

Libraries' Policy/Procedures for Overtime Eligible Staff Work –Related Travel

To ensure compliance with WSU travel (BPPM 95.01) and time reporting policies and procedures (BPPM 60.60), effective April 1, 2012, all overtime eligible staff employees planning to travel to attend off-campus meetings, trainings, or conferences, will be required to consult with Bonny Boyan in the Libraries Administrative Office (LAO) prior to finalizing travel plans.

The following information is needed to determine appropriate reporting of time worked:

Name:

1. Your regular work schedule, including start and stop times:

2. Hours of work or leave for all days within the same week as the event:

3. Location of event:

4. Mode(s) of transportation both directions:

5. If using an automobile for any portion of the travel, name of driver, both directions:

6. Day, date, and time of day you are departing from your home:

7. Day, date, and time you plan to arrive at event site:

8. Event schedule each day, including start and stop times:

9. Day, date, and time of day you are departing from event site:

10. Day, date, and time you plan to return to your home:

If you have any questions, please contact Bonny Boyan in LAO, 5-1535, or boyan@wsu.edu.

Hours Worked: FLSA Overnight Travel Guidelines

All Overtime eligible employees:

- Attending breakfast, lunch, and/or dinner that is non-mandatory is not considered time worked. However, if it is perceived by the employee that they must attend meal gatherings, where work is discussed, the time would be compensable.
 - *Example: the supervisor states, "You are not required to go..." "but... it might be a good idea if you attended..."*
- Any breaks lasting more than ½ hour, where work is not performed, are not considered time worked.
- Any time after the last conference event in the evening/day, when they are free to do as they wish, is not considered time worked.
- Travel time that keeps an employee away from home overnight and cuts across the employee's workday is considered time worked. Time worked includes hours on regular working days during normal working hours and also includes corresponding hours on non-working days.
- Travel time outside of their normal work time as the driver of a car is considered time worked.
- Travel time as a passenger on a plane, train, boat, bus, or automobile – outside of their normal/core work time is not considered hours worked.
 - *Example: Normal work hours are 8am-5pm. Employee gets on a plane at 4pm and travels until 7pm. The employee is paid straight time from 4 – 5 pm and is not compensated for any time after 5pm. The same applies if the plane leaves after 5pm, they are not compensated.*
- If the employee is required to complete a project while on the plane and present the document to the supervisor when they land, that is considered time worked.
- An employee's normal regularly scheduled workweek cannot be adjusted solely to include travel hours that would not otherwise be considered hours of work.
 - *Example: An employee's normal work schedule is M-F 8am-5pm. The conference is scheduled for Tuesday, Wednesday, and Thursday and the employee will be traveling Monday and Friday from 12pm – 8pm. The employee's work schedule cannot be adjusted to Monday/Friday 12pm-8pm so that it includes the hours that they will travel outside of their normal schedule.*

Part-time employees:

- Part-time employees receive overtime at time and a half only if the travel listed above is considered hours worked and the total "hours worked" exceed 40 hours in a work-week.

The above applies to overnight travel only, for information regarding travel during the workday, out-of-town travel for one day or other hours of work issues, contact HRS at (509)335-4521.

Department of Labor Fact sheet: <http://www.dol.gov/whd/regs/compliance/whdfs22.pdf>