

CORPORATE POLICY

SUBJECT: Meetings, Lectures and Training Programs	CATEGORY: Human Resources ORIGINAL DATE: November 10, 1992 REVIEWED DATE: February 24, 2020 April 24, 2024 REVISION DATE: February 22, 2017 April 24, 2024
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I. POLICY:

A. In computing hours of work, attendance at meetings, lectures and training programs is to be considered under the following conditions:

1. ~~Where Required~~ attendance at official meetings, workshops, seminars and/or training programs ~~is required, they~~ will be considered hours of work ~~hours.~~ (29 C.F.R. § 785.28). For such attendance, prior authorization ~~of~~ by the immediate supervisor, Director or designee is required.
2. Outside professional activities ~~are encouraged~~ to enhance one's professional standing are encouraged and considered. ~~As standard practice, professionals should be involved with outside activities; (for example i.e., professional societies, or study groups).~~ It is ~~normally~~ expected that professionalsemployees will devote some of their own time to these activities. (29 C.F.R. §785.29). ~~If on occasion, it seems appropriate that the Health Department pay for some of these activities, prior authorization is required by the Director or designee. Authorization by a program's Director or designee is required prior to LCHD/CHC directly paying or reimbursing an employee for any expense related to outside professional activities.~~
3. Training Directly Related to Employee's Job: ~~—~~ Only training authorized and approved by the immediate supervisor and directly related to the employee's job is to be considered ~~as~~ hours of work ~~–~~ (29 C.F.R. §785.29). Programs conducted for the personal edification and/or entertainment of employees will not be considered ~~time worked~~ hours of work.
4. Independent Training: ~~–~~ Training in which the employee participates on his/her/their own, even though it may be job related, is not to be considered ~~as~~ hours of worked. ~~–~~ (29 C.F.R. §785.30).
5. Travel Reimbursement: ~~–~~ for information regarding reimbursement of travel expenses see the Employee Travel Expense Reimbursement Policy available on the LCHD/CHC intranet web site.

II. SCOPE:

All ~~Lake County Health Department and Community Health Center~~ LCHD/CHC employees.

III. PROCEDURE:

None

IV. REFERENCES:

~~None~~ Employee Travel Expense Reimbursement Policy



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V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____

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I. **POLICY:**

- A. In computing hours of work, attendance at meetings, lectures and training programs is to be considered under the following conditions:
1. Required attendance at official meetings, workshops, seminars and/or training programs will be considered hours of work (29 C.F.R. § 785.28). For such attendance, prior authorization by the immediate supervisor, Director or designee is required.
 2. Outside professional activities to enhance one's professional standing are encouraged and considered standard practice (i.e., professional societies, study groups). It is expected that employees will devote some of their own time to these activities (29 C.F.R. §785.29). Authorization by a program's Director or designee is required prior to LCHD/CHC directly paying or reimbursing an employee for any expense related to outside professional activities.
 3. Training Directly Related to Employee's Job: Only training authorized and approved by the immediate supervisor and directly related to the employee's job is to be considered hours of work (29 C.F.R. §785.29). Programs conducted for the personal edification and/or entertainment of employees will not be considered hours of work.
 4. Independent Training: Training in which the employee participates on their own, even though it may be job related, is not to be considered hours of work (29 C.F.R. §785.30).
 5. Travel Reimbursement: For information regarding reimbursement of travel expenses see the Employee Travel Expense Reimbursement policy available on the LCHD/CHC intranet web site.

II. **SCOPE:**

All LCHD/CHC employees.

III. **PROCEDURE:**

None

IV. **REFERENCES:**

Employee Travel Expense Reimbursement Policy

V. **AUTHORS/REVIEWERS:**

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