



Policy 4.49 Pay For Non-Exempt Employees (Meetings, Training, Travel)

Responsible Official: VP for Human Resources
Administering Division/Department: Compensation
Effective Date: March 30, 2007
Last Revision: May 07, 2007

Policy Sections:

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Policy Details

Attendance at meetings, training programs and similar activities are not considered worked time if the following four criteria are met.

- it is outside of normal work hours
- it is voluntary
- it is not directly job related
- no other work is concurrently performed

If any of these four criteria are not met, the time is considered worked time and must be paid.

TRAVEL

On occasion, non-exempt employees may be required to travel on Emory related business. Emory pays employees when travel time is considered "worktime" and therefore must be paid. Listed below are examples.

Time that *is* considered worktime includes:

- Traveling during normal work hours on a work day.
- Traveling during normal work hours on a non-working day (i.e. Saturday, Sunday or a holiday) for business related reasons.
- Traveling from job site to job site during the workday.
- Waiting for a flight that has been delayed to/from a business destination, or layovers that do not include sleeping accommodations.
- Transporting or delivering materials or equipment to a job site prior to the start of the workday; returning materials or equipment after the end of the workday.
- Transporting employees to work sites, the office, or to their homes, either before or after the paid workday, at management's request or directive.
- Participating in any business related activities at a conference or seminar.
- Participating in social activities that an employer requires the employee to attend.

Time that *is not* considered worktime includes:

- Participating in social activities that the employee is not required to attend.
- Sleeping.
- Non-business related meal breaks.
- Traveling from home to a local airport, bus depot or train station or vice versa.
- Traveling from home to a regular designated worksite or vice versa.

Work Time Outside of the United States

If all work is performed outside the United States in a work week (Sunday-Saturday), there is no requirement to track hours worked during that work week. Employees are paid for the work week based on their Full Time Equivalent status (FTE) and are not eligible for overtime. However, if any work time occurs in the United States during the work week, all hours must be tracked and overtime is paid if the employee works more than 40 hours in the week.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.49>

Revision History

No previous versions of this policy were found.