

ADM-11.33, "Employee Participation in Associations/Conferences," July 1, 2004

SCDC POLICY/PROCEDURE

NUMBER:ADM-11.33

TITLE:EMPLOYEE PARTICIPATION IN ASSOCIATIONS/CONFERENCES

ISSUE DATE: JULY 1, 2004

RESPONSIBLE AUTHORITY:DIVISION OF HUMAN RESOURCES

OPERATIONS MANUAL:ADMINISTRATION

SUPERSEDES: ADM-11.33 (May 1, 2001)

RELEVANT SCDC FORMS/SUPPLIES: None

ACA/CAC STANDARDS:3-ACRS-1D-15, 3-4091

STATE/FEDERAL STATUTES:None

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PURPOSE: To provide guidelines for employee participation in professional associations and conferences.

POLICY STATEMENT: In order to uphold the Agency's commitment to the professional development of its employees, the SCDC will encourage employees to participate in national, local, and state professional associations and organizations. Should an employee's participation in professional associations and organizations conflict with that employee's work schedule, the Agency will, to the extent possible, work with the employee to accommodate scheduling conflicts, provided that the appropriate approvals are received and that the employee's participation would serve to benefit the Agency.

SPECIFIC PROCEDURES:

1. The Agency encourages employee participation in national, regional, and local professional associations and organizations. The Agency also recognizes that the conduct of routine professional association business

in some cases can only occur during normal working hours (e.g., phone calls, luncheons, brief memos, etc.). When major commitments of time may substantially affect normal workload, but clearly benefit the Agency in the way of professional development (e.g., holding office, chairing major committees, etc.), employees must obtain approval for using Agency time. The employee must submit a request through his/her Warden or Division Director, through the appropriate member of the Agency Director's Staff, to the Agency Director for approval. If such approval is not received, the employee will be required to take annual leave to attend the activity.

2. In order to exercise control of Agency operating expenses, an employee must submit a request through his/her Warden or Division Director, through the appropriate member of the Agency Director's Staff, to the Agency Director for approval prior to accepting any office or program or committee responsibilities with national, regional, or state associations or organizations when accepting these responsibilities in any way may result in a request for training/travel funds. (All requests will be considered based on the availability of funds.) See SCDC Policy/Procedure ADM-15.04, "Travel Regulations for SCDC Employees," for additional information on guidelines for the reimbursement of approved travel expenses. (NOTE: The request must outline the office or duty to be performed [if program responsibility, include the name of the program session and specific responsibility], state the name of the association/organization, indicate if currently a member of the association/organization [include information regarding the length of membership], and elaborate on any other areas of participation provided to that association/organization in the past.) Employees accepting an office or program or committee responsibilities without prior approval will be expected to pay their own expenses to such meetings or conferences and may be required to take annual leave (or other appropriate leave) in order to attend the same. (3-ACRS-1D-15, 3-4091)

(NOTE: Payment of membership fees for participation in programs, committees, and/or associations will be the responsibility of the employee, unless otherwise approved, in writing, by the Agency Director.)

3. DEFINITION:

Professional Associations/Organizations refer to those associations and organizations that can be directly related to criminal justice, corrections, government, or field of responsibility, such as, but not limited to: American Correctional Association, South Carolina Correctional Association, Southern States Correctional Association, South Carolina State Employees' Association, Institute of Internal Auditors, etc.

SIGNATURE ON FILE

—
s/Jon E. Ozmint, Director

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