

Travel and Training-Payment of Non-exempt Employees

When non-exempt personnel are required by the College to travel and/or attend training sessions or conferences for business-related purposes, they will be paid as outlined below and as required by the Fair Labor Standards Act. Non-exempt personnel are those who use a time card.

I. Overnight Travel

When a non-exempt employee is required to travel for College business, and that travel includes an overnight stay away from home, the employee will be paid per travel day for actual hours spent in travel, up to a maximum equal to the number of hours the employee would normally have been scheduled to work that day, as long as the travel occurs during what would normally be the employee's work hours (such as 7:45 a.m. - 4:45 p.m.).

If a non-exempt employee is required to travel on a day he/she would normally not have worked (i.e., Saturday or Sunday), the individual will be paid for actual time spent traveling, up to a maximum equal to the number of hours the employee is normally scheduled to work each day, as long as the travel occurs during what would normally be the employee's work hours. In addition, all time spent performing authorized College-related work at the destination will be compensated based on actual hours worked. Meal periods and sleeping time are excluded as paid time.

II. One-day Travel

If a non-exempt employee is required to work away from the College for a day, and no overnight stay is involved, the employee will be paid for all hours spent in travel and at work at the destination. Meal periods are excluded as paid time.

III. Driving

Driving a vehicle, regardless of whether the travel takes place within or outside the normal work hours, counts as hours worked. In other words the act of driving is consider a compensable act which must be counted as hours worked if it is for the benefit of the College.

IV. Attendance at Training Sessions or Conferences

When a non-exempt employee attends a business-related training session or conference, the individual will be paid per day for the actual hours spent in training or attending work-related conference sessions. Meal time is normally not included as paid time; meal time is paid only if the meal is served at the employee's conference seat. Employees will not receive pay for optional training/conference events, such as receptions and social activities.

Time spent in training is unpaid only if all of the following criteria are met:

- a. The training session is held outside the employee's normal working hours.
- b. Attendance at training is voluntary.

- c. The training session is not related to the employee's job.
- d. The employee does not perform any College-related work during the training session.
- e. For travel and training, the pay rate shall be the employee's normal hourly rate. Paid travel time and paid time spent at a training session/conference shall count as hours worked when calculating eligibility for overtime pay.

All business related travel and attendance at seminars/conferences must be approved in advance by the employee's supervisor.