

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Corporate Services	Policy No.	26
Section:	Human Resources	Issued:	November 12, 2008
Subject:	OUT OF SCOPE TRAINING AND TRAVEL TIME POLICY	Effective:	Upon approval of Council
Council Resolution # and Date:	Council Resolution No. 882 of November 12, 2008	Page:	1 of 5
		Replaces:	
Issued by:	Chris Cvik, Director of Corporate Services	Dated:	
Approved by:	Chris Cvik, Director of Corporate Services		

1 POLICY

1.01 Work Time Attendance in Conjunction with:

1.01.1 Employer/Position Required Activities: - Actual time spent, outside or in addition to normal working hours, attending training sessions, conventions, meetings or other off-site work-related functions that are a direct requirement of your position or to which attendance has been directed by the Director or Manager will be compensated at a rate of 1.5X.

Written prior approval for attendance at such functions and recognition of appropriate work time compensation must be requested of and received from the Director prior to the event.

Normal Overtime recording, accumulation and disposal rules will apply as per the Out of Scope Overtime Policy.

1.01.2 Employee Requested and/or Position Optional Activities: Actual time spent, outside or in addition to normal working hours, attending training sessions, conventions, meetings or other off-site work-related functions that are not a direct requirement of your position or to which attendance has not been directed by the Director will not be considered for any form of additional compensation over and above your regular salary.

Written prior approval for attendance at such functions and recognition of appropriate compensation must be requested of and received from the Director prior to the event.

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1.02 Travel Time in Conjunction with:

1.02.1 Employer/Position Required Activities: Actual travel time incurred, outside or in addition to normal working hours, in relation to attendance at training sessions, conventions, meetings or other off-site work-related functions that are a direct requirement of your position or to which attendance has been directed by the Director or immediate Supervisor will be compensated at a rate of 1.5X.

Prior written approval for attendance at such functions and recognition of appropriate travel time compensation must be requested of and received from the Director or appropriate immediate Supervisor prior to the event.

Normal Overtime recording, accumulation and disposal rules will apply as per City policy.

1.02.2 Employee Requested and/or Position Optional Activities: Actual travel time incurred, outside or in addition to normal working hours, in relation to attendance at training sessions, conventions, meetings or other off-site functions that are not considered a direct requirement of your position and/or to which attendance has been requested by the employee to the Director or immediate Supervisor will not be considered for any form of compensation for time incurred.

Prior written approval for attendance at such functions and recognition of appropriate travel time compensation must be requested of and received from the Director or appropriate immediate Supervisor prior to the event.

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1.03 Other Time:

All other time from home in connection with both required and optional activities events that is not spent in actual attendance of the event or in travel connected with such events will be considered to be “free time” and will not be considered for any form of compensation.

2 PURPOSE

- 2.01 The purpose of this policy to clarify the understanding of the level of compensation for time incurred in relation to travel and attendance at certain work-related functions held away from the normal work site.

3 SCOPE

- 3.01 This policy covers all out-of-scope staff who are eligible for overtime.

4 RESPONSIBILITY

- 4.01 All travel within the province, and appropriate recognition for travel time, must be pre-approved by the Director.
- 4.02 All travel outside the Province, and appropriate recognition for travel time, must be approved by the City Manager.
- 4.03 All travel outside the Country and appropriate recognition of travel time must be approved by City Council

5 DEFINITIONS

- 5.01 Employer/Position Required Activities:

Off-site work-related functions, the attendance to which would be, mutually considered by the employee and immediate Supervisor or Director to be

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mandatory or an expected requirement of the position and the attendance to which is considered as a primary benefit to the employer.

5.02 Employee Requested or Position Optional Activities

Off-site work-related activities, the attendance at which would be considered optional by the employer and not a requirement for the successful performance of the normal duties of the position and the attendance to which would be considered as a primary benefit to the employee.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Travel/M meal/Accommodation/Vehicle Policy

6.02 Out-of-Scope Overtime Policy

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7 Procedure

- 7.01 Attendance at off-site work-related activities for which some form of compensation could be anticipated shall receive prior approval from the Director. This prior approval by the Director will clarify the type of function as required or optional as per the definitions in #5 above and the corresponding level of recognition for travel and attendance time.
- 7.02 Prior written approval will be obtained either via email or through a completed Training Request Form for training/conference requests.
- 7.03 If overtime is to be recognized it will be recorded on the time sheet as per the Overtime policy guidelines.
- 7.04 If the Employer determines that attendance at the function is not mandatory under the definition of #5 above, attendance at the function will be at the option of the employee.
- 7.05 The determination as to whether attendance at an event is considered a requirement of the position or optional will be determined by the Director of the Department.