

CONFERENCE/WORKSHOPS/TRAINING ATTENDANCE

Conferences and training advance staff expertise by providing valuable opportunities to keep current on various tools necessary to perform day-to-day job responsibilities, to be knowledgeable of industry standards, to learn new tips and techniques, and to build an informed network of colleagues. This policy applies to multiple categories of training, such as conferences, seminars, workshops, and professional development.

When an employee attends a job-related conference, workshop, training class, etc., through RAILS, RAILS will allow the employee to count that time away from work as paid time, with their supervisor's advance approval. RAILS will pay nonexempt employees for travel time if it extends their normal commute time or workday in order for them to attend work-related conferences, provide emergency support, attend long-distance meetings, etc. The employee will be compensated for travel time in accordance with applicable law with their supervisor's advance approval. Employees should discuss pay rates with their supervisors.

When attending training or business directly from an employee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is greater than the normal commute, reimbursement will be paid at the differential of the commute less than the mileage of a normal commute to the workplace.

Employees should make managers aware of their interest in a training opportunity or conference throughout the fiscal year. Ideally, requests should be communicated to the immediate supervisor at the beginning of the calendar year to ensure that requests are incorporated into the upcoming fiscal year budget for the department.