Clarification of Travel Guidelines For Non-Exempt Employees

Travel time is to be approved by the department head for travel completed by non-exempt employees, including hourly paid staff & student workers. These guidelines are to assist department heads in determining appropriate usage of travel time for employees paid on an hourly basis. They are in accordance with the U.S. Department of Labor's Fair Labor Standards Act and other state and federal regulations related to pay for travel time.

The university will pay hourly-paid employees for authorized travel from either their primary worksite or their home (whichever is shorter), to their event destination (such as a conference or training site) and return. In some situations, the department head may require that employees leave from their primary worksite, regardless of whether or not it is closer to the destination.

Employees will be paid for time spent while operating or riding as a passenger in a motor vehicle. Time spent traveling in a vehicle that can only be operated by a person with a Commercial Driver's License or other special license (such as a bus or plane) is not considered as time worked. In addition, time spent for sleep, meals, or other non-productive activity is not time worked.

Time is paid for travel outside of normal working hours. Time spent during normal working hours by an hourly employee in travel as part of his or her principal activity, such as travel from job site to training site, is work time and must be counted as hours worked. Also, overtime pay must be granted for hours worked beyond 40 hours per week, as is standard practice.

Time justified for payment will be determined by using standard online web mapping applications such as MapQuest or Google Maps.

Questions? Contact Human Resources staff at 809-2146.