



# **Pay for Mandatory Meetings and Trainings Policy**

## Purpose

This policy outlines the company's guidelines for compensating employees for attending mandatory meetings, trainings, or work-related events in accordance with California labor laws. The company is committed to ensuring that employees are paid for all time spent participating in these required activities.

## Eligibility for Pay

**Nonexempt Employees:** All nonexempt employees (employees paid hourly or classified as nonexempt under the Fair Labor Standards Act and California law) must be compensated for time spent attending mandatory meetings, trainings, or work-related events.

**Exempt Employees:** Exempt employees are not eligible for additional pay for attending meetings or trainings, as they are paid on a salary basis for the performance of their job duties.

## Compensation for Mandatory Meetings and Trainings

- **Mandatory Attendance:**
  - If attendance at a meeting, training session, or event is required by the company, employees will be compensated for the time spent in attendance at their regular hourly rate.
- **Compensation for Time Worked:**
  - **Hourly Wage:** Nonexempt employees will be compensated at their regular rate of pay for all time spent attending mandatory meetings and trainings.
  - **Overtime:** If the time spent attending the meeting or training results in the employee working more than 8 hours in a day or 40 hours in a workweek, the employee will be compensated for overtime at **1.5 times** their regular rate of pay in compliance with California overtime laws.

- **Travel Time:**

- If employees are required to travel to attend a mandatory meeting or training, the time spent traveling is compensable if it occurs during the employee's normal work hours. If travel occurs outside of normal work hours, it may still be compensable depending on the situation (e.g., driving to a required training location).

- **Training During Non-Work Hours:**

- Any required training or meeting that takes place outside the employee's normal work hours will still be considered compensable time, and employees must be paid for the time spent attending these events.

## **Non-Compensable Time**

- **Voluntary Trainings or Meetings:** If a training session or meeting is voluntary, and the employee chooses to attend on their own, it is not considered compensable time. Employees must clearly be informed when attendance is voluntary.
- **Meal Periods:** Time spent during meal periods provided during the training or meeting does not require compensation, unless the employee is still performing work duties during the meal period.

## **Record-Keeping and Compliance**

- **Timekeeping:** Nonexempt employees must accurately record the start and end times of mandatory meetings and trainings in the company's timekeeping system. Supervisors are responsible for ensuring that all time spent in mandatory sessions is accurately captured and compensated.
- **Payroll:** The payroll department will ensure that any hours worked during mandatory meetings or trainings are included in the employee's regular paycheck, with overtime pay applied as necessary.

## **Overtime and Mandatory Meetings/Trainings**

**Overtime Eligibility:** If mandatory meetings or training sessions cause an employee's total hours worked to exceed 8 hours in a day or 40 hours in a week, the overtime rules will apply. Overtime is compensated at the rate of **1.5 times** the employee's regular pay for all hours worked beyond the standard limits.

## **Compliance with California Law**

This policy complies with California labor laws and the Fair Labor Standards Act (FLSA), ensuring that all nonexempt employees are paid for time spent attending mandatory meetings or trainings. The company is committed to fair compensation for all required work-related activities.

## **Exceptions and Modifications**

The company reserves the right to modify or amend this policy as necessary to reflect changes in California labor laws or operational needs.