



Massachusetts Water Works Association, Inc.
Instructor Compensation and Expense Policy
(Adopted by the Board of Directors, March 20, 2014)

Massachusetts Water Works Association is committed to providing relevant educational seminars to its members at a reasonable cost. Historically, in order to achieve this MWWA decided that it would not pay for instructors for any of its training seminars. Circumstances have required MWWA to waiver from this decision in order to hold courses that were relevant and necessary to its membership. This policy will define what criteria will be used to determine whether or not an instructor should be compensated.

MWWA may elect to provide compensation for instructors of its educational seminars if they meet one or more of the following criteria:

1. The course being instructed spans multiple days
2. The course is offered outside of an instructor's normal working hours and they are not being compensated by their employer to participate as an instructor
3. The instructor is required by law or regulation to be certified in the subject matter being taught (i.e. Asbestos Cement Pipe Worker Safety, OSHA 10 Hour, Confined Space)
4. MWWA must contract with a training company to provide the service
5. MWWA joins with another Association/Organization that typically pays their instructors

MWWA reserves the right to pay an instructor outside of the aforementioned criteria upon a submittal in writing in advance describing the justification for such compensation.