



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources

Subject: Non-Exempt Employee Travel

Creation Date: October 15, 2009

Revision Date: February 28, 2011; May 30, 2015

Prepared By: Human Resources

Approved By: City Manager

Legal Review: Elizabeth M. Ruhmann

POLICY: NON-EXEMPT EMPLOYEE TRAVEL POLICY

It is the policy of the City of El Paso to compensate non-exempt employees whose positions require travel in the United States and abroad.

Purpose/Eligibility

- A. Employees in positions classified as non-exempt, subject to the Fair Labor Standards Act (FLSA), are eligible for compensation for the time they spend traveling. The compensation an employee receives depends upon the kind of travel and whether the travel time takes place within normal work hours or outside of normal work hours.

Travel time within normal work hours will be paid at the employee's regular hourly rate. Employees covered by the FLSA overtime provisions, must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rate of pay.

- B. Travel will only be approved to transact official business, attend official professional meetings, and participate in conferences and training sessions necessary to promote the efficient conduct of the City's affairs. All travel must be approved in advance by the employee's Department Director.
- C. The affected department reserves the right to "flex" work schedules within the City's established Hours of Work Policy and/or modify travel preparations, etc., in order to achieve the most efficient arrangement for the department.

Definitions

- A. "Normal work hours," for the purpose of this policy, are generally defined as the employee's most recent work schedule within the past month as confirmed by the schedule entered into the City's designated time-keeping system.
- B. "Travel time," for the purpose of this policy, is defined as the time spent between the point of origin (for example, the airport) and the point of destination.
For example, if an employee is traveling to a location, then the destination is either the hotel or the work site (if the employee travels directly from the airport to the work site). If the employee is returning home from a location in another city, the destination is the point of final arrival (e.g. airport).

Time spent waiting at a terminal until arrival at the destination is compensable if it takes place on regular working days during normal working hours or if it takes place during corresponding working hours on non-scheduled working days.

- 1) 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.
- 2) Travel between home and work or between the hotel and worksite is considered normal commuting time and is not eligible for compensation.

Procedures

A. Conference With Pay (CWP)

Employees, who receive Conference with Pay (CWP) on the date of travel, will be eligible for compensation depending on whether the travel time takes place within normal work hours or outside of normal work hours.

B. Travel Time within Normal Work Hours

Travel time that takes place within normal work hours is eligible for compensation. *For example*, if the employee's work schedule is from 8:00 a.m. to 5:00 p.m. Monday through Friday, and on a Sunday the employee travels as a passenger for a Monday meeting, any travel time that occurs between 8:00 a.m. and 5:00 p.m. is eligible for compensation.

If an employee works while traveling, all time spent working while traveling as a passenger must be paid.

C. Travel time outside of Normal Work Hours

Any portion of authorized travel time (with the exception of driving time) that takes place outside of normal work hours is considered to be non-work hours. *For example*, if the employee's work schedule is from 8:00 a.m. to 5:00 p.m. Monday through Friday, and on a Sunday the employee travels as a passenger for a Monday meeting from 4:00 p.m. to 7:00 p.m., any travel time that occurs after 5:00 p.m. is not eligible for compensation and travel

time between 4:00 p.m. to 5:00 p.m. is compensable. When an employee travels between two or more time zones, the time zone associated with the point of departure will be used to determine whether the travel falls within normal work hours.

D. Travel Time as the Driver of an Automobile

All authorized travel time spent driving an automobile (as the driver, not as a passenger) is counted as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours.

E. Travel Time as a Passenger in an Automobile

Travel time spent as a passenger in an automobile is not counted as hours worked. Travel as a passenger in an automobile is treated the same as all other forms of travel and compensation depending on whether the travel time takes place within normal work hours or outside of normal work hours.

ROLES AND RESPONSIBILITIES

Employee Responsibility

- A. Employees are responsible for accurately recording, calculating, and reporting travel time depending on whether the travel took place within normal work hours or outside of normal work hours.
- B. Meal periods should be deducted from all travel time.
- C. If an employee requests a specific travel itinerary or mode that is different from the one authorized, only the estimated travel time associated with itinerary and mode of transportation that has been authorized should be reported.
- D. Travel time must be calculated by rounding up to the nearest quarter hour.
- E. Employees who believe their pay was not paid properly must contact the Human Resources Department as soon as the employee notices that their pay was not properly calculated. If it is determined that the pay was incorrect, the City will calculate and arrange for payment of the amount due on the employee's next regular pay period as is practicable.

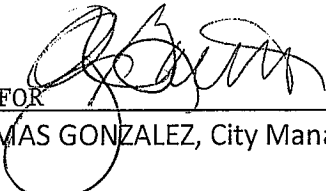
Department Responsibility

Department Director or designee will review travel requests and determine if the request for travel;

- A) will adversely impact the performance of the department's mission, and/or
- B) will adversely impacts the employee's ability to perform the duties of the position, and/or

- C) will achieve maximum economy and efficiency by;
1. considering the necessity of the trip and/or selecting the destination that is closest to El Paso when various locations are available and/or
 2. reviewing the frequency of training of the employee requesting the travel and/or
 3. other circumstances or mitigating factors deemed appropriate as per the City's Travel Manual.

APPROVED BY:


FOR _____
TOMAS GONZALEZ, City Manager

DATE: July 14, 2015