

TRAVEL PAY FOR NON-EXEMPT (HOURLY) EMPLOYEES

Pay for non-exempt (hourly) employees traveling for work-related purposes is governed by provisions of the Fair Labor Standards Act (FLSA). Compensable travel time will be paid at the employee’s regular hourly rate and count towards overtime calculations. This document is intended to provide general information regarding travel time compensation for non-exempt employees and is not intended to supersede any policies contained in the relevant Ball State University Employee Handbooks. Should anything in this document conflict with the written policies contained in the above-referenced handbooks, the language of the employee handbook shall control. For additional information, employees should contact Shana Rogers, Payroll Manager or Kate Stoss, Director University Human Resource Services.

A supervisor may rearrange the work schedule within the work week (Sunday – Saturday) in order to avoid compensatory time/overtime as a result of travel time. When possible, the supervisor and employee should discuss rearranging the work schedule in advance of traveling.

Time spent performing work (anything of benefit to the University) regardless of when the work is performed is paid time, unless it is de minimus in nature. Generally, all worked performed outside of an employees’ regularly scheduled hours must be approved in advance by a supervisor. In cases where the work was not requested or approved by a supervisor, the University will pay the employee for the time worked, however the employee may be subject to disciplinary action for incurring unauthorized regular or overtime hours .

Listed below are general rules that apply to special situations.

TRAVEL TYPE	COMPENSABLE TIME	NON-COMPENSABLE TIME
Commuting	<p>In limited situations, an employee may sometimes be required to perform work-related duties while traveling between his/her home and the work site, making the time spent performing the work compensable work time. Examples of such work related duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Providing transportation for other employees, at the request of the University, to or from the work site; 	<p>Home to Work Travel: Normal commute time from home before a regular work day and to home at the end of a regular work day is not work time and is not compensable.</p>

	<ul style="list-style-type: none"> Picking up supplies or equipment from local suppliers at the request of the University while traveling to or from the work site; 	
Travel During the Regular Work Day	<p>If the travel is for the benefit of the university, the travel time will be compensable work time. Examples include:</p> <ul style="list-style-type: none"> The employee drives from job site to job site during the workday. If the employee is driving a vehicle and picks up other passengers and transports them to a specific work location at the request of the University. 	<p>If the employee stops at his/her home or makes any other stops for personal reasons, the time is not compensable.</p>
Out of Town Travel – Same Day Assignment	<p>In general, if an employee is assigned to work in another city for one day (a special one-day assignment) and returns home the same day, the time spent traveling to and from the one-day assignment location is compensable work time, less the amount of time the employee normally spends commuting to and from work on a regular work day.</p> <p>However, if the employee is required to report to the University and leaves from the University to travel to the one-day assignment location, all the travel time is compensable.</p> <p><u>Example:</u> An employee is traveling out of town on</p>	<p>If the travel time occurs <i>outside of the employee's normal work hours</i>, the following is not compensable time:</p> <ul style="list-style-type: none"> Travel between the employee's home and the airport or other public transportation terminal. If the employee is driving from his/her residence to the assigned work site rather than from the university, the normal commute time of the employee will be deducted. If the employee is a passenger in a car. Meal breaks of 30 minutes or more during out of town travel – same day assignments are not compensable.

	a one-day assignment and leaves from the University at 7:00 a.m. and later completes the out of town assignment at 5:00 p.m., arriving back at the University at 6:00 p.m., the time between 7:00 a.m. and 6:00 p.m. is considered compensable work time, less any non-compensable meal break.	
Over Night Travel	<p>Travel that keeps an employee away from home overnight will be considered compensable hours worked when the travel takes place during the employee's regularly scheduled hours of work, regardless of whether the travel occurs on a normal work day. The employee is simply substituting travel for other duties.</p> <p>If the travel time for overnight travel occurs outside of regular working hours, the time is compensable work time if the employee is required to perform work for the benefit of the university or if the employee is the driver of an automobile.</p>	<p>During travel that keeps an employee away from home overnight, time spent outside of regularly scheduled work hours as a passenger in an automobile, plane, bus, train or other common carrier will not be considered compensable work time.</p> <p><u>Example:</u> An employee with a regular work schedule from 8:00 a.m. to 5:00 p.m. is assigned overnight travel. The employee is a passenger on an flight that departs at 6:00 a.m. and lands at 8:00 a.m., with a shuttle to a hotel that arrives at the hotel at 9:00 a.m. The employee performs no work during this time frame. In this situation, the time from 6:00 a.m. to 8:00 a.m. is non-compensable time and the time from 8:00 a.m. to 9:00 a.m. is compensable travel time.</p>

ON-CALL PAY FOR NON-EXEMPT (HOURLY) EMPLOYEES

ON-CALL CATEGORY	COMPENSABLE TIME	NON-COMPENSABLE TIME
Employee Does Not Reside on Premises	If an employee is required to remain on Ball State's premises or within a geographic proximity to campus that significantly restricts the employee's ability to use the time for personal reasons (within 30 minutes of campus), the employee will be compensated for the relevant time.	If an employee must leave a call-in number so that s/he may be reached, but is free to pursue personal activities the on-call time will not be compensable time worked.

	<p>Any time an employee is required to perform work for the University while the employee is “on-call” is compensable time.</p>	
<p>Employee Resides on Premises.</p>	<p>If an employee who is required to be on-site for more than 24 hours or is required to reside on University premises and the employee is interrupted during free times (meals, sleeping, watching tv) and asked to perform work, the time spent working will be compensable worktime.</p> <p>If the employee is appointed to be “On-Call” and cannot leave the building, this is compensable time.</p>	<p>If an employee is required to be on-site for more than 24 hours or is required to reside on University premises, a bona fide regular sleeping period of not more than 8 hours will be excluded from the compensable time worked. In these instances, the employee will be provided adequate sleeping facilities and at least 5 hours of uninterrupted sleep time.</p> <p>Other uninterrupted meal or break periods of at least 30 minutes will be excluded from the compensable time worked.</p> <p>If the employee is appointed to be “On-Call,” but can leave the premises and report within a reasonable period of time (30 minutes), this is not compensable time.</p>