

TIME GUIDELINES FOR NON-EXEMPT AND NON-EXEMPT PROFESSIONAL EMPLOYEES & EXAMPLES WHEN TRAVELING FOR ADMISSIONS COUNSELOR

For this example, the employee's work schedule is Monday through Friday (defined as work days) 8:00 – 4:30 (defined as work hours) with 1hour lunch. The trip to schools began Sunday at 6p.m. to travel to Fort Wayne, IN to stay at hotel for 8:00a.m. high school visit the next morning.

Sunday (not a normal scheduled workday but travel to hotel is work hours A)

6:00pm – 9:00pm Employee drives to Ft. Wayne. Compensated for 3 hours.

- Total compensation for the day 3 hours

Monday normal work day

Travel to first school from hotel 7:30 -8:00a.m. (Not compensated outside normal workhours B II.a.)

School #1

8:00am – 9:00am Business meeting presentation compensated hours worked

9:00am – 9:45am Travel to 2nd school (compensated as hours worked III.a. B)

10:00am – 11:00am Business meeting presentation 2nd school compensated hours worked

11:00am – 12:00pm Lunch not compensated

12:00pm – 12:45pm Travel to 3rd High school (compensated as hours worked III.a. B)

1:00pm – 2:00pm Business meeting presentation compensated hours worked

2:00pm – 3:00pm Travel back to hotel, travel during work day (compensated as hours worked A)

3:00pm – 4:30pm Answer email, data entry inquiry/contacts, send personal notes to target recruits, etc.

Time worked during normal work hours.

5:00pm – 5:30pm Dinner not compensated

5:30pm – 6:00pm travel to college night program (not compensated outside normal workhours B II.a.)

6:00pm – 8:00pm work at college night hours worked

8:30pm - Back at hotel not hours worked

- Total compensation for the day 9.5 hours

Tuesday normal work day

Travel to first school from hotel 7:30 -8:00a.m. (Not compensated outside normal workhours B II.a.)

School #1

8:00am – 9:00am Business meeting presentation compensated hours worked

9:00am – 10:00am Travel to 2nd school (compensated as hours worked III.a. B)

10:00am – 11:00am Business meeting presentation 2nd school compensated hours worked

11:00am – 12:00pm Lunch not compensated

12:00pm – 12:45pm Travel to 3rd High school (compensated as hours worked III.a. B)

1:00pm – 2:00pm Business meeting presentation compensated hours worked

2:00pm – 3:00pm Travel back to 4th school (compensated as hours worked III.a. B)

3:00pm – 3:30pm Travel back to hotel, travel during work day (compensated as hours worked A)

3:30pm - 4:30pm Answer email, data entry inquiry/contacts, send personal notes to target recruits, etc.

Time worked during normal work hours.

- Total compensation for the day 7.5 hours

Wednesday normal work day

Travel to first school from hotel 7:30 -8:00a.m. (Not compensated outside normal workhours B II.a.)

School #1

8:00am – 9:00am Business meeting presentation compensated hours worked

9:00am – 10:00am Travel to 2nd school (compensated as hours worked III.a. B)

10:00am – 11:00am Business meeting presentation 2nd school compensated hours worked

11:00am – 12:00pm Lunch not compensated

12:00pm – 12:45pm Travel to 3rd High school (compensated as hours worked III.a. B)

1:00pm – 2:00pm Business meeting presentation compensated hours worked

2:00pm – 3:00pm Travel back to hotel, travel during work day (compensated as hours worked A)

3:00pm – 4:30pm Answer email, data entry inquiry/contacts, send personal notes to target recruits, etc.

Time worked during normal work hours.

- Total compensation for the day 7.5 hours

Thursday normal work day

Travel to first school from hotel 7:30 -8:00a.m. (Not compensated outside normal workhours B II.a.)

School #1

8:00am – 9:00am Business meeting presentation compensated hours worked

9:00am – 10:00am Travel to 2nd school (compensated as hours worked III.a. B)

10:00am – 11:00am Business meeting presentation 2nd school compensated hours worked

11:00am – 12:00pm Lunch not compensated

12:00pm – 12:45pm Travel to 3rd High school (compensated as hours worked III.a. B)

1:00pm – 2:00pm Business meeting presentation compensated hours worked

2:00pm – 5:00pm Travel back to university compensated as hours worked

5:00pm – 7:00pm Unload and return rental car compensated as hours worked

- Total compensation for the day 10 hours

Friday normal work day in office

8:00 – 4:30 with one hour for lunch

- Total compensation for the day 7.5

Total hours worked for the week 45 hours