

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES PERSONNEL POLICIES

400 TRAVEL AND MEMBERSHIPS

408 PARTICIPATION IN TRADE AND PROFESSIONAL ASSOCIATIONS POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to encourage employees to participate in trade and professional associations.

PROCEDURE:

- 408.1 Employees are encouraged to participate in trade and professional associations which promote employee development, professional enhancement, and that are endorsed by the college.
- 408.2 Employee participation in trade and professional association activities generally should be outside of working hours and therefore normally not be considered as hours worked for pay purposes. However, such participation shall be considered hours worked for pay purposes if it is at the college's request or under its direction and control.
- 408.3 The College will pay for or reimburse a limited number of memberships in designated trade and professional associations.
- 408.4 Supervisors must plan, approve, and budget for employee attendance at all trade and professional association meetings, seminars, and conventions. The college will pay and/or reimburse employees for registration fees and reasonable expenses to attend such functions when approved.
- 408.5 Employees are encouraged to contribute articles, present papers, and give talks to trade and professional associations and their publications. However, employees must obtain the prior approval of management for any communication that might be considered as representing the college's position on any subject or as involving any information that is confidential.

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Policy Origin Date:

Procedure Origin Date: