



## Conference and Seminar Attendance Policy

<b>Policy:</b>	HR-LD-002
<b>Department:</b>	Human Resources
<b>Section:</b>	Learning and Organization Development
<b>Subject:</b>	Conference and Seminar Attendance
<b>Effective Date:</b>	January 1, 2020
<b>Revision Date:</b>	August 1, 2023

### PURPOSE STATEMENT

The City recognizes the benefit of and supports employees' participation in staff development activities. Employees may be encouraged to acquire, maintain, and improve their skills and knowledge by attending conferences or seminars.

The purpose of this policy is to outline the City's parameters related to employees' attendance at conferences or seminars.

### SCOPE

This procedure applies to permanent full time and part time employees of the City. Employees covered by a collective agreement are subject to the terms and conditions in their respective collective agreements.

### DEFINITIONS

**Conference** - Large gathering of individuals or members of one or several organizations, for discussing matters of common interest where information shared, or promotional opportunity is deemed to be of benefit to the corporation.

**Seminar** – Formal presentation by one or more experts in which the attendees are encouraged to discuss the subject matter.



## PROCEDURE

- An employee may attend an out-of-province conference or seminar provided that the travel cost is less than \$3,000 in total, and that sufficient funds have been included and specifically identified in the departmental Operating Budget and operational needs can be addressed.
- If the conference or seminar was not included and specifically identified in the departmental Operating Budget, an employee may attend if funds can be found through total budget management and prior to travel, and approved by:
  - Department Head approval if the cost does not exceed \$1000; or
  - Division Head approval if the cost is more than \$1000 but does not exceed \$10,000, and it is held within Canada; or
  - Chief Administrative Officer approval must be obtained if the cost of the conference or seminar exceeds \$10,000 or is held outside of Canada.

### Required Attendance at Conferences, and Seminars

- From time to time the City may require employees to attend conferences or seminars to update their skills due to changes in legislation or regulations, and for continuing education units (CEUs).
- The City will pre-pay 100% of the cost of registration and employees will be reimbursed for their travel expenses in accordance with the City's Travel Expenses Procedure.
- An employee who attends mandatory training will be deemed to be at work during all hours of attendance at the actual conference, seminar, or course. An employee will be deemed not to be at work during social events (including mealtime), evenings, or days off when no training sessions are scheduled.
- The period of travel time during which an employee is deemed to be at work will be the difference between:
  - The travelling time between the employee's residence and their training destination; and
  - The normal travelling time between the employee's residence and their normal workplace.
- If an employee travels any portion of a business trip by airplane, train, or bus, then the travelling time between the employee's residence and their business destination will include, as appropriate:
  - Waiting time in advance of departure.
  - The actual time spent on the airplane, train, or bus; and
  - Travel time by taxi or other direct means from airport or station to hotel.



### **Discretionary Attendance at Conferences or Seminars**

- An employee may be permitted to attend a conference or seminar related to but not required by their employment.
- Such attendance may either be requested by the employee or suggested by their supervisor, manager, or department head, and must be approved by the Department Head.
- The City will pre-pay 100% of applicable registration fees.
- An employee will not receive any pay for travelling to and attending such an event more than their regular pay (i.e., the employee will not receive any overtime for attending or travelling). Employees will be reimbursed for all other approved expenses in accordance with the City's Travel Expenses Procedure.

## **RESPONSIBILITIES**

### **Employee**

It is the responsibility of the employee to:

- a. Understand and comply with the policy associated with Conference and Seminar Attendance.
- b. Provide all required documentation to their Department Head or designate.
- c. Provide sufficient notice to the City prior when requesting attendance at conferences, seminars, or workshops.

### **Non-Union Supervisor**

It is the responsibility of the non-union supervisor to:

- a. Understand and comply with the policy associated with Conference and Seminar Attendance.
- b. Ensure that Departmental and Corporate training budgets are adhered to when approving attendance at conferences, seminars, and workshops.

### **Human Resources**

It is the responsibility of Human Resources to:

- a. Provide guidance and advice associated with the policy related to Conference and Seminar Attendance.

## **REFERENCES AND RELATED DOCUMENTS**

1. Travel Expenses Procedure
2. Meal and Mileage Reimbursement Procedure
3. Purchasing Card (PCard) Policy