



Guidance

FINAL 11.25.2013

Clarifying standards intent: Required trainings must be on the clock

1. Purpose

AJP's intention is that all required trainings are considered "on the clock" – and thus are either paid for as hourly wages or are included in calculations of salaried employee work hours. This applies even if the required training is conducted by an outside group, such as a worker organization. The key to AJP's intention is that these are paid trainings because they are *required* by the operation as part of the job.

2. Scope

This clarification of intent applies to all entities that use the AJP Standards either for certification purposes or verification purposes, including all certifying bodies, inspectors, worker organizations and staff that participate in inspections, and all certified entities.

3. Background

The DFTA evaluation of the AJP Standards revealed to us that our standards do not make adequately clear that all required trainings be on the clock.

4. Policy

AJP advises that:

- a. Inspectors and worker organization representatives should add questions regarding the status of training time to inspection checklists or questionnaires, and
- b. Certifiers should add any necessary questions or fields to applications or internal paperwork (such as official checklists, if using) to ensure that this intention is met.

Sections of the standards affected by this guidance include (but may not be limited to):

3.1.15 – Training for farm employees and interns

3.5.2 – Safety training (farms)

Right to know about toxic materials.

3.6.1 – Intern/apprentice rights (farms)

4.1.9.r.v – Use of temp services in businesses. "same safety and legal training as permanent workers"

4.1.14 – Training for employees and interns (of food businesses)



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4.5.2 – Safety training (food businesses)

4.5.8 – Right to know about toxic materials

4.7.1 – Intern/apprentice rights (food businesses)