



## County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.1 Employee Relations

12.1.12

Title Employee Attendance at Conferences / Meetings

### 1. Policy Statement:

1.1. Council recognizes the importance of employees attending conferences applicable to the delivery of services within their specific departments.

### 2. Responsibilities:

2.1. Council will provide an annual budget for payment of related fees and expenses for attendance at conferences/meetings.

2.2. The CAO will review the list of conference and meetings yearly and approve attendance of staff based on budget.

2.3. Expenses for approved attendance at conferences will be reimbursed as per Subsistence & Travel Policy.

2.4. It is expected that all delegates will conduct themselves in such a manner to positively reflect the values of the County by attending all sessions punctually and professionally.

### 3. Guidelines:

3.1. The attendance at Conferences / Meetings shall be applicable for employees as per Administrative Directive.

3.2. Requests for approval to attend any other seminar or conference not mentioned in the Administrative Directive must be submitted, in writing, to the CAO for decision.

### 4. Related Documents:

4.1. Association Fees Policy

4.2. Subsistence & Travel Policy

4.3. Administrative Directive – Employee Attendance at Conferences/Meetings

Administrative Review	Policy Committee	Council Revised	Council Approved	Page
DM20210324.003	May 13, 2021	CG20190211.024 CG20210525.025	October 3, 2000	1 of 1