

Human Resources Policy/HRP-T565

Training and Travel Policy

Policy:

Northwest Kidney Centers (NKC) encourages all staff to participate in continuing education and will provide funding for employees to attend training sessions outside of NKC based on the training needs of the employee and available funding resources.

Training needs that address **mandatory job requirements** should be budgeted by the department and requests for this training are managed within the department.

Training opportunities, which **enhance job knowledge and skills**, will be budgeted and included within the Human Resources budget.

Types of expenses that will be considered for reimbursement for away meetings/workshops include; the cost of the course/registration; airfare; hotel accommodations; meals, and necessary ground transportation (in general airport shuttles to hotels are provided by conference hotels so car rentals are not generally approved, so pre-approval of car rentals is required).

Excluded costs are alcohol and entertainment and parking fees.

Annually a maximum allowable expense for meals and lodging will be determined by the Accounting Department.

Away request approvals are sent to the employee and the appropriate supervisor.

An advance for the cost of travel or registration for meetings/training may be requested once approval has been received.

Procedure:

1. Each fiscal year the organization will determine the level of funding available for training and travel expenses. How much is designated for training and travel expenses will be based on training needs and financial feasibility.

2. **If there is Administration approval for training/workshops locally.**

Local meetings are considered to be from Vancouver, BC to Portland, OR and from the Tri-Cities/Walla Walla to the Ocean. Local meetings, if approved will be funded for Registration (up to \$400 per day) in addition the staff member may be reimbursed for travel or lodging. Reimbursement for meals will be limited to those eaten during the time of the workshop/meeting. (See HRP –T590 for more specific information). Travel expenses and travel time for employees attending meetings/workshops within King/Pierce/Snohomish County will not be considered for reimbursement and parking fees at hotels/meeting site are not reimbursed

3. As part of the operational budget process, departments will submit requests for budget to cover training that addresses mandatory job requirements. If there is a question about specific training that qualifies for this category, the Department Manager will submit a brief justification statement to his/her Vice President. The Vice President and the Vice President of Human Resources will review the justification statement and decide if the training fits into this category. Funding for these classes/workshops/programs come from the department budget and are managed within the department. The one exception is Washington Employer Classes.

4. After funds have been allocated to departments to cover mandatory training, remaining available funds will be designated for training that enhances job knowledge and skills. Human Resources will administer these funds.

5. Employees wishing to request funding for a local course/conference (other than Washington Employers) must complete a "Request for Training Funds" form. This form should be submitted to the employee's supervisor at least 30 days prior to the start of the course/conference. A decision regarding approval of the request, as well as level of funding available, will be determined and communicated to the employee at least 24 days prior to the start of the course/conference. Once approved the applicant is notified by HR.

6. **If there is Administrative approval for "away meetings" in a given fiscal year then NKC Staff who wish to attend an "away meeting" must** submit the Request for Training Funds. The approval process for these requests will include review of tenure in the organization, in the position, attendance at other local or away

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meetings as an NKC staff member, personal education needs of the staff member, date of request and the needs of NKC. Decisions will be made by administration. NKC currently will fund Registration and up to \$1200 for travel, food and lodging at an away meeting. Travel Advances are allowed for these meetings. Travel time for employee requested training is not allowed.

7. NKC staff who have applied for an away meeting and not been approved for reimbursement for travel, lodging and food may be approved for Registration only for these meetings/workshops.
8. Requests to attend Washington Employers Classes may be done via email to the Vice President of Human Resources, indicating class that is requested, date and location along with the supervisors' approval. Human Resources will register NKC staff members for these classes.
9. All employees receiving funds to attend away courses/conferences will be required to report back to the CEO on out of area course/conference within 30 days after completion. The employee and their manager/ clinical director will determine the appropriate forum and format of the report for local conferences.
10. Employees requesting funding for "away meetings" (where the financial request is for Registration plus up to \$1,200) must complete the request and have them signed and turned in to HR by the following dates:

October 15 for meetings in January, February and March
January 15 for meetings in April, May and June

April 15 for meetings in July, August and September

July 15 for meetings in October, November and December.
11. Funding for "away meetings" will usually be rotated among staff that has been employed at least 12 months.