



DMA Policy: 67010-4  
Name: CONFERENCE ATTENDANCE

Approval Signature: \_\_\_\_\_  
Effective Date: July 1, 2009  
Last Revised: April 1, 2013

## PURPOSE

This policy provides guidance for the management of work time for Department of Military Affairs' employees and their supervisors who are in travel status to attend conferences.

## POLICY

The Department of Military Affairs supports attendance at conferences that are a benefit to and support the mission of the department and the state. Attendance at conferences requiring travel should be held to the absolute minimum number of personnel possible.

The maximum number of work hours that will be recorded on an employee's time card who is attending a conference is 8 hours each day.

When an employee travels before or after a conference causing the work day to exceed 8 hours, the employee will submit a copy of the airline itinerary, conference agenda or a written explanation for why they are recording more than 8 hours of work time for that day.

If the actual workday for the conference is scheduled for more than 8 hours the employee must submit a copy of the conference agenda with their time card to support the recording of more than 8 hours on the time card.

Social events that are on conference agendas such as ice breakers, evening banquets or team building exercises that are voluntary are not considered work time and will not be recorded on time cards as time worked.

All documentation required by this policy will be submitted to the Centralized Services Division payroll technician with the time card when payroll is submitted.

The point of contact for this policy is the State Human Resources Officer. The State HRO office is located in the Centralized Services Division office and the phone number is 324-3334.