

## CITY OF HEALDSBURG ADMINISTRATIVE DIRECTIVE

**SUBJECT:** ATTENDANCE AT VOLUNTARY TRAINING PROGRAMS

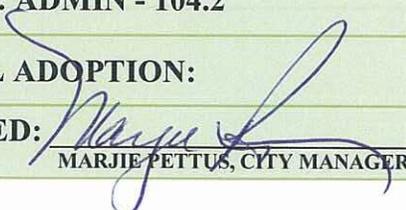
**NUMBER:** ADMIN - 104.2

**EFFECTIVE DATE:** JANUARY 1, 2012

**COUNCIL ADOPTION:**

**AMENDS/SUPERSEDES:**

**APPROVED:**

  
MARJIE PETTUS, CITY MANAGER

### POLICY ON ATTENDANCE AT VOLUNTARY TRAINING PROGRAMS

**Subject:** Employee attendance at voluntary training sessions

**Purpose:** To comply with the Fair Labor Standards Act (FLSA) regarding compensation for attendance at training programs.

**Provisions:**

An employee is not required to be compensated for attendance at a training program if each of the following four requirements is met:

1. Attendance is voluntary;
2. The training program occurs outside of normal working hours;
3. The employee does not perform productive work; and
4. The training is not directly related to the employee's current job.

Attendance is considered voluntary only if the employee's working conditions are not adversely affected if he or she does not attend the training. If a supervisor suggests that an employee's future advancement or performance evaluation will be affected if the employee does not attend the training, attendance would not be voluntary.

**Exception for Classes Offered at a School or College**

If an employee voluntarily enrolls in a class outside of work hours that is offered at a school, college or vocational institute, the training is not considered hours worked as long as the employee does not perform any productive work. Additionally, if the City offers such a class to its employees outside of normal work hours, or pays for employees to attend such a class, it will not be hours worked.

**Exception for State-Mandated Certification**

If State law requires that an employee obtain a certification for his or her job, and the employee voluntarily attends the necessary training to obtain such certification outside of normal work hours, the time spent at the training is not counted as hours worked.

### REVIEW AND REVISION

The City of Healdsburg reserves the right to rescind and/or amend this and all City policies, at any time.