

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES****SUBJECT:** REPORTING OF OVERTIME WHILE ATTENDING  
CONFERENCES OR TRAINING SESSIONS**POLICY NO. 753.1**

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**PURPOSE::** To establish the Department's policy for reporting of overtime while attending conferences or training sessions.**POLICY::** Employees who attend conferences or training sessions outside of regular working hours may report overtime for those hours if:

1. Attendance is authorized or required by departmental management, and
2. the conference or training session is directly related to the employee's job.

**GUIDE::** Training is "related to the employee's job" if its primary purpose is to enable the employee to handle his/her present job more effectively. If it is designed to train the employee for another job, or for advancement to a higher level position, it is not "related to the employee's job," even though his/her skills in the present job may be improved.

Training taken on the employee's own initiative after hours at an independent educational institution is not work time, even if it is related directly to the employee's job. The same is true even if the employer offers and pays for courses of instruction which correspond to courses offered by bona fide educational institutions (e.g., tuition reimbursement program).

When the State requires training or continuing education of general applicability (e.g., for nurses, paramedics, etc.) as a condition of practice of the profession, such training outside of working hours is not work time unless specifically authorized by the Board of Supervisors.

This policy does not supersede the provisions of any memorandum of understanding or any local, state, or federal law such as the Fair Labor Standards Act; nor does this policy constitute authority for paid overtime. Method of compensation for overtime is addressed in the various memoranda of understanding, the County Code, and the Fair Labor Standards Act.

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**EFFECTIVE DATE:** Nov 03, 1987**SUPERCEDES:****APPROVED:** Signature on File