

Objective

The Council on Quality and Leadership employs both exempt and non-exempt staff. Exempt staff are those who work in a salaried position for the organization and are exempt from overtime pay and minimum wage requirement. Non Exempt employees receive hourly pay and are not exempt from overtime rules and regulations. Typically, executive administrative positions, and full-time Quality Enhancement Specialist positions are exempt employees. Conversely, part-time QES and other administrative positions are classified as non-exempt within the organization and by the Department of Labor.

This document focuses on time tracking for non-exempt employees for both “normal” working hours as well as travel related time.

Normal Work Hours Defined

“Normal work hours,” for the purposes of this policy, are defined as 9:00 a.m. to 5:00 p.m. This definition applies to normal workdays (Monday through Friday) and to weekends (Saturday and Sunday). During normal work hours, conducted while not traveling, all CQL related work activities should be tracked and reported in real time. Time should be captured as accurately as possible and rounded to the nearest quarter hour as needed.

For example, client calls and/or email communication, drafting reports, or staff meetings should be accounted for on the day in which they occurred. To account for working hours, employees should use Sky Compass. The following payroll items should be used when accounting for time in Sky Compass:

- A) Working Rate – Hourly: Used for standard work for all activities. This should be used for all time up to 40 hours in a given week.
- B) Over Time Rate – Hourly: Used to account for hours over 40 in a given week. This should be used for all time above and beyond 40 hours. If over time is claimed without prior approval or outside of guidance provided under “General Overtime Approval”, employee may be subject to disciplinary action up to and including termination.
- C) Travel Rate – Hourly: Used for travel by air or as a passenger in a car. The travel rate should be used for all travel unless the travel time pushes past 40 hours in which case the staff person should use Over Time Rate in *lieu* of travel rate.

General Overtime Approval

It is anticipated, given the nature of CQL's work, that non exempt employees conducting accreditation and/or training and certification activities will at times work more than 40 hours. Due to this, CQL has set standing overtime expectations that are granted without needing prior supervisory approval. This guidance is listed below. Any time that is being claimed above or beyond these expectations or activities which the staff member feel require overtime approval that fall outside of this guidance must receive written approval prior to claiming overtime pay from their direct supervisor.

- A) Accreditation activities: Onsite accreditation activities being completed by nonexempt employees are granted up to 10 hours of overtime in a given week.
- B) Training and/or Certification Activities: Onsite 4-day training activities being completed by nonexempt employees are granted up to 6 hours of overtime in a given week. Training and/or certification activities that are scheduled to last more than 5 days are eligible for 10 hours of overtime in a given week.

Travel Time Defined

"Travel time" is defined as including the time the employee arrives at the airport to the time the employee reaches his or her destination. ****Please note, per TSA guidelines, travelers should arrive at the airport 2 hours prior to a scheduled departure. As a guide, staff members are not expected to be at the airport with more than 2 hours of time prior to a scheduled departure and so arrival time greater than 2 hours prior to departure will not be deemed as compensable time.*** If an employee is traveling *to* a location, then the destination is either the hotel or the worksite. If the employee is returning home *from* a location, the destination is the airport of final arrival.

If an employee is traveling by air and no flights are available from or to the airport nearest the employee's residence, then travel between the employee's residence and the airport is considered travel time and is eligible for compensation in accordance with the policy guidelines below.

Travel between home and work or between the hotel and worksite is considered normal commuting time and is not eligible for compensation.

If an employee requests a specific travel itinerary or mode of transportation that is different from the one authorized by the company, only the estimated travel time associated with the itinerary and mode of transportation that has been authorized will be eligible for compensation.

Travel Time as the Driver of an Automobile

The Department of Labor classifies time driving in lieu of flying as work rather than travel time. Please see below for guidance on tracking time while driving in lieu of flying to a customer location. Please note, guidance about driving to locations once onsite is above and is different than the intent of this guidance.

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. An employee will receive his or her regular hourly rate for all travel time spent as the driver of an automobile, and this time will be factored into overtime calculations.

Travel as a *passenger* in an automobile is not automatically treated as work hours. Travel as a passenger in an automobile is treated the same as all other forms of travel and billed at a travel rate.

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.

Calculating and Reporting Travel Time

Employees are responsible for accurately tracking, calculating and reporting travel time on their timesheets in accordance with this policy.

Meal periods should be deducted from all travel and work time.

If an employee requests a specific travel itinerary or mode that is different from the one authorized, only the estimated travel time associated with the authorized schedule, route and mode of transportation should be reported on the timesheet.

Travel time should be calculated by rounding up to the nearest quarter hour.