



# The Planetary Science Institute

## 2.06.6.1 CONFERENCES, SEMINARS, TRAINING (NON-EXEMPT EMPLOYEES)

**Policy No.:** 2.06.6.1

**Effective Date:**

**Last Revision Date:**

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### POLICY

When a supervisor requires a non-exempt employee to attend conferences, meetings, training programs and similar activities (collectively referred to as “training”) during the employee’s regular work hours, the time will be compensated. When a supervisor does not require a non-exempt employee to attend training, that employee is permitted to attend on a voluntary, non-paid basis.

Non-exempt employee training time will not be paid (is voluntary) when *all* four of the following criteria are met:

- (1) attendance is outside of the employee’s regular working hours;
- (2) attendance is in fact voluntary;
- (3) the training is not directly related to the employee’s current job; and
- (4) the employee does not perform any productive work during such attendance.

**Prior to** attendance at training, supervisors must clearly communicate in writing to non-exempt employees what is and is not required attendance. For example, if a non-exempt employee is attending DPS or the PSI annual retreat, supervisors should review the agenda with the employee and designate any lectures, talks, breakout sessions, and other activities that the employee is required to attend and therefore will be paid. This time must be recorded on their timesheet.

**View this policy online:** (<https://handbook.psi.edu/policy/2-06-6-1-conferences-seminars-training-non-exempt-employees/>)