



Non-Exempt (Hourly) Staff Travel Guidelines

First, you should establish what the employee's "regular workday" is. Generally, this is 8:00-5:00, or 8:30-5:00.

Second, any time spent working, at any site or at any point in the day, should be compensated. This includes checking e-mails, making work-related calls, visits, or appearances, and/or performing any work-related duties at home, in transit, or at any location.

Daily Home-to-Work Travel

- Ordinary home to work travel to and from any "regular" work site, which generally falls outside of the regular workday, is not considered work time, and is not compensated.
- If an employee is asked to take on a one-day or limited assignment (that **does not** keep them away from home overnight) at a site of a greater distance from their home than their regular site of employment, they can be compensated for the time spent in transit, with the duration of their ordinary home to work travel and any meal time deducted.
- If an employee is called to perform an "emergency" task at a site of "substantial distance" outside of their work hours, they may be compensated for their travel.

Local Work-Related (One Day) Travel

- All time spent traveling (as driver or passenger) to work-related sites during and outside of the workday as part of the employee's primary duties of the employee should be counted as work time and compensated.

Overnight Travel

- Travel that keeps an employee away from home overnight is defined as "travel away from home," and carries its own rules.
- The employee should be compensated for:
 - Time spent in transit (as driver or passenger) during regular workday hours (including weekends).
 - Time spent driving vehicle to-and-from work-related activities during or outside of regular workday hours (including weekends).
 - Time spent attending work-related events, during or outside of regular workday hours (including weekends)
 - Time spent working, at any location, during or outside of regular workday hours (including weekends).
- The employee should not be compensated for:
 - Time spent in transit as passenger outside of regular workday hours while not performing work.
 - Time spent during or outside of regular workday hours performing non-work related activities (going to the movies, sleeping, etc.)
- If an employee is offered covered transportation to an event by their employer, but requests instead to drive their own vehicle, the employer may choose to compensate either the actual time the employee spent driving in transit, or the amount the employee would have been paid as a passenger.
- If a non-exempt employee is serving as a chaperone for students, they should be compensated for time spent supervising, including time in transit, both during and outside of normal work hours. These employees should not be compensated for time spent resting, sleeping, or at duty-free meals