



## Compensation for Travel Time Policy

### PURPOSE

This policy describes how travel time is calculated and the proportion that is included into working time (contact and the proportion of travelling time combined) calculation to ensure that employees are paid at least National Minimum wage for all working time. This policy applies to all modes of transport used.

### POLICY & PROCEDURE

Normal travel (commute travel) from home to work, and vice versa at the end of the workday, is not considered hours worked.

Time spent traveling to conferences, seminars, or other training shall be compensated as required by the Fair Labor Standards Act (FLSA). The principles which apply in determining whether time spent in travel is compensable time depends upon the kind of travel involved, as detailed below.

For required training when the employee must spend the night away from home, the FLSA requires all time spent traveling during the employee's normal working hours, even on regular days off, (excluding regular meal periods) to be compensated. Overnight travel outside of regular working hours as a passenger on an airplane, train, boat, bus or automobile is not considered work time.

For required training that does not require an overnight stay, the FLSA requires that all travel time (excluding meal periods and travel between home and the point of departure) to be compensated. Where possible the supervisor may approve the employee to travel during their regular work hours.

When a conference or other training (possibly required for certification renewal but not necessarily required by the employer) is available during the employee's regular work schedule, but is of mutual benefit to the employee and to the County, the supervisor may release the employee from their regular duties to attend. In such case the employee shall be compensated only up to their normally scheduled hours.

Employees who are exempt under the Fair Labor Standards Act may travel during normal work hours without loss of salary. Employees doing so must make prior arrangements with their supervisor.

### Travel between Work Locations

Once employees start their workday, and the employee's job involves traveling from one work place to another after reporting for the day's work, the travel time must be counted as hours worked.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.