



CHAPTER: Career Development

**SUBJECT: Conferences, Seminars, and Meetings Initiated
by the Departments**

POLICY NUMBER: 4.901 PAGES:1

**RELATED POLICIES: ENABLING RESOLUTION: REVISION DATE(S):
2/88**

DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES

SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.

I. Purpose

The purpose of this Policy is to encourage Sedgwick County Departments to allow employees to attend conferences and seminars in order to maintain the professional standards of the county.

II. Policy

Employees may attend, or be directed to attend, conferences, seminars and meetings, if approved by the Division Director, Department Head or Elected Official. Such activities must be in the general work area or field of the employee and funds must be available in the department budget.

III. Procedure

Payment and Cost

Costs shall be handled in accordance with the Sedgwick County Travel Policy.