

**LEELANAU COUNTY  
BOARD POLICY**

GENERAL SUBJECT:	Administration/General (County Administrator)	Policy No.	<b>24</b>
SPECIFIC SUBJECT:	Compensation for nonexempt employees attending training, seminars and conferences.	Adopted:	02/19/2019

---

APPLIES TO: All Leelanau County Nonexempt Employees.

---

PURPOSE: To provide a written policy for determining compensation for nonexempt employees attending training, seminars and conferences.

Nonexempt employees attending required training, seminars and conferences will be compensated as required by the Fair Labor Standards Act (FLSA). The following rules shall apply:

- 1) Attendance at all training, conferences, or seminars must be approved in advance by the attending employee's supervisor.
- 2) The employee will keep a record of all hours spent in attendance at the training, seminar, or conference. The employee's supervisor will provide the employee with a time sheet.
- 3) Employees will provide a copy of the training, seminar or conference schedule to their supervisor. If possible the schedule should be provided prior to the training, seminar or conference.
- 4) Unless specifically instructed to attend by their supervisor, employees are not required to attend any social events or receptions that occur during or in conjunction with any training, seminar or conference. Employees will not be compensated for time spent at social events or receptions unless attendance is required by their supervisor.