



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 804: ATTENDING CONFERENCES

A. General Provisions

1. Employees who attend conferences and seminars on behalf of the City are expected to behave in a manner which will reflect favorably upon the City.
2. Conference participants are expected to attend all conference sessions and to be prepared to report the conference proceedings to the Department Director upon return from the conference.
3. If it is pertinent and deemed appropriate by the Department Director, the information should be presented to appropriate staff members.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Manager and Department Directors.

Approved:

11/11/22
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

11-14-2022
Date

Jenny Smith
Jenny Smith
Director of Human Resources