

RESOLUTION**Define Compensation for Travel to Conferences / Training**

WHEREAS, Staff and Union Bargaining Committees have asked to have a written policy for compensation for travel time to conferences/training; and,

WHEREAS, The following language has been reviewed and approved by legal counsel for compliance with the Fair Labor Standards Act;

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT The Grand Traverse County Personnel Policy Section VIII, paragraph 4, Overtime Work and Pay be amended by adding:

Time spent travelling to conferences, seminars, or other training shall be compensated as required by the Fair Labor Standards Act for covered employees under the guidelines stated above. For required training when the employee must spend the night away from home, the FLSA requires all time spent travelling during the employee's normal working hours, even on regular days off, (excluding regular meal periods) to be compensated. For required training that does not require an overnight stay, the FLSA requires that all travel time (excluding meal periods, and travel between home and the point of departure if the employee uses public transportation) to be compensated. Where possible the supervisor may approve the employee to travel during their regular work hours.

It is the employee's responsibility to keep current all certifications required by their job. Failure to do so may result in the employee's termination of employment. Conferences or other training necessary to keep such certification are not necessarily required by the employer. Such conferences may fall under the next paragraph.

When a conference or other training is available during the employee's regular work schedule, and where the conference/seminar is not required, but is of mutual benefit to the employee and to the County, the supervisor may release the employee from their regular duties to attend. In such case the employee shall be compensated only up to their normally scheduled hours.

Employees who are exempt under the Fair Labor Standards Act may travel during normal work hours without loss of salary. Employees doing so must make prior arrangements with their supervisor.

BE IT FURTHER RESOLVED BY THIS BOARD OF COMMISSIONERS That such amendment be effective immediately following the five day posting period.

Date: June 29, 1994