

## **Work Time**

Work time for non-exempt employees is governed by the Fair Labor Standards Act. Listed below are various instances how to count time worked.

### **Overnight Travel**

When a non-exempt employee is required to travel overnight for College business, only travel time that occurs during the employee's normal working hours, and during corresponding hours on non-working days is compensable; i.e. 8:00 – 5:00 Sunday-Saturday. For example, if an employee boards a plane at 6:00 p.m., arrives at the hotel at 11:00 p.m., the time spent on the plane is not compensable. However, if the employee was reviewing work-related paperwork, preparing a presentation, or attending a virtual meeting, then the time spent doing so would be included as hours worked.

NOTE: If an employee is driving rather than on public transportation, the driving time counted is only those hours driving from 8:00 a.m. to 5:00 p.m. It would not include driving time after 5:00 p.m.

In addition, all time spent performing authorized College-related work at the destination will be compensated based on actual hours worked, including time spent on e-mails or phone calls outside of normal working hours. Meal periods and sleeping time are excluded as paid time.

### **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.

### **Meetings/Training**

When a non-exempt employee attends a job-related training session or meeting, the individual must be paid for the actual hours spent in training or attending work-related meetings. Meal time is normally not included as paid time; meal time is paid however if the meal is served at the training or session and employee is required to be there. Employees will not receive pay for optional attendance at training/meeting events, such as receptions and social activities held after regular business hours. Paid time spent at a training session/conference shall count as hours worked when calculating eligibility for overtime pay.

### **On-campus Professional Development Sessions**

Generally, professional staff will receive their normal base wages when participating in on-campus professional development activities. Time spent in on-campus professional development activities should be recorded as hours worked on time sheets. However, time spent at workshops, meetings, or events held during non-working hours, at which attendance is entirely voluntary, is generally without pay.