

OFFICE OF THE SHERIFF	
Sheriff Terry L. Thompson	
General Order	

To: All WCSO Staff

From: Sheriff Thompson

CC:

Date: 20-January-2012

Re: Training and Travel Compensation

#12-01

Purpose:

To determine and standardize what pay will be provided for FLSA “Exempt” and Non Exempt” members of the Weber County Sheriff’s Office for training and travel time associated with voluntary training.

Rationale:

Training and travel time associated with voluntary training falls in to different categories or situations such as local training and long distance training as well as “exempt” versus “non exempt” members. It is necessary to determine if training and or travel to and from voluntary training is considered to be compensable as “hours worked”.

Order:

FLSA Exempt members:

It is clear that members who are in an FLSA exempt status are not required to be compensated overtime pay for training and or travel time.

FLSA Non-Exempt members:

Under FLSA rule training and or travel time of a non-exempt member voluntarily attending training which falls outside of the members “regular works hours” is determined **not** to be “hours worked” and therefore **not compensable**.

FLSA states that:

(1) Attendance outside of regular work hours at specialized or follow-up training, which is required by law for certification of public employees within a particular governmental jurisdiction, does not constitute compensable hours of work...

(2) Attendance outside of regular work hours at specialized or follow-up training, which is required for certification of employees of a governmental jurisdiction by law of a higher level of government (e.g. where a State or County law imposes a training obligation on city employees), does not constitute compensable hours of work.

(3) Time spent in the training described in paragraphs (1) & (2) is not compensable, even if all or part of the costs of the training is borne by the employer.

In accordance with these rules, the Weber County Sheriff's Office will not pay wages of any member while attending or traveling to or from voluntary training, either local or away from home, which falls outside the members "regular work hours".

For the purpose of this General Order, "regular work hours" will be defined as an 80 hour two week pay period. In other words, no overtime will be paid for voluntary training or associated travel.