6-10 POLICY ON CONFERENCES, SEMINARS, AND PROFESSIONAL PARTICIPATION

In the best interest of SYCAMORE PARK DISTRICT, employees may attend professional conferences, seminars, workshops, conventions, and technical meetings and belong to professional associations and service organizations as budgeted and approved by the Executive Director. Reimbursement for expenses will be 100% of approved expenses. To qualify for reimbursement, the employee must request prior written approval from the department head for expenses and provide proof of the expenses incurred (e.g., submission receipts, registration, etc.) If an employee resigns or is terminated for cause within three months after attending professional conferences, seminars, workshops, or conventions, the employee must repay the SYCAMORE PARK DISTRICT in full.

If an employee attends professional seminars, conferences, conventions, workshops and technical meetings outside SYCAMORE PARK DISTRICT, the employee may be required to submit a written report to the department head summarizing the ideas or methods discussed at the meeting.

While employees are encouraged to belong to professional associations and service organizations, employee participation in such associations and organizations must not conflict with SYCAMORE PARK DISTRICT's interests. Depending upon the benefits derived by SYCAMORE PARK DISTRICT by such memberships, SYCAMORE PARK DISTRICT may pay all or part of the membership fees.

Participation in association activities during normal working hours must be approved in advance by Administration and approval is contingent upon the employee's ability to meet their work responsibilities.

Adopted on:

Revised on:
November 2021