

## NON-EXEMPT BUSINESS TRAVEL COMPENSATION

### Introduction

The purpose of this policy is to provide direction and consistency in the compensation of non-exempt employees for business travel.

### References

Hours of Work/Telephone Coverage  
Overtime Pay  
Travel Reimbursement  
Motor Vehicle Procedures  
29 CFR 785.33-41

### Definitions

**Non-exempt Employee** – Employees, full-time, part-time or seasonal, who are paid classified as non-exempt by the HR department defined by the Fair Labor Standards Act, and are eligible for overtime.

**Single-Day Business Trip** – Approved travel to attend a work related activity that does not require an overnight stay and does not include travel to other SLCC campuses.

**Overnight Travel** – Business travel that keeps an employee away from home overnight.

**Normal Scheduled Work Hours** – An employee's normal work schedule, for example, 8:00 AM to 4:30 PM.

**Normal Work Hours** – An employee's normal hours worked in a day. For example, 8 hours for full-time or 4 hours for part-time.

#### 1.0 Compensation for commute time.

1.1 Employees commuting from home to work and from work to home are not eligible for compensation as defined under the Portal to Portal act. This includes split shifts and when the employee is called into work on a day that is not a regular schedule workday.

1.2 When an employee who is sent from one work location to another work location, that time is considered work time as long as he/she leaves from the previous work location and returns to the previous work location. If the employee leaves the work location to return home, that time is not compensable time. If the employee leaves from home to another location, that time is not compensation unless the work location falls under the provisions stated in the 9.01 travel reimbursement.

#### 2.0 Compensation for single-day business trips

2.1 When an employee who normally works at one location is sent on a single-day business trip, time that is spent traveling along with the work related activity is compensated as long as the travel and work related activity do not exceed the employee's normal work hours.

### 3.0 Compensation for over-night Travel

3.1 Travel time associated with overnight stays is considered compensable work time when the business travel cuts across the non-exempt employee's normal scheduled work hours, regardless of what day of the week the travel takes place. In addition, all time spent waiting at the terminal until arrival at the destination is compensable but, time spent traveling to an airport terminal or train station is not treated as hours works.

3.2 Once at the destination, total compensation for a regular work day shall not exceed normal working hours, including actual work hours and travel time. If travel occurs outside of a regularly scheduled work day (i.e. a weekend) but within normal working hours, the employee shall be compensated for actual travel time. Travel time outside normal working hours is not compensable.

Example 1: Meg normal scheduled work hours are Monday through Friday, 8:00 a.m. to 4:30 p.m., and she is required to travel on a Sunday for business in another city. Travel time, including wait at the terminal between 8:00 a.m. and 4:30 p.m. is compensable. So if Meg arrives at the airport on Sunday at 3 p.m., and arrives at her destination at 6 p.m., SLCC is required to pay her only from 3-4:30 p.m., the hours that correspond with her normally scheduled work hours.

Example 2: Jay is a non-exempt employee's normal scheduled hours are between the period of 8:00 a.m. and 4:30 p.m. Monday – Friday. Jay works his normal schedule Monday – Thursday but now needs travels to meet with potential out of state students. He leaves on a plane at 6:00 p.m. on Thursday, he prepares his notes during the flight. He arrives at 9 p.m. and gets to his hotel at 10:30 p.m. He continues reviewing the file in the hotel until midnight. He departs for the meeting at 7:30 a.m. on Friday, taking a taxi and arriving at 8:00 a.m. He leaves the meeting location at 1:30 p.m. after a 30-minute lunch and departs on a 3:00 p.m. flight home that lands at 6:00 p.m. and did not perform work on the flight.

Thursday:

6:00 p.m. to 9:00 p.m. he prepared notes for the entire duration of his 3 hour flight = 3 hours worked

10:30 p.m. to midnight he prepared notes in his hotel room = 1 hour and 30 minutes worked

Thursday total hours of overtime: 4 hours and 30 minutes to be entered into as Overtime or Compensatory time in MyPage. The system will calculate the total number of hours by the time and a half.

Friday:

7:30 a.m. to 8:00 a.m. he took a taxi to his meeting, but did not work during that time = 0 minutes worked

8:00 a.m. to 4:30 p.m. are standard work hours = 8 hours worked

4:30 p.m. to 6:00 p.m. are unpaid hours on return flight since no work was performed

Friday total hours of overtime: 0

The employee has worked a total of 4 hours and 30 minutes of overtime during the work week, if this employee worked a minimum of the 40 hours.

References:

[Overtime Pay Policy](#)

[Hours Of Work / Telephone Coverage Policy](#)