



SUBJECT:	Professional Development Through Conference/Seminar Attendance
POLICY NO:	III:12
APPLICABLE TO:	All Employees
PAGE NO:	1 of 2
EFFECTIVE DATE:	May 1, 1997
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

The Hennepin Healthcare Research Foundation (HHRI) encourages the professional development of employees through attendance and participation in approved meetings, seminars, conferences, etc., that are directly related to HHRI's operations, activities and objectives which will place employees in a position to improve their job performance.

II. ELIGIBILITY GUIDELINES:

- A. Approval is subject to the availability of funds. Payment from sponsored funds may be subject to sponsor approval and limitations.
- B. Employees must be regular full-time, have completed six months of continuous employment and have a minimum proficient work performance level.
- C. Out-of-state conferences/seminars may be approved on an individual basis for employees who are paid from sponsored funds only with the approval of the Principal Investigator and HHRI Administration.
- D. HHRI Administrative employees above the manager level may attend out-of-state conferences/seminars only with the approval of the President or Assistant Vice President of Operations.
- E. HHRI Administrative employees below the manager level are encouraged to attend HHRI in-house sponsored professional development programs.
- F. Attendance in a specific conference/seminar should be directly related to each employee's developmental plan incorporated in his/her performance appraisal.

III. PROCEDURE:

- A. An employee completes a Conference/Seminar Attendance Application Form which may be obtained from the Human Resources Department and forwarded to his/her immediate supervisor for approval.
- B. If the immediate supervisor recommends approval of the application, they should sign in the appropriate section and forward the form for appropriate approvals: Sponsored Funds - requires Principal Investigator and HHRI Administration approval; Non-Sponsored Funds - requires HHRI Administration approval.
- C. Upon receipt of required signatures, the immediate supervisor informs the employee.



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IV. REIMBURSEMENT:

- A. This policy provides for payment in full of registration fees, reasonable expenses for hotel/motel accommodations, meals and travel, and for other expenses incurred by employees attending approved meetings, conferences, seminars or other HHRI-related activities.
- B. Each immediate supervisor is responsible for completing a Check Request Form for payment of any expenses. The Application for Reimbursement and the Check Request Form should be forwarded to the Finance Division.
- C. All expenses incurred for professional development through this policy will be charged to the appropriate cost center(s).