

<b>DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURES</b>		
<b>Reference: 01-07</b>	<b>Effective Date: October 20, 1997 Revision Date: March 14, 2008</b>	<b>Page: 1 of 1</b>
<b>SUBJECT: RETREAT/CONFERENCE/SYMPOSIUM POLICY</b>		
<b>Rationale: To provide guidelines for Department staff in regards to staff symposiums, staff conferences or staff retreats. These retreats are generally for the purpose of training, team building, goal setting, and/or problem identification and resolution.</b>		

POLICY

1. All Department retreats/conferences/symposiums must follow applicable State policy. Please see State Finance policy regarding Group Gatherings and other applicable State policy.
2. Reimbursement or state payment for recreational activities is not allowed. This includes recreational activities that could be classified as team building activities.
3. Exceptions to this policy can only be approved by the Executive or Deputy Directors.

*Lisa-Michele Church*

DATE 03-14-08

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Lisa-Michele Church, Executive Director  
Department of Human Services