

School District of Holmen
Compensation Guidelines for Staff Development Workshops/Conferences

Who	Compensation Rate	Approval	Compensated Time (guidelines per the Federal Fair Labor Standards Act)	Travel/Business Expenses & Reimbursement	Registration Fees	Substitutes	Restrictions
HEA Supervisors Administrators	\$50/day Eligible only if 6 hr/day from start of first speaker to end of last speaker. No prorations.	Administrator / Supervisor funding expenses	Non-contracted days only Travel time/days are <u>not</u> considered in calculating compensation.	Per Board Policy See Policy # 671.2	Paid by Employer. Determination of budget to be charged made by approving administrator's/supervisor's at time of approval for employee to attend.	Costs paid from budget of administrator or supervisor providing leave coupon.	Compensation shall <u>not</u> apply when activity includes credit for salary schedule advancement.
Hourly	Regular Hourly Rate* (Overtime shall apply) (See registration fees)	Administrator / Supervisor funding expense	All conference time unless: 1. Attendance occurs outside the employees regular working hours, <i>and</i> 2. Attendance is in fact voluntary, <i>and</i> 3. The employee does no productive work while attending, <i>and</i> 4. The conference is not directly related to assisting the employee in doing their present job better***. All travel unless: 1. It is overnight travel, <i>and</i> 2. It occurs outside of regular working hours, <i>and</i> 3. It does <u>not</u> require the employee to operate the vehicle traveled in, <i>and</i> 4. No work is done during the travel time.	Per Board Policy See Policy # 671.2	May be paid by administrator's/supervisor's budget.** Determined as employer or employee responsibility at time of approval. If paid by employer, determination of budget to be charged made by approving administrator's/supervisor's at time of approval for employee to attend.	Costs paid from budget of administrator or supervisor providing leave coupon.	

* Regular Hourly Rate means the hourly rate an employee receives for their regularly scheduled work activities, per the wage schedule in the applicable association contract. If the contract specifies a separate hourly rate for staff development or other extra duties, that rate will apply. If no extra-duty rate applies and the employee is paid for more than one pay rate for their regular work hours, the rate that is applied will be the rate of the employee classification which is most relevant to the staff development experience. If one of the multiple pay rates for an employee can not be identified as most relevant, the employee will be paid at their highest rate.

** If the workshop/conference is necessary for the employee to be able to fulfill their duties the employee typically receives the registration fee. If the workshop/conference would enhance the employees ability to fulfill their duties they may receive the registration fee.

*** If the program is directly related to the job it may still be exempt if the training corresponds to that offered by independent bona fide institutions of learning (CESA, WWTC, UW-L, Fred Pryor Training Seminar, Career Track).