



POLICY

TRAINING TIME AND EXPENSE

6018

Training/Continuing Education is an important component of providing quality medical care. Employees are responsible for acquiring the training necessary for maintaining licenses and certifications. Employees will identify the required training for the coming year during their annual performance review. Providers and staff may be required to attend Community Health Center specific training for CME/CEU/CNE during their first year of employment at the health center or at the discretion of the CEO.

Records of training will be maintained in the employee personnel files.

ATTENDANCE AT TRAINING

All training requests must be submitted to the CEO for approval at least two weeks prior to the actual travel date. Whenever possible, available materials for the training session should be included before requesting the training. (conference or meeting announcement, etc.) Additional records of actual conference attendance or CEU/CME/CNE are required for accounting records. Signatures for approval of the training do not constitute final payments or work time approval as accounting records are required and must be submitted to the CFO for final review.

COST OF TRAINING & TRAVEL

Tuition and registration fees may be paid in advance by the employee or by Bullhook Community Health Center, Inc. if adequate time is allowed for processing.

Transportation: The method of travel shall be the most economical in terms of direct cost to Bullhook Community Health Center, Inc. and the employee's time away from the office. When more than one employee of Bullhook Community Health Center, Inc. is traveling to the same destination on the same date, every effort should be made to coordinate sharing of transportation. If using a personal automobile is the most cost effective and reasonable means of transportation, the employee will be reimbursed at the current Federal rate.

Meals: Meals and related expenses will be reimbursed at the current state rate for in-state travel, federal rate for out of state travel. Meals included in the registration fee may not be claimed separately. Meals will not be paid if the trip does not include an overnight stay.

Lodging: Lodging expenses will be based upon the actual reasonable expense for a single room rate. Bullhook Community Health Center, Inc. will only pay lodging expenses incurred by the employee, not by any family members or guests. Expenses such as pay television channels, health club memberships, will not be reimbursed. A receipt is required for reimbursement.

OTHER EXPENSES

These types of expenses may be reimbursed:

- Baggage handling
- Taxi Cabs

- Airport Limousine
- Business Related telephone calls

These types of expenses may not be reimbursed:

- Personal phone calls
- Gasoline/oil/auto repair costs
- Alcohol of any type
- Other non-business related purchases.

HOURS WORKED

Travel and attendance at training will be recorded as worked time. This may include overtime. The supervisor of the employee who will attend the conference and travel to the conference, should arrange time off during the week of the conference to prevent overtime. That supervisor should also meet with the employee before the event takes place and produce a written plan on how the employee will be paid and what days the employee will not work, so there is agreement before the employee even leaves.

This plan is then submitted to payroll so payroll knows how to pay.

This does not apply to salaried employees.

Paid travel status begins with the employee’s time of departure from Bullhook Community Health Center, Inc. or the employee’s residence. Travel status ends, when the employee returns to either Bullhook Community Health Center, Inc. or their residence.

Audrey Smith
 CHIEF EXECUTIVE OFFICER

Date: 9-12-17

Carol A. Reppner
 CHAIR, BOARD OF DIRECTORS

Date: 9-11-17

Date first adopted	05/29/2009,
Date Revised/QI Board approval	03/05/2014, 08/30/2017
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