it resolved:

CONFERENCES

A professional conference, as defined for this resolution, is a gathering of professionals sharing a common position, expertise and/or authority who meet to discuss current issues within a specific discipline/field and who attend sessions designed to update the participant's knowledge in the various facets of a particular discipline/field. The conference shall be job-related and beneficial to the County.

Each appointed Department Director shall be eligible to attend one (1) national conference per year. Should the conference be outside Michigan, attendance will require prior Board approval. The national conference shall be located within the continental United States. This limitation shall apply regardless of the specific Department's funding source available for the conference.

Each appointed Deputy or Assistant shall be extended the opportunity to attend one (1) in-state conference annually.

An appointed Department Director may choose, at his/her own discretion, to extend the offer to attend a national conference in a given year to the appointed Deputy or Assistant in lieu of the Department Head exercising his/her privilege that year.

TRAINING

The County recognizes the value in maintaining employees who are well trained in the particular knowledge, skills, and abilities needed to use the equipment, techniques and procedures utilized in accomplishing their assigned tasks. Training, as opposed to conferences, shall be available to all employees as authorized by the Director of the Department. It is understood that training sessions are generally of a one (1) or two (2) day duration, are held within the State of Michigan, and are designed to teach a specific skill, technique and/or application. Should the training be outside Michigan, attendance will require prior Board approval. Almost all training will provide the participant with a certificate of achievement or acknowledgement of participation which shall be presented to the Department Head or

designated person within the employee's department to verify successful completion of the training. The training shall be job-related and beneficial to the County.

ACCOMMODATIONS

Reimbursement may be made for actual expenditures for overnight accommodations, subject to the following restrictions and limitations:

If the destination is more than 150 miles from the normal work location, and if the individual must be at the destination at or before 9:00 a.m., travel may commence after lunch on the day preceding.

If official business terminates after 5:00 p.m. and the location is more than 150 miles from the normal work location, the official or employee may remain overnight and commence travel the following morning.

If the temporary work location is more than 50 miles from the normal work location and the duration is more than one day, the night between such workdays may be spent in the immediate vicinity and reimbursement claimed for the cost of lodging.

Reimbursement shall be limited to the cost of a single room at prevailing rates for accommodations normally used in business.

If a double room is shared with a County Official or employee, each may claim reimbursement for one-half ($\frac{1}{2}$) the rate.

If a double room is shared with a non-employee or an employee not of the specific department and not attending the conference/training, reimbursement may be claimed for the amount equal to the rate for a single occupancy accommodation.

EXPENSES

For those conferences or training sessions which require **overnight** accommodations, the following shall apply:

Livingston County shall pay for the registration, travel by the least expensive mode of transportation, which may be via County Car Pool vehicle, and housing. In addition, the County shall reimburse the employee for meals and other non-personal incidentals reasonably related to attending the conference and/or training session. The amount shall be based upon the actual amount spent to a maximum of \$40.00 per day. Actual receipts must be attached to the travel reimbursement request forms within five (5) working days of the employee's return. (Actual receipts, no credit card receipts.) If the site is in a high costs area, amounts in excess of the \$40/day maximum may be considered with approval of the Board of Commissioners. Maximum expenses shall be considered in the aggregate for the duration of the trip, and not on a daily basis.

Use of personal vehicle should be last option. Mileage will be approved in accordance with the mileage policy and Board of Commissioner approved rates.

For those conference or training sessions which do **not** require overnight accommodations, the following maximum with actual receipts shall apply:

Meal Times are defined as follows:

- _____ \$10.00 for the breakfast meal _____ 6-10:59 a.m.
- \$10.00 for the noon meal; and, _____ 11-Bf
- \$20.00 for the dinner meal. _____ 4-10:00 p.m.

Tips are reimburseable if within monetary limitations and not to exceed 15%.

Actual receipts must be attached to the travel reimbursement request forms within five (5) working days of the employee's return. (Actual receipts, no credit card receipts.)

CONFERENCE & TRAINING ADVANCES

Advances for travel expenses, which are transportation, lodging, and meals, and for conference/training registration fees may be granted upon approval of the County Administrator. Advances will not normally be granted when total costs are estimated to be less than \$250.00. The advance allowance amount shall be no greater than \$50.00 per day.

Inasmuch as travel advances are not to be considered a form of compensation, Travel Reimbursement Request Form along with appropriate receipts shall be submitted to the County Clerk within five (5) working days of the employee's return.

MISCELLANEOUS

Alcohol and tobacco products are not reimbursable expenses. In addition, incidental expenses of a personal nature or convenience are also not reimbursable. Room service, as well as in-room movies, shall be considered a personal convenience for purposes of this policy. Employees who attend training or a conference away from their homes overnight shall be entitled to one (1) phone call home per day. Said home phone call shall be of a reasonable duration.

Any request for variation and/or exception to this Policy shall require approval from the Livingston County Board of Commissioners. It's the prudent responsibility of each Elected Official and Department Director to authorize only such conferences and training as is funded in the specific Department annual budget. Department budgets will not be amended to fund out-of-state travel for amounts greater than the amount originally appropriated in the annual budget. If any provision of this Policy conflicts with a union contract, the union contract shall prevail for that union employee. The Livingston County Board of Commissioners may amend, modify, or delete all or any portion of this Policy at any time. This Policy replaces all other existing policies on this matter.

RESOLUTION #2010-03-101	APPROVED: 3.15.10
ORIGINAL RESOLUTION #202-030	APPROVED: 2.4.02

RESOLUTIONS ATTACHED HERETO

RESOLUTION

NO: 2010-03-101

LIVINGSTON COUNTY

DATE: March 15, 2010

RESOLUTION TO AMEND THE CONFERENCES AND TRAINING POLICY – HUMAN RESOURCES / PERSONNEL COMMITTEE / FINANCE COMMITTEE

WHEREAS, Resolution #202-030 approved the Conference and Training Policy; and

WHEREAS, over several years of implementing the current Conferences and Training Policy, areas of the policy need to be amended to address out of state travel; and

WHEREAS, this Resolution has been recommended for approval by the Personnel Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves this Resolution and the attached Conferences and Training policy which shall replace the current Conferences and Training policy.

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MOVED: Commissioner VanHouten

SECONDED: Commissioner Griffith

CARRIED: 6-1-2 absent (Nay: Domas)

RESOLUTION

NO: 202-030

LIVINGSTON COUNTY

DATE: February 4, 2002

RESOLUTION ADOPTING LIVINGSTON COUNTY CONFERENCE AND TRAINING POLICY - BOARD OF COMMISSIONERS

WHEREAS, it is important for the Board of Commissioner to establish policies relative to the operation of County Government; and

WHEREAS, the Livingston County Board of Commissioners recognizes the value of maintaining and promoting professional staff development and employee training; and

WHEREAS, the Board of Commissioners also recognizes the value of membership in professional organizations relating to the central focus and discipline of Appointed and Elected Officials; and

WHEREAS, in order to insure uniformity, the Board of Commissioners has developed guidelines as to the privilege of attendance and related cost of conferences and training opportunities; and

WHEREAS, the Board of Commissioners' Audit Committee has developed and recommends adoption of the attached *Conference and Training Policy*; and,

WHEREAS, the attached *Conference and Training Policy* has been accepted as to form by Civil Counsel.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners do hereby adopt the attached *Conference and Training Policy* to become effective on the date of this Resolution and repeals all other existing policies referencing this matter.

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Moved: COMMISSIONER BELSER
Seconded: COMMISSIONER ROGERS
Carried: 8-0-1 ABSENT

CLERK'S CERTIFICATE
STATE OF MICHIGAN County of Livingston
I, Margaret M. Dunleavy, Clerk
of said County and Clerk of the
44th Circuit Court do hereby certify
this copy as a correct and true
record of the original document
remaining on file in my office.
Dated and sealed: February 5, 2002.
Margaret M. Dunleavy, County Clerk
Ann M. Little, Deputy