Monsanto

Should be in Personnel Procedures Binder

D. L. Christensen - O-8

May 9, 1978

Guidelines for Seminars, Conferences, and Conventions for Non-Exempt Employees

cc: P. E. Brubaker - O-10
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MON-2004

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A. J. Bolton - O-8
A. W. Kuehl - 2Z
C. C. Hebert - 2Z
W. L. Riddick - 1Z
T. P. Spruiell - 2Z
L. Schwab - SS-19

G. W. Daues - O-5
R. J. Burkett - 42D
J. Townsend - 42D
R. J. Johle - 2R-6

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H. Lacy - O-6
D. R. Wise - O-6
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A. D. McKee - O-16

Jim Bolding - OA-13

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G. L. McKee - OA-7
T. J. Shuff - 2R-1
S. I. Proctor - OA-11
Rose Mary Fritz - 1R-16

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**Monsanto**

FROM (NAME & LOCATION) D. L. Christensen - O-8

DATE May 9, 1978

CC:

SU.

REFERENCE

TO : Expanded Staff (Distribution Attached)

Guidelines for Seminars, Conferences, and Conventions for Non-Exempt Employees

Several questions have recently been asked concerning time off and attendance at seminars, conferences, and conventions by Non-exempt employees. The following guidelines are intended to clarify Procedure Bulletin P-0301.03 which deals with this subject.

Seminars - In most cases, these will be of a local nature (100 miles). Monsanto's policy has been to pay the seminar fee and provide time off if the seminar is being presented by a professional group and if the attendee is a member in good standing of the group. We will also cover mileage and meal costs. If the attendee is not a member of the organization, we probably will not pay for any costs. The intent here is to promote the organization. There may be, however, some seminars which, based upon course content and applicability to Monsanto employees, we wish to cover. Before that decision is made, a request should be forwarded to me along with a course description and an explanation of why Monsanto should pay for the seminar.

If the seminar is not presented locally, we will not pay for any expenses. Time off should be provided as vacation if your department can let the person go.

Conferences/Section Meetings - This type of meeting could be conducted anywhere in the "Southwest" for example. In analyzing the request for time off, you should consider the following:

1. Where is the meeting?
2. How much time off is needed?
3. How will this benefit the employee and Monsanto?
4. Is the employee an officer or delegate to the conference?
5. How many people in my department will be involved?
6. Can I cover for this person with other available help?
7. When did this person last attend such a meeting?

Each of these is fairly self-explanatory. In deciding how often a person should attend these meetings you should use the same guidelines that you would use for an exempt employee. Once per year is probably adequate. If the employee is a member of more than one group and wishes to attend meetings for each group, you should instruct them to select only one. Although Monsanto urges participation, we do not foster professional "joiners" who join as many groups as possible and who wish to attend every meeting of every group.

If more than one person in your department requests time off for the same meeting or for different meetings which are scheduled for the same time, you must examine your manpower needs. (A department is a working group, example - safety is a department, and office services is a department.)

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In those instances where we have decided not to sponsor the activity, the employee may ask for time off (vacation) to attend at their own expense. If you can release them, then you should allow them the time off.

National Conventions - The Procedure suggests attendance once every 3-5 years. Along with this you should consider.

1. Expense
2. Benefit
3. How long has this person been in the organization?
4. Is this person an officer or delegate elected by a local group?

Expense and benefit are very obviously judgment items. If a person is not an officer or delegate elected by a local group, attendance should be at the upper limit (5 years) and the individual should have been a member of the group for at least that long. If the person is an officer or delegate, then the frequency may be closer to once every 3 years. We want to encourage others as well.

Please keep in mind that these are guidelines. You must review each request on its own merits.

D. L. Christensen

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