

City of Franklin
Administrative Policy/Procedure

Issue Date: May 28, 2003

Source: Mayoral Directive


**Affected
Departments:** All Departments

Subject: Conference/Seminar Attendance Follow-Up Summary Report

Policy: Department Heads are responsible for ensuring that staff who attend conferences, seminars, and training provide the Mayor and Common Council members with a brief summary report of the event. The report should be submitted within 10 working days of the last day of the event.

Procedure: Within 10 working days of the last day of attendance at a conference, seminar, or training event, employees are required to provide the Mayor and Common Council members with a brief summary report of the event. The report shall include the dates of the event, subject content, reason for attending, realized benefits of attendance, and potential use of knowledge acquired. Event materials can be attached to the report as deemed appropriate by the employee's Department Head.

The employee's Department Head is responsible for ensuring that this report is submitted as outlined in this procedure.


Frederick F. Klimetz
Mayor