

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department: Human Resources
Subject: Travel - Non-Exempt Travel Pay
Date Issued: November 10, 2005
Date Revised: September 16, 2016
Approved By: Cabinet

I. Policy

This policy outlines the guidelines to establish a fair and consistent procedure for paying non-exempt employees for travel away from the College during and outside of their regular work hours.

II. Scope

This policy applies to all non-exempt staff.

III. Terms and Definitions

- *Home to work* – time spent commuting from home to work is considered not working time and will not be paid.
- *Home to work, emergency situations* – time spent traveling to and from work during an emergency situation will be considered time worked.
- *Home to work, special one-day assignment* – time spent traveling to an off-campus seminar, training session or work assignment that lasts for a day will be considered work time. This is in addition to time spent at the seminar, training session or special work assignment. See example C for illustration.
- *Travel as part of the day's work* – time an employee spends traveling as part of the workday will be considered time worked for computing pay.
- *Waiting time* – time when a driver of a vehicle is waiting for a passenger. This could occur if connecting transportation is late, or if a meeting goes longer than expected. Waiting time will be considered time worked for computing pay. During waiting time, employees are to remain at agreed upon meeting place and vehicle is not to be driven for personal business.
- *Travel away from home community* – applies to trips that keep an employee away from home overnight. Travel time that falls during the regular work schedule of the employee (i.e. between 8-5, even if travel occurs outside the regular work week), will be counted as paid time. Travel time outside of the regular daily work schedule (including weekends) will not be paid work time if the employee spends that time as a passenger on an airplane, train, boat, bus, or automobile. See example A for illustration.
- *Conferences* – time spent participating in work-related conference activities will be counted as paid time.

- *Overtime* is paid at time and one half for those hours which are counted towards overtime and are over 40 hours during one work week.
- *Shift differential* – time spent traveling does not qualify for shift differential.

IV. Procedures and Guidelines

- A. For example, employees A and B are driving to a conference on Sunday. The conference starts on Monday at 8:00 a.m. They leave at 12:00 noon and arrive at their hotel at 8:00 p.m. without stopping for a meal. Employee A drove the car and will thus be paid for 8 hours of travel time. Employee B will receive 5 hours of pay.
- B. For example, employee C is flying to a DUG conference on Saturday. The conference begins at 8:00 a.m. on Monday. She leaves at 7:00 a.m. to drive to Minneapolis. Her plane departs at 1:00 and arrives in Houston at 4:00 p.m. She takes an airport shuttle to her hotel and arrives at 6:00 p.m. On Saturday, Employee C will be paid for 10 hours less any time she stopped for a meal. Employee C does not travel Sunday; therefore, she will not receive any compensation for that day unless she performs other job-related duties.
- C. Employees D and E are attending a one-day conference in Waverly. They leave campus at 7:00 a.m., participate in conference activities all day, and return at 7:00 p.m. They took a college car, and Employee D drove both ways. Both employees will receive 12 hours of pay for this trip.

V. Confidentiality and Record

All timecards will be signed by the employee's immediate supervisor and maintained in the Payroll Office.