

Catholic Charities Disabilities Services	
Agency Standard and Procedure	
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Standard Title	Conference Participation
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Standard:

Staff attending conferences hosted by various entity within and outside of Catholic Charities is vital for our agency to remain aware of the issues and climate of our field, as well as to gain global and specific knowledge that informs CCDS programs. We also recognize that conference can offer a unique opportunity for networking and collaboration with other people and agencies doing similar work.

Staff are encouraged to attend conferences when they are pertinent to the scope that the job duties of the staff, hosted by a reputable source, and offered for a reasonable amount of resources, namely time and cost. All conference attendance must be approved by the supervisor to the staff wishing to attend and this standard provides guidance on how determinations about conference participation is made.

Procedure:

1. A staff person may become aware of a conference or similar opportunity through list server emails, internal emails, or from their supervisor directly.
2. Any staff person interested in attending a conference should share the details of the conference with this supervisor and request their approval.
 - a. Name of the conference and the host of the conference
 - b. Dates
 - c. Location
 - d. What areas of the conference does the staff see a beneficial for them and/or the agency (what are they hoping to get out of the conference)?
3. The supervisor will provide written approval to the staff (usually an email) within a reasonable amount of time. This approval will also be shared with any other pertinent staff, including the Executive Administrative Assistant, when applicable, who is generally the person assigned to any scheduling of flights, hotels, vehicle, etc. Time for receipt of approval or denial will vary based on the factors specific to the conference and other considerations may include:
 - a. How many staff agency wide will be approving and what representation the agency on the whole would like to have?
 - b. Does this staff usually attend this particular conference? Does the staff have a particular job duty or specialty that makes this conference particularly important to their role?
 - c. Has this staff attended other conferences recently and it may be best to share the opportunity with other staff?
 - d. How would coverage for the staff person be provided?
 - e. Does the ED need to review the full list of attending staff?

4. If the supervisor approves the staff attendance at a conference, the supervisor and staff will have a written agreement (email or other documentation of conversation) of the expectation of the staff upon return from the conference. This can include but is not limited to what method will be used for reporting back information learned (e. g. email to supervisor, presentation to Directors, presentation at Admin mtg, etc).
5. Staff will conduct themselves in accordance with the agency code of conduct during the course of working hours while at a conference and be a positive representation of Catholic Charities at all times. They will use agency time and other resources for the benefit of their professional development and the knowledge enhancement for the agency.
6. Below is a guidelines for meals, whether overnight conference or one day event.
 - a. For conferences that include overnight:
 - i. Food and refreshments that are already included in the accommodation and conference costs are provided for the employee. Substituted meals or refreshments when the accommodation or conference already provide something will be at the cost of the employee.
 - ii. Meals not otherwise provided during the course of the travel, (e.g. dinner) will be covered by the agency. This will not include any alcoholic beverage. Employees are to use reasonable and prudent judgement to provide for their needs.
 - b. For conference that are one day, or the employee is not staying overnight:
 - i. Food and refreshments that are already included in the conference cost are provided for the employee. Substituted meals or refreshments when the conference already provide something will be at the expense of the employee.
 - ii. Meals outside of the conference time are at the expense of the employee.
7. Transportation to and from the conference will be the expense of the agency. For employees using their own vehicle to a "local" event, they will follow the agency mileage reimbursement standard. Transportation for a conference or event includes to and from the conference or event venue from the accommodation. For an overnight event, this also includes to and from dining when applicable. Employees are to use reasonable and prudent judgement to provide for their transportation needs.
8. Upon return from any conference or event, each staff who attends will provide a report (formal or informal) to their supervisor and any other parties as deemed appropriate.

Conferences and Events may include, but not limited to:

Name	Host	Cost	usual time	usual location	general staff focus
Therap National	Therap	\$ plus flight and room	February (Tuesday – Thursday)	Various around country	Therap Users/Supervisors /Trainers
20XX Summit	NYS Justice Center	No charge	March and/or April 10am-4pm	Virtual	QA, Leadership
NY Alliance Pre & Annual Conference	New York Alliance for Inclusion & Innovation	Up to \$420pp (\$200 one day)	Late April 9am-5pm	The Sagamore, Lake George, NY	Leadership and leaders in development
Annual Compliance and Quality Connections Conference	The ARC		May 8:30-4pm	Saratoga Hilton	
United In Hope: International Prader-Willi Syndrome Conference	PWS	\$ plus flight and room	June 24-28 2025	Arizona Grand Resort and Spa, Phoenix, Arizona	Residential, Clinical, QA – PW Focus leaders
Barclay Damon's New York Health Care Compliance Symposium	Barclay Damon LLP		December 9:30-3pm	Century House, Latham, NY	
Barclay Damon's Health Care Compliance Webinars	Barclay Damon Law Offices	On charge		Virtual	
Cerebral Palsy Associations of New York State (CP State) Annual Conference	Cerebral Palsy Associations of New York State		October	Saratoga Hilton	
NYAII Annual FI/Self-Direction Summit	New York Alliance for Inclusion & Innovation		October	Albany, NY	
Leadership Conference	New York Alliance for Inclusion & Innovation		First week Dec (Thursday and Friday)	Saratoga Hilton	