

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Professional Associations & Activities		
Policy Number: 104.77	Effective Date: 10/25/2017	Page Number: 1 of 2
Authority: Commissioner	Originating Division: Administration & Finance Division (Human Resources)	Access Listing: Level I: All Access

I. Introduction and Summary:

The Georgia Department of Corrections (GDC) supports and encourages its employees to participate and seek membership in approved allied professional associations and activities.

II. Authority:

- A. GDC Board Rules: 125-2-1-.06;
- B. State Personnel Board Rules: 478-1-.16;
- C. GDC Standard Operating Procedure (SOP): 406.04 Travel Expenses; and
- D. ACA Standards: 2-CO-1D-10, 1-CTA-1C-10, and 4-4094.

III. Definitions:

None.

IV. Statement of Policy and Applicable Procedures:

- A. The Georgia Department of Corrections (GDC) shall support and encourage its employees to participate and seek membership in approved allied professional associates and activities in order to create a more knowledgeable and qualified workforce.
- B. The Commissioner, or his/her designee(s), shall determine what professional associations or activities are approved for an employee to participate in during normally scheduled work hours for the purposes of training and/or professional development without having to submit a request for leave/schedule adjustment. This determination will be made in advance of any employee participating or attending any activities during normally scheduled work hours.
- C. The agency administrator, or designee(s), shall determine any reimbursement which will be owed to the employee for expenses incurred during participation in allied professional associations and activities. This determination will be made in advance of any employee participating or attending any activities. No reimbursement will be made for requests which are not approved in advance.

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D. Any travel expenses or other fees incurred shall be reimbursed in compliance with SOP 406.04 Travel Expenses and any other applicable policies related to employee expenses and reimbursement.

V. Attachments:

None.

VI. Record Retention of Forms Relevant to this Policy:

None.