

HUMAN RESOURCES MEMORANDUM 02-028		DATE ISSUED: 08/15/2002
SUBJECT: TRAVEL TIME COMPENSATION – Bargaining Units 1, 4, 11, 15 and Work Week Group 2 Excluded Employees		REFERENCE: None
TO: Personnel Liaisons; Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

This memorandum provides information on travel time compensation for Bargaining Unit (BU) 1, 4, 11, and 15 employees as well as Work Week Group (WWG) 2 excluded employees.

BU 1, 4, 11 and 15 Employees

Effective January 31, 2002, employees who travel on State business, outside their normal work hours (as defined in the Federal Labor and Standards Act (FLSA)) will be compensated for actual time spent traveling. The compensation will be equivalent to the employee's regular hourly rate on a straight time, hour-for-hour basis.

Employees traveling on state business as passengers in carpools, vans or other vehicles are also eligible for the special allowance. Drivers of carpools, vanpools and other vehicles traveling on state business will be compensated consistent with FLSA for purposes of overtime and shall not receive the compensation described above.

The compensation is not overtime compensation and shall not be considered as time worked for the purposes of calculating overtime.

WWG 2 Excluded Employees

Effective June 1, 2002, with certain exceptions, excluded employees traveling on State business may be eligible for a special travel allowance if:

- the employee is in WWG 2;
- the trip includes an overnight stay;
- the employee is a passenger, not a driver;
- the employee is traveling outside his/her normal work hours; and
- the employee is not performing work activities while traveling in the vehicle.

Excluded WWG 2 employees are **not** eligible for the special allowance in the following four situations:

1. When a WWG 2 employee travels on a one-day assignment to another city, travel time is considered compensable time. The employee's normal and customary commute time and mid-day meal period is deducted from the total compensable time.
2. Employees who voluntarily travel outside their normal work hours (i.e., the employee could have traveled during regular work hours but, for personal reasons, chose to travel after regular work hours) are not compensated for the travel time incurred outside their normal work hours.

3. Vehicle drivers traveling on official State business are considered working and are to be compensated consistent with FLSA for purposes of overtime.
4. Passengers performing some work function, such as completing agency paperwork, while on official travel status are considered working and shall be compensated consistent with FLSA.

The travel allowance compensation will be equivalent to the employee's regular hourly rate on a straight time, hour for hour basis. The allowance shall be paid or credited in 15-minute increments.

Only actual travel time counts towards the travel allowance. Time spent at an out-of-town work location or in temporary accommodations does not count toward the allowance.

The special allowance for WWG 2 employees is **not** overtime compensation and shall not be considered as time worked for the calculation of overtime.

Project Accounting and Leave (PAL) Entries

Beginning with the August 2002 pay period, employees must report State business travel as defined above to one of the following expenditure types:

Expenditure Type	Compensation
TTS-Day	Cash
TTS-Evening	Cash
TTS-Night	Cash
TT-CTO	Compensating Time Off

PAL Corrections for Pay Periods Prior to August 2002

It is not necessary to correct time sheets for those employees who reported travel time in PAL for pay periods prior to August 2002.

Employees who failed to report their travel time for prior pay periods but wish to report the time now, must use the expenditure types outlined above to ensure proper compensation.

Questions

Questions regarding this memorandum should be directed to your assigned Personnel Services Specialist or Supervisor.

JINNY MUNRO, Manager
Labor Relations

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cc: Personnel Transactions Unit
Personnel Analysts