

R 7-16-1 Service Personnel Compensation for out of County Conferences

From time to time the Board and or the Superintendent may request certain service employees attend out-of-county meetings for the purpose of training which will be beneficial to the school system. In those instances, the Board shall compensate those employees for their time in accordance with the Fair Labor Standards Act which requires the compensation procedures outlined in the following pages.

Overnight Travel for Training:

- ❖ Employees will receive their regular compensation if the training and travel time occurs during a regular work hours.
- ❖ Employees will be compensated for travel time on a non-working day during any hours corresponding to normal work hours (i.e. the employee's regular work day is 9:00 a.m. to 5:00 p. m.).
- ❖ Employees will be compensated for travel time cutting across the employee's workday regardless of whether the employee is a driver or a passenger in the vehicle.
- ❖ The Board will not compensate employees who are passengers in a vehicle when the travel time is outside the employee's normal working hours.
- ❖ The Board will compensate employees for travel time spent outside of the normal working hours during which the employee is driving because the employee is working. The Board will deduct bona fide meal periods and periods when the employee is permitted to sleep in adequate facilities provided by the Board.
- ❖ Should the Board offer an employee public transportation but he/she requests to drive his/her own vehicle instead, the Board may compensate the employee either for the time the employee spent driving or for the time the Board would have been required to pay the employee during working hours if the employee had used public transportation.
- ❖ The Board is required to compensate employees for travel time spent outside of normal working hours during which the employee is performing any work (i.e. the employee is required to ride as an assistant or driver). The Board will deduct bona fide meal periods and periods when the employee is permitted to sleep in adequate facilities provided by the Board.

One Day Travel for Training:

- ❖ The Board will compensate employees who regularly work at a fixed location for travel time to and from a special one day assignment in another town during regular working hours and outside regular working hours.
- ❖ If the travel cannot be characterized as "special" or "unusual" because it is a normal, contemplated, ordinary incident of employment, then the Board:
 - Must compensate the employee for any travel time that cuts across his/her normal workday.
 - Must compensate the employee for travel time from a fixed location (i.e. normal work station) to the training if the Board requires the employee to report to the fixed location before reporting to the training.
 - Must compensate the employee for travel time from the training to a fixed location (i.e. normal work station) if the Board requires the employee to report to the fixed location after the training but before reporting home.

- Must compensate any employee who drives other employees to the training for travel time outside normal working hours but need not compensate the employees who are passengers outside normal working hours.

(Fair Labor Standards)