

**POLICY 14**  
**EMPLOYEE DEVELOPMENT AND CAREER PLANNING**

**Rule 14.08 - Attending Courses and Training Programs/Time and Expense Requirements**

When a supervisor requests an employee to attend work-related courses or training programs, the employee shall be compensated for the time required, including overtime or compensatory time as appropriate, in accordance with the provisions of the Fair Labor Standards Act.

When a supervisor requests a part-time employee to attend a work-related course or training program that is held outside the employee's regular work schedule, the employee may be granted an excused absence without loss of pay for time required to attend the courses or programs.

When an employee requests to attend a work-related course or program, the unit head may authorize pay for time spent in attendance if it is determined that improvement in University services will result from this request. If the unit head approves attendance but does not authorize pay, the time required for an employee to attend courses or training programs will be excused without pay unless a flex time schedule is approved in advance by the supervisor and/or unit head, or the employee charges the absence to vacation.

**Regulations**

14.081 Apprentice Programs

Participation in community apprentice programs which have been approved by the Director of the State Universities Civil Service System may be accomplished by negotiation of an agreement between the sponsor of the program and the University. In developing such an agreement, the head of the campus human resources office will follow procedures and legal requirements relating to the negotiation of University contracts. The costs of apprentice instruction and of any travel allowance will be paid by the employing unit. In no case may an apprentice be employed under an apprentice program which has not been approved by the Director of the State Universities Civil Service System.

14.082 Time and Travel Expenses

Payment for time and travel expenses necessary to attend required work-related educational training at locations away from the campus shall be in accordance with provisions of the Fair Labor Standards Act.