

---

# SCHEDULING OF TRAINING DAYS AND TRAVEL TIME COMPENSATION

## 2030.1 PURPOSE

This procedure provides guidelines for the scheduling of department personnel for attendance at conferences, seminars, conventions, and outside training facilities. It also establishes a procedure regarding the compensation of employees for travel time to such locations outside the city limits.

## 2030.2 INTRODUCTION

The Santa Ana Police Department shall schedule employees for attendance at conferences, seminars, conventions and training facilities within current established FLSA guidelines and regulations. All travel resulting from such attendance shall be compensated within these same regulations.

## 2030.3 DEFINITIONS

1. FLSA Work Period – Refers to a period of time beginning on a specific day of the week, at a specific time of the day, which continues for either 7 or 28-day work period, depending on the particular employee's assigned classification.
2. Regular Working Hours – The hours an employee is regularly scheduled to begin and end his/her workday, during a specific work period.
3. Workday – Refers to the total hours an employee is scheduled to work on a specific day, during a specific FLSA work period as indicated by the Department's scheduling system and/or official payroll documentation.
4. Work Time—Refers to time for which an employee is compensated at his/her base pay rate or overtime pay rate if applicable.
5. Work Schedule – Refers to a sequence of workdays and normal days off for a specific schedule within a given work period.
6. Non-Working Day – Refers to a day of the week, during a specific pay period, in which an employee is not scheduled to work.
7. Offsite Location – Refers to a training site, conference, seminar or convention, located outside the City limits.
8. Duty Station – Refers to the police department or other location in which the employee is directed to report for assigned duty.
9. Actual Travel Time – Refers to the time an employee actually spends traveling to and from a training site, conference, seminar or convention, located outside the City limits.

## 2030.4 ASSIGNMENTS OUTSIDE THE CITY LIMITS

When employees are required to commute to an Off-Site location and attend training, conventions, conferences or seminars located outside the city limits, the following procedure shall apply:

# Santa Ana Police Department

Santa Ana PD Procedures Manual

## *SCHEDULING OF TRAINING DAYS AND TRAVEL TIME COMPENSATION*

---

1. Upon conclusion of the scheduled training session, convention, conference or seminar, and when the employee's time spent in attendance totals (8) hours or more, lunch excluded, the employee shall conclude his/her Workday at the Off-Site Location.  
In such instances, the employee shall not be required to reimburse the City for the time remaining, if any, in his/her regularly scheduled Workday. Employees shall not return to their Duty Station from the Offsite Location, if doing so would result in the payment of overtime, without first obtaining approval from a Watch Commander or Division Commander.
2. If an employee is ordered by a supervisor to return to his/her Duty Station at any time prior to the conclusion of the scheduled training session, convention, conference or seminar, the employee will proceed directly to his/her Duty Station and shall work all the time remaining in his/her regularly scheduled Workday and shall be compensated at his/ her regular straight time pay rate, unless time spent working exceeds the hours of his/ her regularly scheduled Workday.
3. When employees are ordered by a supervisor to return to their Duty Station upon conclusion of a scheduled training session, convention, conference or seminar, and time spent in attendance totals (8) hours or more, excluding lunch, they shall be paid at the overtime rate from the time the class concludes, and they begin traveling to their Duty Station, until the time they are dismissed from their duty station by a supervisor, or until their regularly scheduled shift begins.
4. When employees are ordered by a supervisor to return to their Duty Station after the conclusion of a scheduled training session, convention, conference or seminar, and time spent in attendance totals (8) hours or more, excluding lunch, they shall be paid at the overtime rate from the time in which they are notified and begin traveling to their Duty Station, until they return home, or until their regularly scheduled shift begins.
5. When the employee's time spent in attendance totals less than (8) hours, lunch not included, the employee, with the approval of his/her supervisor, may choose to conclude his/her Workday at the Off-Site Location. In such instances, the employee shall subtract the time spent in attendance from (8) hours and use his/her "Time Off Bank" to reimburse the City for the difference.
6. Training sessions and required attendance at conventions, conferences or seminars can be of any duration in length. When the employee's time spent in attendance, excluding lunch, exceeds the hours in his/her regularly scheduled Workday, the employee shall be entitled to overtime pay.
7. When an employee is authorized or directed by their supervisor, to report to the Department first, prior to driving a personal or city vehicle to an Off-Site Location, the Actual Travel Time to the Off-Site Location, from the Department, shall count as Work Time. Furthermore, if the employee is directed to return to the Department, or drive to a secondary training site, from the Off-Site location, the Actual Travel Time, from the Off-Site Location to the secondary training site, or the Department, shall count as Work Time.
8. Employees, who are assigned a take home vehicle and use the vehicle to commute to Off- Site Locations, shall be compensated for travel time in the same manner as if they had driven a personal vehicle.

# Santa Ana Police Department

Santa Ana PD Procedures Manual

## *SCHEDULING OF TRAINING DAYS AND TRAVEL TIME COMPENSATION*

---

### **2030.5 CANINE TRAINING SCHEDULING AND TRAVEL**

When K-9 Officers are assigned to attend training outside Orange County for five days or more, and they are placed on a 5/40 schedule in accordance with this policy, the following will apply:

1. If the distance to the assigned training location is equal to or less than the normal distance from the K-9 Officer's home to the Department, then no travel pay will be required.
2. If the distance to the assigned training location is greater than the distance from the K-9 officer's home to the Department, the K-9 officer will receive pay for his/her actual travel time not to exceed one-half hour each way, assuming the officer is in training for the full eight hours not counting lunch.
3. If the K-9 officer is at the training location for less than eight hours, excluding lunch, then the procedure in item 5 above will apply and no travel pay will be required. However, the K-9 officer will subtract the travel time (total of one hour) from the amount of time he/she would have to give back from his/her time bank because training ended early.

### **2030.6 ASSIGNMENTS WITHIN THE CITY LIMITS**

When employees are required to attend training, conventions, conferences, or seminars, located at the Santa Ana Police Department and/or other locations within Santa Ana, the following procedures shall apply:

1. The employee shall consider the location of the training, convention, conference or seminar his/her Duty Station for the duration in which his/her attendance is required.
2. Regardless of the actual duration of the training, convention, conference or seminar, the employee shall work the full number of hours as prescribed by his/her scheduled Workday on the day(s) in which his/her attendance is required.
3. The employee's Workday shall begin at the date and time in which he or she is scheduled to begin his/her attendance at the training, convention, conference or seminar, or, as otherwise directed by his/her Commander/Manager.
4. In instances where the duration of the training, convention, conference, or seminar is less than the number of hours prescribed by the employee's Workday, the employee shall immediately report to his/her regularly scheduled Duty Station and work the remaining hours of his/her scheduled Workday.
  1. When staffing levels permit, employees may request to take the remaining hours of their Workday off. All such requests must be approved by the affected employee's Commander.

### **2030.7 OVERNIGHT TRAVEL ASSIGNMENTS OUTSIDE THE CITY LIMITS**

When an employee is required by the Department to travel to overnight destinations to attend training, seminars, conferences or conventions located outside the City limits, they shall be compensated for travel as follows:

# Santa Ana Police Department

Santa Ana PD Procedures Manual

## *SCHEDULING OF TRAINING DAYS AND TRAVEL TIME COMPENSATION*

---

1. All travel that occurs during the employee's Regular Working Hours, or during Regular Working Hours on Non-Working Days, shall be counted as Work Time.
2. An employee who travels outside of Regular Working Hours as a passenger on an airplane, train, bus or car, and when the employee is free to relax, shall be compensated (1) hour total travel time to reach their destination.
3. Anytime an employee is required to drive during all or part of his/her journey, to or from an Off-Site Location, which involves overnight Lodging, the Actual Travel Time while driving, shall count as Work Time, regardless of when it occurs. Employees, however, shall not receive compensation for travel time resulting from daily commutes between the place of lodging and the Off-Site Location.
4. If the employee is offered air transportation, but elects to drive, the employee shall be compensated only for the amount of Actual Travel Time the employee would have been compensated if he/she had taken air transportation.

### **2030.8 CHANGING AN EMPLOYEE'S DAYS OFF**

The Department may change an employee's days off during a given FLSA Work Period to facilitate authorized training or attendance at seminars, conferences or conventions, provided such changes are made as follows:

1. The Department shall notify the employee at least (14) days in advance. However, the employee may choose to voluntarily waive the (14) day notification period and consent to a change in days off.
2. The employee's immediate supervisor shall ensure a Non-Regular Time Report, reflecting the employee's change in days off, has been properly completed and submitted to Police Fiscal, at least (7) days in advance. It shall be the responsibility of each supervisor to ensure all changes in days off are made in strict accordance with the provisions contained in this policy.
3. All changes in days off must be made within the employee's 7-day or 28- day FLSA Work Period.
4. After adjustments to days off have been made, all scheduled Workdays must consist of the same number of hours as prescribed by the employee's regularly assigned Work Schedule. In other words, a change in days off shall not change the number of hours in an employee's Workday, or the number of assigned Workdays during an FLSA Work Period.

### **2030.9 SCHEDULE CHANGES**

An employee attending a training course that lasts in excess of four consecutive (8-hour) workdays shall have his/her work schedule changed to a five-day, 40 hour, work week(S). This schedule change will only take place during the time the employee is required to attend the training. All changes in work schedules shall be made as follows:

1. The Department shall notify the employee at least (14) days in advance. However, the employee may choose to voluntarily waive the (14) day notification period and consent to a schedule change.

# Santa Ana Police Department

Santa Ana PD Procedures Manual

## *SCHEDULING OF TRAINING DAYS AND TRAVEL TIME COMPENSATION*

---

2. The employee's immediate supervisor shall ensure a Non-Regular Time Report, reflecting the employee's schedule change, has been properly completed and submitted to Police Fiscal, at least (7) days in advance. It shall be the responsibility of each supervisor to ensure all schedule changes are made in strict accordance with the provisions contained in this procedure.
3. If the employee is normally assigned to a 7-day FLSA Work Period, the employee must remain on a 7-day FLSA Work Period and his/her scheduled work hours must total (40).
4. If the employee is normally assigned to a 28-day FLSA Work Period, the employee must remain on a 28-day FLSA Work Period and his/her scheduled work hours must total 160, 162.5, or 168 as prescribed by their regularly assigned Work Schedule.
5. If an employee's Work Schedule is modified to a 5-day, 40-hour, work week, during a single week of a two-week FLSA Work Period, the Department, to the extent possible will schedule the employee to work the remaining week of the FLSA Work Period on his/her regularly assigned Work Schedule and shift. If in doing so, the hours owed by the employee total more than a full Workday on the employee's regularly assigned Work Schedule and shift, the employee will be compensated at the FLSA rate for those hours in excess of regularly schedule hours for the FLSA Work Period.

### **2030.10 REIMBURSEMENT FOR MILEAGE**

Employees who drive their personal vehicle to authorized training, seminars, conferences or conventions, located outside the City limits, shall be reimbursed for mileage as follows:

1. City Finance shall determine the rate of reimbursement for mileage based on the most current edition of the Internal Revenue Service Tax Code.
2. In accordance with standard business practice, mileage reimbursement will be calculated for mileage exceeding the employee's regular commute to and from work. For example, if round trip mileage for travel was 20 miles and the employee's normal commute to work is 15 miles round trip, then the reimbursement will be calculated based off of the difference (5 miles).
3. For long distance travel, where the employee is offered the option of air transportation, but chooses to drive a personal vehicle, the employee's mileage reimbursement shall not exceed the cost of the airfare.

### **2030.11 SUMMARY**

Employees of the Santa Ana Police Department must adhere to the guidelines set forth in this procedure. This ensures the scheduling of department personnel for attendance at conferences, seminars, conventions and training facilities is consistent throughout the department and in accordance with FLSA regulations. Furthermore, these procedures shall provide uniform guidelines regarding how and when to compensate employees for travel to such locations outside the city limits.