

New Jersey Department of Transportation CONSTRUCTION ADVISORY

NUMBER: 42	XP for Mandatory Training	04/25/2019
CATEGORY: Miscellaneous		

Employees who are required by their employer to attend mandatory job-related training may be entitled to include such training and travel time, excluding ½ hour each way (standard deduct), in the total hours worked, and are eligible for XP compensation for all hours in excess of the regular workday.

Employees who voluntarily enter a training program are not eligible for XP compensation for such time.

XP compensation at a rate of 1 ½ hours for each hour worked, in excess of the regular workweek can only be earned for that period after total hours worked exceeds 40/35 hours in a workweek. Hours worked will include travel time less the standard deduct and exclude time for lunch.

Submit the following information to the Supervisor for approval prior to completing the time sheet for which XP is to be included:

- Start and end time of the training
- Time given for lunch
- Total travel time less standard deduct (show the deduction)

Charge the XP time to your unit's general job number and function codes.

XP accumulation and use is to comply with policy No. 508

Albert Balluch
Director, Construction & Materials

