



Department: Human Resources
Policy Number: HUM-A070
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ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this document are unofficial copies.

CLASSIFIED EMPLOYEE COMPENSATION FOR EVENTS AND TRAVEL TIME OUTSIDE OF SCHEDULED WORK HOURS

Non-exempt employees (referred to as classified or hourly) are paid on an hourly basis according to actual hours worked. This includes overtime or paid comp time for hours beyond the normally scheduled work day. Time spent at a CMCSS approved event, training or meeting will be considered work time if the event is required/requested by CMCSS. Employees will be compensated at their normal hourly rate for the time during regularly scheduled work hours and compensated using comp time for the time spent at these events outside of regularly scheduled work hours.

The FLSA (Fair Labor Standards Act) states that “time spent traveling during normal work hours is considered work time and employees must be paid for this travel time.” Therefore, classified employees will be compensated at their normal pay rate while traveling during regularly scheduled work hours to or from a CMCSS approved event, training or meeting that is required/requested by CMCSS.

The FLSA states that “time spent commuting is not work time” and that “travel time outside normal hours is probably not hours worked.” Although travel time to events can be considered commute time in some cases, CMCSS will compensate classified employees for commute or travel time to a CMCSS approved event required/requested by CMCSS outside of the normally scheduled work day using comp time.

Implementing Procedures: None

Associated Documents: None

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/15/14	IR	

***** End of Policy *****