

## TRAINING WAGE POLICY

During Working Hours:

Attendance at lectures, meetings, training programs, including training programs inside the Rental Car On-Line University (RC-OLU), and similar activities **during regular working hours** constitutes work time and must be compensated as such, according to the Fair Labor Standards Act (FLSA).

After Working Hours - Non-Exempt/Hourly Employees:

Attendance at lectures, meetings, training programs, including training programs inside the Rental Car On-Line University (RC-OLU), and similar activities **will not be counted as time worked** and as a result the employee will not be paid for that time if the following “**four**” criteria are met:

1. Attendance is outside of the employee's regular working hours;
2. Attendance is voluntary;
3. The course, lecture, or meeting is not directly related to the employee's job;
4. The employee does not perform any productive work during the attendance.

Lectures, meetings, training programs, including training programs inside the Rental Car On-Line University (RC-OLU), and similar activities that would be considered work time **must have prior management approval before you enroll or attend**. *This requirement does not apply to Exempt/Salaried Employees.*

**If you are uncertain** as to whether a lecture, meeting, training program, including training programs inside the Rental Car On-Line University (RC-OLU) or other similar activity would be considered as work time, you must ask and obtain approval from your manager before enrolling or attending.

If you have questions about this policy, please contact your Managers, Pat The Trainer @ (240) -581-1387 (ext. 18977) or Glenn Price @ (240) 646-7151 (ext. 18998).

All Company policies regarding the conduct of employees and the use of its computer systems apply as well.

Violations of this policy will result in disciplinary action, up to and including termination of employment.

I have received, read, and understand the Policy on lectures, meetings, training programs, including training programs inside the Rental Car On-Line University (RC-OLU), and similar activities.

Employee Name: \_\_\_\_\_ Emp. No. \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_