

Purpose

The purpose of this document is to outline time worked for non-exempt staff except those covered by a collective bargaining agreement.

Definitions

Time Worked: See [Definitions SPG 201.10](#).

Meal and Rest Breaks: Time Worked will be compensable according to the [Rest Periods SPG 201.52](#) and [Lunch Periods SPG 201.31](#) SPG.

Non-Exempt Staff: Employees who are entitled to overtime pay under the Fair Labor Standards Act (FLSA).

Work Schedule: See [Definitions SPG 201.10](#).

Overtime: See [Overtime SPG 201.38](#).

Time Worked

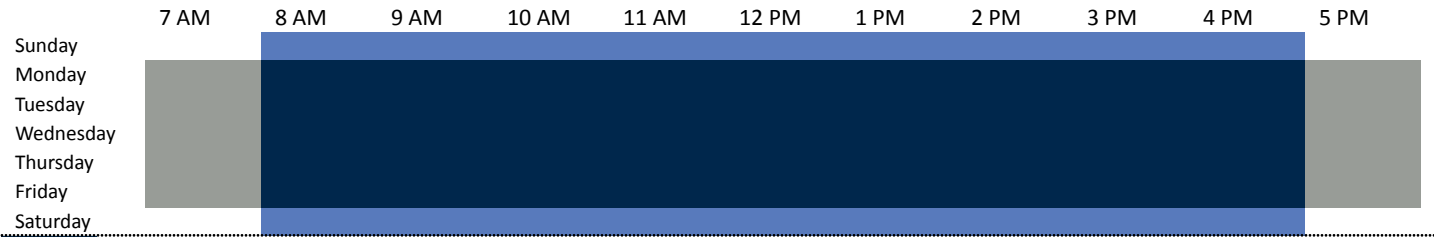
Home-to-Work Travel: Time spent traveling from home to the work location at the beginning of the work schedule and returning home at the end of the work schedule is not considered time worked.

Travel in a Day's Work: Time spent traveling between job sites or locations while on **official University business** is considered time worked, regardless of whether it occurs during or outside the work schedule.

Home-to-Work on a Special One-Day Assignment in Another City: Time spent traveling to and from another city for a special one-day assignment is considered time worked, except for the time that the non-exempt staff would normally spend on home-to-work travel.

Travel Away from Home: Travel that requires non-exempt staff to be away from home overnight is considered travel away from home. This is regarded as time worked during the work schedule, even on non-working days. Time spent traveling away from home outside of the work schedule—while as a passenger on an airplane, train, boat, bus, or automobile—is generally not considered time worked. An exception is made if the non-exempt staff member is engaged in work activities during travel, such as logging into a computer or taking a work-related call.

Type of Activity	Time Worked	Time Not Worked	Notes
Home-to-work		X	
Travel (e.g., airplane, car, bus, train, boat) inside regular working hours	X		Compensable example: Waiting to board a plane inside regular working hours.
Travel (e.g., airplane, car, bus, train, boat) outside regular working hours	X (Employee performs work duties.)	X (Employee does not perform work duties.)	Compensable example: Main point of contact/organizer for travel; if driving, assisting with check-ins, completing work during travel (emails, etc.).
Personal time spent at lodging		X	
Team meal	X	X	Compensable example: Required to attend.
Team social activity	X	X	Compensable example: Required to participate.
Travel between work sites	X		Compensable example: Travel between hotel and facility inside regular working hours.



- Employee regularly works 8AM to 5 PM Monday through Friday.
- Travel to and from work that is before or after the employee’s regular work hours or ends after regular work hours, is not generally compensable. Same day travel to another city or location above and beyond regular commuting time is generally compensable.
- Travel on a day not normally worked, but during hours normally worked is generally compensable.

Contact Information

For further questions or clarifications regarding these guidelines, please contact your supervisor or local HR Contact.