

Conference, Meeting and Training Attendance

1028.1 PURPOSE AND SCOPE

The purpose of this policy is to define the procedures to be followed when requesting permission to attend both local and non-local conferences, meetings and training.

1028.2 POLICY

Attendance at such events by department personnel shall conform to the policies contained in the City of Berkeley Administrative Regulation No. 3.9, "Attendance and Payment of Expenses Associated with Conferences, Meetings, Seminars, Trainings, and Workshops" and the related procedures outlined in this policy.

1028.3 DEFINITIONS AND EXAMPLES

1028.3.1 CONFERENCE

A conference, generally, is a gathering of persons associated with a professional membership or support organization for discussing matters of common concern, which may include presentations, programs and exhibits related to municipal government and/or related functions. These include but are not limited to:

- (a) California Peace Officers' Association
- (b) California Police Chiefs' Association
- (c) California Association of Hostage Negotiators
- (d) National Tactical Officers' Association
- (e) International Association of Chiefs of Police

Not included are:

- (a) Legislative hearings
- (b) Law enforcement meetings called by the Attorney General
- (c) Any assemblage where an officer's presence is required as a matter of law
- (d) Travel required to conduct investigations or return prisoners

1028.3.2 MEETING

A meeting, generally, is a gathering of individuals to discuss matters pertaining to city business.

1028.3.3 TRAINING

Training includes seminars and sessions designed to provide information or to upgrade skills which pertain directly to city-related services.

Conference, Meeting and Training Attendance

1028.4 LOCATION

Conferences, meetings and training sessions (hereinafter "events") are classified according to their location:

- (a) "Local" describes events in proximity to the Berkeley Police Department, where total travel and meeting time can be accomplished within one day.
- (b) "Non-local" describes events where the distance or duration requires overnight travel, or attendance is for more than one day regardless of the distance traveled.

1028.5 THE CITY OF BERKELEY'S ADMINISTRATIVE REGULATION

Attendance shall conform to the City of Berkeley Administrative Regulation No. 3.9, "Attendance and Payment of Expenses Associated with Conferences, Meetings, Seminars, Trainings, and Workshops", which may be amended or superseded by further directives.

- (a) Travel to an event, if it would require more than four hours of driving time round-trip will, whenever possible be by air.
- (b) All other methods of travel shall conform to those described in the COB Administrative Regulation.

1028.6 OUTSIDE TRAINING REQUESTS

An employee desiring to attend a local event wherein there is an expenditure (i.e., meals, tuition or registration), or any non-local event, shall at the earliest possible time, submit a written request to the employee's commanding officer via an "Outside Training Request" form.

All training requests need to be approved first through the appropriate staffing Lieutenant. Those assigned to attend training during their regular duty shift shall attend in an on-duty status.

Employees shall not flex or adjust their schedule in order to receive overtime or compensatory time.

If approved, the division captain shall forward the request to the Personnel and Training Bureau, indicating whether funds have been budgeted or are available.

Personnel and Training will prepare and submit the "Attendance and Travel Request" form to the Chief of Police for review. If approved, it will be forwarded to the Budget Officer in the City Manager's Office for final review.

- (a) Personnel and Training ensures appropriate notifications are made to the officer and his/her commanding officer(s) regarding status of the training class.

1028.7 TRAVEL TIME

Section 29 C.F.R. 785.39 of The Fair Labor Standards Act (FLSA), provides that travel time is compensable work time when it occurs during the employee's regular working hours. Under this regulation, compensable travel time includes travel time that occurs during the employee's normal working hours on nonworking days.

Conference, Meeting and Training Attendance

When attending an approved conference/training, "travel time to" will be compensable from the time the employee leaves the PSB or their residence to the time they arrive at their destination (i.e. hotel, class). On the return, "travel time from" will be compensable from the time the employee leaves the conference/training to the time they arrive at the PSB or their residence.

When attending an approved conference or training, the time given for lunch is not compensable. Participation in social gatherings or meetings that are not required for the completion of the conference/training are not compensable.

For auditing purposes, when completing the "Training Time Credit Record", the time spent traveling needs to be documented separately from the "times attended". Therefore this travel time needs to be hand-written onto the Training Time Credit Record.

1028.8 MILEAGE

Mileage should be calculated by the distance from either the PSB or your residence to the event, whichever is less (i.e. for a class in Sacramento, mileage from the employee's house in Vacaville would be used because it is closer to Sacramento than Berkeley). The number of miles will be multiplied by the daily mileage rate (determined by the IRS, see COB Admin Regulation 7.2 - Use of Private Vehicles). Mileage should be documented on the "Mileage Reimbursement" form.

1028.9 CLASS COMPLETION

Class time missed as a result of an excused or unexcused absence shall be made up with the instructor's approval, prior to receiving a certificate of completion.

1028.10 DOCUMENTATION

All employees attending outside department sponsored training, shall complete and submit a [Training Time Credit Report](#), [Statement of Expense Form](#) and/or a [Mileage Reimbursement Form](#) and any received certificates to the Personnel and Training Bureau within five days of the completion of training. The Training Sergeant shall route the forms to the Personnel and Training Bureau's Assistant Management Analyst (AMA) to log the training credit and, if applicable, reimburse the employee, per COB Administrative Regulation 3.4 and POST requirements.

Attachments

Credit Record.pdf

TRAINING TIME CREDIT REPORT

Name: _____
(last) (initials) (badge#) (rank) (div/team) to (reg duty hours) (days off)

Student/ Instructor (circle one) Course Title: _____ T.O. # _____

Date(s) of Attendance: _____ Instructor Initials: _____

Times attended: _____ to _____ Training Sergeant: _____

Total hours: _____ (On-duty _____ Off-duty _____) Division Commander: _____

Prefer: Time/ \$\$\$ (circle one) (Training is for comp time unless 1- comp balance is at max, 2- Instructor option, 3- prior approval)

Attendee Signature _____ Date _____ Time _____

Off- Duty Time Credited

Budget Code: 1312 Total Hours OT: _____
Activity Code: 7003 (7202 if CMT) Time / \$\$\$ (circle one)

Project Code: _____
(HNT=XX3069) (DT=XX8P16) (RANGE=XX8P15) Credited: _____
(CMT=XX3910) (NEW WORLD=06PSTS) (Admin - Accounting)

APPROVED BY: _____

COB Statement of Expense.pdf

Mileage Reimbursement.pdf

City of Berkeley
AUTO RECORD FOR MILEAGE REIMBURSEMENT

AR 7.2
Rev Jan.08

NAME _____ DEPARTMENT & DIVISION _____ JOB CLASS _____
 AUTO YEAR & MAKE _____ MONTH & YEAR RECORDED _____

THIS AUTO RECORD FOR MILEAGE REIMBURSEMENT MUST BE SUBMITTED WITHIN 60 CALENDAR DAYS FROM THE LAST DATE RECORDED OR FORFEIT REIMBURSEMENT

DATE	ORIGIN	DESTINATION	TIME START - END	PURPOSE / CONTACT PERSON	BUDGET CODE Fund/Dept/Div/Act/Proj	* Meters or Bridge Tolls	Garage	Odometer/MapQuest START	END	MILES	TOTAL
TOTALS											
<i>2018 Fed IRS Mileage Rate = \$0.545</i>											

Note: See current AR 7.2 for further information & details. *** Note:** no receipts needed for parking meters/bridge tolls, unless required by your dept.

Office Use Only: CERTIFICATION OF ATTEMPT TO USE: City Carshare Vehicle _____ City Fleet/Pool Vehicle _____

I certify that mileage reimbursement is requested for vehicle use incurred in the performance of official duties for the City of Berkeley. I further acknowledge that I am personally responsible for all costs incurred which are not consistent with City policy, and violation of AR 7.2 is subject to disciplinary action.

<i>Employee Signature</i>	<i>Printed Name</i>	<i>Date</i>
<i>Supervisor Signature</i>	<i>Printed Name</i>	<i>Date</i>
<i>Dept Head Signature</i>	<i>Printed Name</i>	<i>Date</i>