



# Medina County Policy Manual



<b>Policy: Meetings &amp; Conferences</b>	<b>Section: Pay Practices</b>	<b>Number: 3.020</b>
<b>Issued: 09/17/07</b>	<b>Reviewed/Revised:</b>	<b>Page #: 1 of 4</b>

29 CFR 785.38  
29 CFR 785.39

- A. The County encourages professional growth of all employees through continuing education and training.
- B. Paid registration may be granted to an employee for any bona fide educational conferences, professional organization meetings, and training seminars. The County will not reimburse mileage or hourly rate during attendance even if registration payment is granted when the following conditions are met;
  - 1. The employee's attendance occurs outside of his regular working hours; and
  - 2. The employee's attendance is voluntary; and
  - 3. The employee does no productive work while in attendance; and
  - 4. The program, meeting, or lecture is not directly related to the employee's job.
- C. The County will pay the cost of registration for all required attendance at meetings, training, or conferences.
- D. Employees in certain positions are required as a condition of continuing employment to take coursework and training as defined by the licensing authority.
- E. An employee may request unpaid leave to attend educational meetings that are not required by the County. Leave may be granted at the discretion of the Commissioners.
- F. Meeting/training travel expenses will be reimbursed as described in the [Travel Reimbursement Policy – 7.085](#).
- G. Expense Reimbursement - Professional development activity participation must have the prior approval of the Commissioners/County Administrator.

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H. Selection Process - In reviewing requests for class work/training/attendance, the following items will be considered:

1. Nature and purpose of the course of study/meeting;
2. Benefits to be derived by the employee and the County;
3. Level of responsibility, performance, and length of service of the employee;
4. Estimated cost;
5. Potential lost time from work; and,
6. Ability to adequately staff services during the employee's absence.

I. Selection of Participants

1. Whenever there are a limited number of openings for a training course, or if attendance will be during an employee's regularly scheduled work day, department management will determine which employees may participate.
2. The needs of the County, previous training experience of the employee and service coverage, will be considered in making the decision.

J. While attending meetings or conferences, this policy manual shall apply to the extent practicable.

K. Whether attendance at training sessions, lectures, or meetings would be considered *worked hours* requires an examination of the setting on a case by case basis. Generally **required** attendance, whether during, before, or after the employee's regular work schedule, would be work time and must be appropriately compensated.

L. Attendance at such meetings would not be considered "required", and therefore not considered hours worked, if:

1. Attendance was outside the employee's regular work schedule, and;
2. Attendance was voluntary (Attendance is not voluntary if the employee is led to believe his/her working conditions or continuation of employment would be adversely affected by non-attendance.), and;
3. The content of the meeting was not directly related to the employee's job, and;

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4. The employee did not perform any productive work while attending.

M. Time spent outside of regular work hours in voluntarily attending and traveling to and from meetings, conferences, seminars, etc., is not considered as work hours and need not be compensated.

1. This provision applies only if the activity is not specifically designed to make the employee more effective in his or her present job, but rather is more focused on broadening experiences, preparing for future advancement, learning new ideas or additional skills, making networking acquaintances, etc.

N. Travel Time - Generally

1. Ordinary home-to-work and work-to-home travel is not compensable work time.

2. However, travel while on County business may be considered work time, depending on the circumstances, and is determined on a case by case basis.

3. Travel that is part of the employee's principal activity during the working day is work time.

4. Travel time on the employee's non-working days which occurs during hours that correspond with his or her normal working hours is counted as time worked.

5. Travel time away from home that occurs outside of regular working hours is not considered as work time

O. Travel within the same day:

1. One-day attendance for training or a meeting in another city, hours spent traveling to the site, as well as time spent attending are considered work time. Time spent in such travel by a non-exempt employee is considered as part of his/her principal activity.

2. If a non-exempt employee is required to travel to another city and return home within the same day, the travel time to and from the other city is considered work time. However, if the employee uses a public conveyance, the travel time between the employee's home and the point where he/she obtains this conveyance (bus station, airport, etc.) is not considered hours worked.

3. Meal periods would not be counted as hours worked.

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P. Travel involving an overnight stay away from home:

1. Travel away from home is work time if it **cuts across the employee's normal work schedule**. In this case, the employee is simply substituting travel for other duties. Further, if an employee regularly works from 8:00 a.m. to 5:00 p.m., Monday through Friday, travel during these hours on Saturday or Sunday would be considered work time as well, excluding the usual meal period.
2. Time spent in travel away from home outside of regular work hours is not defined as work time under the FLSA if the employee is a passenger in the conveyance. However, if the employee drives the vehicle by which the overnight travel is made, or is **required** to ride in the vehicle as a passenger, or is performing any work while riding, such time is considered hours worked.

Q. Contact Human Resources regarding specific situations not addressed in this policy.