LEGACY HEALTH

ADMINISTRATIVE

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SECTION: ADMINISTRATION & MANAGEMENT
TITLE: PROFESSIONAL DEVELOPMENT & BUSINESS TRAVEL APPROVAL POLICY

PURPOSE:

To establish responsibilities and a consistent process for ensuring the professional development of Legacy Health (Legacy) employees is both relevant and cost-effective, and that professional development and business travel is properly authorized and reported.

SCOPE:

This Policy applies to all Legacy employees and Board members in all Legacy organizations unless otherwise specified by a collective bargaining agreement.

POLICY:

1. Employer Responsibility

   Legacy, as a preferred employer, is committed to the ongoing professional development of employees necessary to maintain current knowledge and skills. The ongoing professional development of Legacy employees is consistent with our strategic objectives and commitment to providing quality care and service.

   a. Professional development includes the following:

      i. Orientation and training, as directed by Legacy, to ensure employees are educated on expectations of their jobs (e.g., orientation to the environment, to department procedures, time and attendance procedures, approved internships, new employee orientation). Legacy will pay employee time for attending these training and orientation sessions.

      ii. New and continuing training and education for professional skill development, as required and approved by Legacy, to maintain employment. This may include maintaining current professional certifications and status, as well as training based on new technology, techniques or business lines that is determined by senior management to be of strategic value for Legacy and its employees, e.g., tumor registrar, Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Neonatal Resuscitation Program (NPR), CLE, CPE, CME, CEM. Legacy will pay for employee time for this training.

      iii. Training and education necessary for regulatory conformance. Legacy will pay for employee time for this training.

      iv. Selected local, regional or national professional organizational conferences to assure Legacy participation and representation to maintain current professional knowledge,
competitiveness and skills specific to the profession and of value to Legacy. Legacy may choose not to pay non-exempt employee time to attend these conferences. Consideration will be given to both the cost of backfilling the employee, the overall cost of registration and travel, how closely related the conference is to the employee's work and applicable legal and policy requirements.

v. Training on new information systems and/or equipment in order for Legacy to have the in-house capabilities to build, install, implement and/or maintain new and existing systems and equipment. Training costs cannot be capitalized with project or equipment acquisition costs.

b. Legacy will reimburse travel time under certain conditions, in accordance with state law. If travel time hours are compensated, the travel time hours are to be included in the calculation of overtime.

2. **Employee Responsibility:**
   
a. Employees are required to meet the entry-level licensing and certification (e.g., RN, MD, JD, AART, CPA) qualifications of their job.

b. Employee time spent in education and training, including travel time, and travel and certain registration costs must be approved in advance according to this policy. There is no retroactive reimbursement or approval.

c. Before requesting approval of a specific education opportunity and travel, the employee should carefully consider the quality of the program content/presenters, cost-effectiveness and whether similar courses or meetings are offered locally or at another, less expensive location.

d. Employees are responsible for appropriate recording of their time (e.g., OEM) for time away from the workplace for professional development.

e. Employees will review 400.27, Business Travel & Entertainment Expenses Policy prior to travel and comply with the guidelines when incurring expenses and requesting reimbursement.

f. Upon supervisor's request, employees will report on the educational activities and provide presentations based on their attendance at professional meetings, seminars or conferences.

g. Employees have the responsibility to report any outside source of funding or support for professional development provided to them from sources other than Legacy or one of its Foundations, according to Legacy's 100.67, Standards of Conduct policy.

3. **Funds for Professional Development:**
   
a. An annual budget for OEM (Orientation, Education and Meetings) for each clinical operations' cost center will be based on data indicating need for funding due to:
   
i. Staff meetings, approved governance councils, workgroups and committees
   
   ii. Expected turnover and orientation of new staff
   
   iii. The need for specialized training and skill development
   
   iv. Orientation to new techniques and technology for each cost center that is approved as a part of the annual operating and strategic plan
b. Funds provided by Legacy as reimbursement for professional development (e.g., registration, associated travel expenses, if any) will be centralized at each operating site in one cost center.

c. To reduce travel expenses, preference will be given to educational programs held locally.

2. Other Sources of Funds for Professional Development

The following additional sources of funds may be available for reimbursement for professional development. Acceptance and designation of funds (e.g., from vendors, for speaking) must comply with 100.67, Standards of Conduct policy, Section IV, 10.

a. Funds from one of the Legacy Foundations:
Legacy Foundation funds that have been identified for purpose of education shall comply with this policy unless specifically designated by the donor for other purposes. Foundation education funds may be designated to a program, service, profession or clinical area.

b. Outside Foundations, Grants and Scholarships:
All funds received for educational purposes from outside sources must be identified and subject to the same criteria established by this policy unless specifically required otherwise by the funding source. The approval of use of these funds will be subject to the approval process described by this policy.

c. Medical Staff:
The Medical Staff of Legacy may at times request to sponsor Legacy employees to attend designated conferences and workshops. The criteria and approval process established by this policy will apply in these circumstances.

d. Professional Organizations
Complementary registrations and/or full or partial reimbursement of travel expenses may be provided to Legacy employees who hold officer or key committee positions in professional organizations. The criteria and approval process established by this policy will apply in these circumstances. Reimbursement requests should be made directly to the professional organization; exceptions should be approved by the Committee.

3. Funds for Business Travel

Business travel includes trips to meet with vendors, advisors, regulators and others, and recruiting. Funds for business travel are included in the professional development cost center at each operating site, except for special purpose travel (e.g., recruiting, investment management) that is recorded in other cost centers as authorized by the Chief Financial Officer.
4. Authorization Prior to Travel

All professional development and business travel must be approved by a Sr. Vice President, President or other designated approver and assigned a Travel Authorization number by the Travel Administrator for the specific cost center prior to expenses being incurred. Staff should not pay advance fees for airfare, hotel, conference or education upon the assumption that the trip/course will be approved. Legacy will not reimburse employees for unapproved expenses.

This advance authorization is required for trips paid by Legacy and for trips paid by outside organizations. If the trip is paid by an outside organization, this should be indicated on the Travel Authorization, Registration, and Advance Request form.

This process must be followed for all travel requests, except:

- Recruiting is approved by the Sr. Vice President of Human Resources or appropriate designee and does not need to be processed by a Travel Administrator.
- Other special purpose travel is approved by the Chief Financial Officer.
- Chief Executive Officer travel is approved by the Audit Committee Chair.
- Board member travel is approved by the Board Chair.
- Senior leadership travel is approved by the Chief Executive Officer.
- Continuing Medical Education must be approved by the appropriate Clinical Vice President and does not need to be processed by a Travel Administrator.
- Mandatory ACLS and PALS training is exempt from the Travel Authorization process. Non-mandatory ACLS and PALS training is not exempt. Please see Legacy's Intranet for additional information.

5. Process and Criteria for Requests:

a. Traveler documents his/her request (e.g., conference or business trip specifics, cost estimates, rationale) on the Travel Authorization, Registration, and Advance Request (Travel Request) and attaches all supporting documentation (e.g. registration forms, brochures). In estimating costs, traveler should consult the travel reimbursement standards in 400.27, Business Travel and Entertainment Expenses Policy.

b. The Travel Request should indicate as completely as possible:
   - Education details (e.g., what, when, where) and estimate of costs
   - How the trip/course is required for the job (either by strategic nature, part of a unit’s goals or operating plan, or required certification/CEU’s for the job).
   - How the employee will use the information learned and how they will share with other staff.

   If Foundation or other funding sources apply to this request (e.g., NIH, corporate research, non-Legacy foundations, professional organizations), the source and amount, and the reason funding by the outside source is justified (per the Standards of Conduct policy, 100.67, Section IV, 10).

c. If multiple staff members are submitting requests for the same travel, they should submit their requests together. Lodging and transportation prices should be checked for consistency. Legacy cannot always guarantee that multiple staff members will be approved to attend the same conference. Consideration will be given to:
   - The minimum necessary number of people who should attend a conference, per discipline or site.
• Carpooling, sharing taxis and other arrangements that would assist in limiting associated travel costs, especially outside the Portland, Oregon metropolitan area.

d. The Travel Request is forwarded to the appropriate manager, director and vice president for approval/signature. The Travel Request must ultimately be approved by the President or Sr. Vice President overseeing the requestor’s department. It is the responsibility of the approval authorities to verify that the travel is necessary and in Legacy Health’s best interest based on established criteria. Approving authorities should consider, for example, how many conferences/events the employee has attended in the current year and whether new information is sufficient to warrant annual attendance at a conference. Legacy does not guarantee that the same staff member will be approved every year for the same annual conference.

e. Once the Travel Request form has been counter signed by the appropriate leadership, the form must be submitted to the cost center’s designated Travel Administrator to receive a Travel Authorization number. This number must be referenced when making arrangements for travel through Legacy’s Travel Partner, reconciling ProCard travel transactions and requesting reimbursement for all travel expenses.

f. Both contract and employed physician travel requests need to be signed and tracked by the appropriate Clinical Vice President, and must follow this policy.

6. Advance Payments

a. If advance payment of registration is requested, the Travel Request form is to be used as the request to Accounts Payable for payment. If the registration fee has been, or will be paid by the employee, it must be clearly stated on the form.

b. Expense advances may be obtained on an exception basis. Requests should be documented on the Travel Request form. Approval of the Legacy Accounts Payable Manager is required in addition to the Travel Request approvals.

7. Reimbursement

a. Travel expense reimbursement should be obtained according to the procedures outlined in 400.27, Business Travel & Entertainment Expenses Policy. All reimbursements must reference the preassigned Travel Authorization number.

b. Expenses incurred as a result of approved travel must be approved by the department manager, then sent to Accounts Payable for reimbursement.

c. For the current Travel Authorization form, please visit http://myLegacy.Legacyy.org/Administrative/materialsmgmt/Forms/TravelAuthorization.doc
Cross Referenced Policies
400.27, Business Travel & Entertainment Expenses Policy
100.67, Standards of Conduct

Approval: Human Resources Leadership
          Clinical Practice Support
          Executive Council

Originator: Supply Chain Management