

STAFF ATTENDANCE AT NON-DEPARTMENTAL CONFERENCES/TRAINING/EDUCATION

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 1-2-005, dated 12/30/11 (Major Revision)
- FORMS:**
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| Request for Authorization for Outside Travel or Training | (F057-9172) |
| Request for Petty Cash Check | (F057-9277) |
| Cash Advance Request | (F057-9211) |
| STC Request for Special Certification | (D203-D204) |
- PURPOSE:** To provide guidelines for staff to obtain departmental approval for attending non-departmental seminars, conferences and training during their normal working hours whether or not expenditure of public funds is involved.

I. GENERAL INFORMATION

Outside training is defined as attendance at university/college courses/ classes, training courses/classes, workshops, conferences, seminars and professional organization activities.

In order to evaluate the value of outside training programs, justify the expenditure of County and State funds, and facilitate the audit of outside training programs, all decisions for staff to participate in outside training courses during normal working hours are subject to administrative approval and coordinated through the Training and Volunteer Services Division, even if there is no cost to the County of Orange.

A. Guidelines for Approving Attendance

1. Before County resources will be authorized, the following conditions must be met:
 - a. The activities must assist in the attainment of departmental goals.
 - b. The workload in the individual's unit must be such that he/she can be spared without negative impact on the unit.
 - c. The individual's absence must not result in overtime for the individual or others.
 - d. The individual's performance must be standard or better.
2. As a general rule, the following kinds and levels of support will be authorized when an individual asks to participate in outside training or professional association activities.
 - a. Outside Conference/Training Attendees

Individuals are allowed to use up to 24 hours of County paid time per year to attend conferences, seminars, and non-departmental

training. (These 24 hours are part of the 24 hours of outside training which may be authorized for each individual each year.) Tuition/registration fees, travel, meals and lodging may be requested but, unless approved, remain the responsibility of the individual attending the conference.

b. Association Conference Planning Committee Members

Individuals who are on planning committees responsible for conferences sponsored by professional associations may request and be authorized up to 24 hours of County paid time per year for such work. This is in addition to the 24 hours discussed in the previous paragraph. Travel, costs, meals and lodging associated with such activity are the responsibility of the individual.

c. Association Officers

Officers of professional associations may request and be authorized up to 40 hours of County paid time per year in order to carry out their responsibilities subject to the following limitations:

- (1) The criteria in section I.A.1. are met.
- (2) The 24 hours for conference planning discussed in I.A.2.b. are included in the 40 hours.
- (3) No more than one officer per association is given this type of support and no one individual is supported as an officer in more than one association.
- (4) Association dues, travel, meals and lodging will continue to be the individual's responsibility unless covered by d. below.

d. As used above, the term "per year" refers to fiscal year. Each fiscal year is treated as a discrete entity and unused conference training time or officer support time cannot be accumulated and carried forward from one year to the next. In instances where the Department assigns an individual to attend outside training that exceeds the above limits, the Department will authorize additional support, i.e., tuition/ registration, lodging, travel expense and meals.

B. Responsibilities of Individuals Requesting Approval

1. Individuals wishing or designated by Executive Management to participate in outside travel or training are responsible for completing Form F057-9172, (Available on Probnets) "Request for Authorization for Outside Travel or Training," attaching an announcement/brochure describing the training and forwarding these to Top Management through the chain-of-command.
2. Individuals requesting a special STC certification of a course must check the appropriate box and assure that the request is processed through his/her chain-of-command at least six weeks prior to the date of the class.

3. Individuals requesting prepayment for tuition/registration or a cash advance must complete "Cash Advance Request" form (F057-9211, Available on Probnets - PSD -Training and Volunteer Services – Outside Travel Training Forms) or "Request for Petty Cash Check form (F057-9277.1, Available on Probnets-Staff Helps – Forms - Accounting Petty Cash Forms) and attach them to the "Request for Authorization for Outside Travel or Training" form (F057-9172AF).

C. Responsibilities of Supervisor/Management

Supervisors, Assistant Division Directors, Division Directors, and Executive Management are responsible for assessing the value of outside training by determining:

1. If the training is not generally available or provided by the Department or County.
2. If there is reasonable expectation that the individual taking the course will gain new knowledge/higher skill level from the training or conference.
3. If the course or conference content is directly related to the employee's position or assignment or to departmental goals.
4. If the course is only available during normal working hours.
5. If the workload in the individual's unit is such that he/she can be spared without negative impact on unit responsibilities or hardship for others in the unit.
6. If the individual's absence would result in overtime for the individual or others.
7. If the individual's performance is standard or above.
8. If other staff have expressed interest in and would benefit by participating in the training and should attend instead.

D. Responsibilities of the Training and Volunteer Services Division

Training and Volunteer Services responds to Executive Management's request for review/analysis and provides information regarding other staff requesting approval to attend, evaluations of previously attended conferences/seminars, and, when appropriate, will determine:

1. If the course is STC Certified or currently available through an STC Certified provider.
2. If the course is already planned for development and presentation through the Department's STC training program.
3. If it is feasible to attempt to obtain individual STC Special Certification for the course if the course is POST certified.

4. If it is feasible to attempt to obtain STC Work Related Education (WRE).
5. If there are sufficient funds in the Department's general budget or the STC budget for reimbursement.

II. PROCEDURE

- A. Complete a request for outside training (Form F057-9172, "Request for Authorization for Outside Travel or Training") four weeks in advance of the travel/training. If a person is requesting Special Certification, complete the request six weeks in advance of the first day of the training.
- B. Indicate whether the training is STC, non-STC or POST certified by so indicating at the top of the form under "Instructions." If the answer is yes, provide the certification number. If the certification number is unknown but the course is STC certified, place a checkmark in the space where the certification number would be provided.
- C. Submit the completed form to the immediate supervisor. Copies of course description/outline, brochures, or other materials which describe the course content and cost information must be attached.
 1. If an individual wishes to request a Special Certification or WRE (Work Related Education) by the STC Program for his/her training, this should be noted on the "Request to Participate" form.
 2. If the request is disapproved at any level, it will be returned to the individual.
- D. The form is forwarded to appropriate supervisors and managers and approved by the CDPO. Following CDPO approval, the request will be sent to Training and Volunteer Services.
 1. For normal processing, after the request for outside training (Form F057-9172 Request for Authorization for Outside Travel or Training) is approved by Executive Management and the Training Division, GAO Training forwards a copy of the form along with the Request for Petty Cash Check Form (F057-9277.1) and /or Cash Advance Request Form (F057-9211), for tuition/registration or cash advance, to the Accounting Unit at GAO.
 2. From GAO Accounting, forms and checks are sent to NCFSO for Fiscal approval and to EM for check signing. The signed checks are routed back to Accounting by the EM secretaries. The Accounting Unit distributes the check to the payee per instruction given in the Petty Cash Check Request.
 3. For expedited processing after the Request for Authorization for Outside Travel and Training form is signed by the CDPO, A&FD gets the entire original package, makes copies in order to process payments, and returns the package back to the requestor or Director to submit the paperwork to GAO Training, except for Request for Petty Cash Check and/or Cash Advance Request forms. These two forms are sent to GAO

