

Sparta Area School District

Administrative Rule 305 - Classified Staff Inservice and Training

The Fair Labor Standards Act is very specific concerning the compensatory nature of employee time spent in training programs. In other words, the district is obligated to pay wages and expenses for non-exempt employees (most, if not all of our hourly staff) unless all four of the following general principles are met:

- attendance must occur outside the employee's regular working hours, and
- attendance must be voluntary, and
- the employee must do no productive work while attending, and
- the event *should not be directly related to the employee's job*.

Realistically, if it wasn't related to their job, we wouldn't send them in the first place.

Please utilize the following guidelines concerning support staff participation in training or inservices outside of the District or outside of normal working hours.

1. Requests from all staff to attend training, lectures, or other professional development must be made utilizing ERMA or the District's green professional growth form, whether or not the event takes place during the employee's normal work hours. Administrators must approve or disapprove employee's requests utilizing ERMA or the professional growth form as documentation. Note that the paper form requires employee acknowledgement of receipt of notification of disapproval by the administrator. This will become important if the employee attends the event without approval and then files for compensation.
2. Professional growth that places non-exempt staff into overtime (more than 40 hours during the workweek) can only be approved by the superintendent. Hours approved for professional growth should come out of the employee's contracted inservice hours (if available) or their regularly contracted work hours during the same week as the event, through the use of flex time.
3. Typically, the District will be responsible for the employee's hourly wage for approved professional growth events, including travel time and mileage. In general, travel time and mileage must be paid if it is outside of normal "home-to-work" travel for the employee.
4. If you know of a classified employee attending training at CESA, CRUE sponsored events, or other professional growth, make sure that they have applied through ERMA or filled out the green professional growth sheet well in advance so that the approval process is complete before the training.