

<b>Title:</b> Travel Compensation Procedure for Non-exempt Employees	<b>Procedure Number:</b> 6 - M	Page 1 of 1
<b>Board Procedure or Policies:</b> Fair Labor Standards Act; Board Policy 6.11 (Work Schedules)	<b>Adopted by:</b> Carrie Besnette Hauser, President  <b>Date of Last Revision:</b> April 3, 2017	

Some non-exempt (hourly) positions with Colorado Mountain College require travel. The purpose of this procedure is to state the pay rules that apply to non-exempt employees when traveling on College business.

Employees in positions that are non-exempt under the Fair Labor Standards Act (FLSA) are eligible for compensation for the time they spend traveling. The compensation an employee receives depends on the kind of travel and whether the travel time takes place during normal work hours.

### **Normal Work Hours**

For the purpose of this procedure normal work hours are defined as the hours the employee normally works, i.e., 8:00 a.m. to 5:00 p.m., Monday through Friday. (Time listed is for example only. Actual “normal” work time for an employee may vary.)

### **Travel Within Normal Work Hours**

Any portion of authorized travel time that takes place within normal work hours of the employee on any day of the week, including Saturday and Sunday, is treated as work hours.

When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours.

### **Travel Outside of Normal Work Hours**

Any portion of authorized travel time that takes place outside of normal work hours is considered to be outside travel hours.

When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours.

### **Travel Time – Calculating Compensable Effort**

**Air Travel:** Travel time is defined as including the time the employee arrives at the airport to the time the employee reaches his/her destination. If an employee is traveling to a location, the destination is either the hotel or the worksite. If an employee is returning home from a location, the destination is the airport of final arrival.

Travel between home and airport or hotel and airport is considered normal commuting time and is not eligible for compensation unless during “normal work hours.”

**As the Driver of an Automobile:** All authorized travel time spent driving an automobile—as the driver, not as a passenger—is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours; thus, all travel time as a driver is compensable.

Travel time as a passenger is only compensable when traveling within the “normal work hours.” If an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available and the travel time by car would exceed that of the authorized mode, only the estimated travel time associated with the authorized mode will be eligible for compensation.

**Additional Limitations:**

- Regular meal period time is not considered compensable time.
- Time spent at a hotel with freedom to use time for the employee’s own purposes is not compensable time.
- Time as a passenger on a common carrier outside of normal working hours is not compensable time.
- Travel time between home and work or between hotel and worksite is considered normal “commuting” time and thus it is not compensable.
- Time spent waiting at the airport outside of normal work hours is not compensable.