BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION

SUBMITTED BY: Kathleen Swantek	**DATE SUBMITTED:** 03/06/82	**SECTION:** Training	
BOARD APPROVED ON: 03/06/82	**DATE REVISED:** 11/18/15, 05/16/18	**SUBJECT:** Conferences and Workshops	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/17/17, 05/16/18, 05/15/19, 5/20/20, 5/18/22		**POLICY #:** EG-001	**PAGE #:** 1 of 1

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to provide payment, as funds permit, for employees to attend workshops and conferences that will upgrade their expertise. Payment will be made for registration and/or function, mileage as set by the State of Michigan, and overnight accommodations if necessary. The payment of meals will be at the discretion of the executive director

III. NOTIFICATION/PROCEDURE

WHO	DOES WHAT
Employee	1. Research, review and recommend to their program supervisor, various conferences and workshops that will upgrade their skills.
	2. Requests approval to attend conference/workshops to their program supervisor using the inservice conference request form.
Program Supervisor	3. Selects and approves workshops and/or conferences for employees' attendance.
	4. Notifies employee of approved workshops and/or conferences.
	5. Approves payment/reimbursement for expenses incurred by employees'.
Billing Clerk	6. Process for payment