## **Department of Administration**





DIVISION OF PERSONNEL AND LABOR RELATIONS

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## Memorandum

To:

All Payroll Services Staff All Agency Human Resource Consultants Date: October 13, 2016

From:

Subject:

Kate Sheehan Director

LTC Travel Pay Clarification

Phone: 465-4403

There has been some confusion regarding travel pay for the Labor, Trades, and Crafts (LTC) employees who are engaged in overnight travel, on a regular work day.

Article 15.01 states, in part, "... if travel is outside of an employee's regularly scheduled hours of work and not in conjunction with the day's work, the employee shall be paid straight time for all such travel up to a maximum of two (2) hours."

This pay is intended to provide compensation to employees who travel overnight, on a regular work day, but outside their normal hours, even if the travel begins during the normal workday. An LTC employee who is in travel status overnight, on a regular work day and who travels outside the completion of the normal work hours would be entitled to receive up to the maximum of two hours pay. The amount of pay will depend on when their travel commences and when it is completed, not to exceed two hours.

Please note there are specific provisions in Article 15.01 of the LTC contract that addresses travel pay for employees who travel on their regular day off.

Below are examples of how this is to be paid:

The following scenarios reflect travel situations that occur overnight and are considered to be "not in conjunction with a day's work."

Overnight travel, travel times outside work hours		Comments	
	Travel commences	0430	(0430-0630) The employee is eligible for
	Travel ends	0700	up to an additional 2 hours spent
Monday	Regular work day starts	0800	traveling that would not be compensable
onc	Lunch starts	1200	under FLSA. Therefore, the employee would be paid 2 additional straight time
lay	Lunch ends	1300	
	Regular work day ends	1630	hours plus 7.5 regular pay for a total of
			9.5 paid hours for this day.

	Remains overnight		
	Regular work day starts	0800	The employee is eligible for up to an
	Lunch starts	1200	additional 2 hours spent traveling that
Ц	Lunch ends	1300	would not be compensable under FLSA.
Tuesday	Regular work day ends	1630	Therefore, the employee would be paid
da	Travel commences	1730	7.5 hours regular pay for the regular day
У	Travel ends	2000	worked plus 2 hours additional straight
			time pay (1730-1930) for a total of 9.5
			straight time hours for this day.

Overnight travel, travel times during work hours			Comments
Monday	Regular work day starts	0800	7.5 hours regular pay only as travel
	Travel commences	0830	occurred during the normal work day
	Travel ends	1100	and was compensable under FLSA.
	Lunch starts	1200	
	Lunch ends	1300	
	Regular work day ends	1630	
Remains overnight			
	Regular work day starts	0800	The employee is eligible for up to an
	Lunch starts	1200	additional 2 hours spent traveling that
н	Lunch ends	1300	would not be compensable under FLSA.
Tuesday	Travel commences	1600	Therefore, the employee would be paid
da	Regular work day ends	1630	7.5 hours of regular pay for the normal
Y	Travel ends	1830	work day plus 2 hours additional straight
			time pay (1630-1830) for a total of 9.5
			paid hours.

Overnight travel, travel times outside work hours, crossing over days			Comments
M	Regular work day starts	0800	EE is eligible for up to an additional 2
	Lunch starts	1200	hours spent traveling that would not be
	Lunch ends	1300	compensable under FLSA. Therefore,
Monday	Regular work day ends	1630	the employee would be paid 7.5 hours of
lay	Travel commences	2200	regular pay for the normal work day plus
			2 hours additional straight time pay
			(2200-2400) for a total of 9.5 paid hours.
	Travel continues past midnight		
	Travel ends	0030	EE is eligible for up to an additional 2
	Regular work day starts	0800	hours spent traveling that would not be
	Lunch starts	1200	compensable under FLSA. Therefore,
Tu	Lunch ends	1300	the employee would be paid .5 hours of
Tuesday	Travel starts	1500	additional straight time pay (0000-0030),
lay	Regular work day ends	1630	plus 7.5 hours of regular pay for the
	Travel ends	1730	normal work day, plus 1 hour additional
			straight time pay (1630-1730) for a total
			of 9 paid hours.

Travel all in the same day Comments Per FLSA and DOPLR SOP, Travel commences 0530 Travel ends 0700 employee is eligible for all time spent traveling when the travel commences Regular work day starts 0800 and ends in the same day. Therefore, Lunch starts 1200 this employee would be paid for the Lunch ends 1300 normal work day plus an additional 3 Regular work day ends 1630 hours for the travel occurring before Travel commences 1730 and after the shift at the appropriate Travel ends 1900 rate of pay (see CBA) for a total of 10.5 paid hours.

The following scenarios reflect travel situations that occur during the same day and are considered to be "in conjunction with a day's work."

Travel all in the same day		Comments
Regular work day starts	0800	Per FLSA and DOPLR SOP,
Travel commences	0830	employee is eligible for all time spent
Travel ends	1000	traveling when the travel commences
Lunch starts	1200	and ends in the same day. Therefore,
Lunch ends	1300	this employee would be paid for the
Regular work day ends	1630	normal work day plus an additional
Travel commences	1730	1.5 hours for the travel that occurred
Travel ends	1900	after the shift at the appropriate rate
		of pay (see CBA) for a total of 9 paid
		hours.