



Training Time Pay

The [DLSE Enforcement Policies and Interpretations Manual](#) spells out the basics of when to compensate employees for training time:

Employees who spend time at lectures, work courses, employer sponsored training programs or employee meetings must count that time as hours worked for pay purposes **unless**:

1. Time is outside of normal working hours; and
2. Course work is unrelated to the employee's regular job (such as learning the requirement of a new or higher rated job); and
3. Attendance is strictly voluntary (except for continuing education training); and
4. No production work is performed.

Attendance at employee meetings, employer-sponsored training programs, lectures, work courses, or meeting is *not voluntary* if required by the employer or if the employee is led to believe that failure to attend would adversely affect current working conditions or continued employment. Training is *directly related* to the employee's job if it aids them in performing the present job more effectively, as distinguished from training for another labor skill.

Training is not considered directly related to an employee's job if the intention of such training is to prepare the employee for advancement to a higher skill.

1. **Question:** An employee must take continuing education (CE) courses to keep her certification. Must the employer pay for the cost of the course and/or pay the employee for the time they spend in the class? **Answer: No. As long as the course is required to maintain her certification, this is non-compensable time.**
2. **Question:** An employer requires her staff to take a CE course – does she have to pay for this course and for the employees time spent in the course?

Answer: Yes.

3. **Question:** Can a different rate of pay be given for training time vs. regular office/work time?

Answer: Yes as long as it is complies with CA Labor Laws (min. wage or more), is established in advance and documented.