

## COMPENSATED VOLUNTARY TRAINING PROGRAMS

### PROGRAM OVERVIEW

Departments may provide compensation to employees for attendance at qualified voluntary training programs. Availability of this compensation is available to all County employees. Although it is not required that the County compensate employees for attending “voluntary training programs” on their own time, departments may, at their own discretion, approve compensation for employees’ attendance at such training. This may include training which employees are ordinarily expected to attend on their own time (e.g. – continuing education credits.)

### QUALIFIED PROGRAMS

In order to be designated as a qualified voluntary training program, the following criteria must be met:

- The training program is truly voluntary and in no way required by the County.
- The training program is supported and approved by the Department Head.
- The training program is provided during the employee’s non-working hours and in addition to his/her regular working hours.
- The content of the training program is not specific to nor exclusively applicable to the County.
- The training program is similar to training programs provided by other independent agencies or learning institutions.
- The training program is not compensable via any other County policy, departmental policy or MOU provision.

### CONSIDERATIONS FOR PROVIDING COMPENSATION

The following factors should be considered when evaluating the appropriateness of providing compensation for attendance at voluntary training programs during non-working hours:

- It is desirable for employee to receive training.
- The training is directly related to employee’s current job.
- It is appropriate for the County to provide this training for employees.
- It is necessary and practical to hold the training program outside of regular work hours rather than during work hours.
- It is necessary or beneficial to provide an incentive for the employee to attend this training.

**COMPENSATION FOR QUALIFIED PROGRAMS**

- Non-overtime exempt employees shall be compensated at their regular rate of pay on an hour-for-hour basis, however these hours shall not be treated as regular hours worked.
- Overtime exempt employees shall receive compensatory time off on an hour-for-hour basis.

**PROCEDURES**

**REQUEST FOR COMPENSATED TRAINING**

1. Employee desiring compensation for voluntary training completes and submits “Paid Voluntary Training Request” Form (Form A.48.1a) for Department Head or designee approval at least one pay period prior to the commencement of the training program, indicating:
  - Title and Location of Training Program.
  - Dates and hours of Training.
  - Total hours for which compensation is requested.
  - Brief description of the benefits of the training to the employee’s current job.
2. Department Head or designee reviews “Paid Voluntary Training Request” Form and verifies that training meets criteria for designation as a qualified program.
3. Department Head or designee:
  - Determines if requested voluntary training will be compensated.
  - Determines if compensation will be withheld until successful completion of program.
  - Signs signifying approval/denial.
  - Returns form to employee.

**PROCESSING COMPENSATION**

1. Employee completes time sheet for pay period in which training occurred (or the pay period in which training was completed, if applicable) and attaches to it a copy of approved “Paid Voluntary Training Request” form.
2. Employee submits the time sheet and attached approval form to the Department Payroll Coordinator.
3. Department Payroll Coordinator verifies that the paid voluntary training time has been approved (and completed if necessary) and records time as follows:
  - Overtime eligible employees: input “AT” for DOE code followed by the number of hours that the employee attended training into the Time and Attendance system.

## ADMINISTRATIVE PROCEDURE

### A.48.1 (c)

- Overtime-exempt employees: record number of hours employee attended training which shall be provided to employee as time-off on an hour-for-hour basis. Such hours shall be recorded and tracked by the individual departments and shall not be recorded in to the Time and Attendance system.