

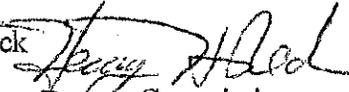
# Department of Environmental Protection

## Human Resources Division

### Memo

**To:** DEP Bureau Chiefs and Directors

**From:** Henry H. Peck



**CC:** Commissioner, Deputy Commissioners

**Date:** 08/01/00

**Re:** Revised Travel Guidelines

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Attached are revised travel guidelines that modify the policy for field employees who pick up a state vehicle on their way to a field assignment.

Please notify your staff of this change, which may be found in the second paragraph under the section Home to Work Travel, Ordinary Situations.

The change may be implemented immediately. We are making this change on a trial basis, through February 28, 2001. During the trial period, the change will be evaluated and decisions will be made regarding the need to make modifications.

Please note that these changes do not apply to the Protective Services (NP-5) Bargaining Unit or the Administrative and Residual (P-5) Bargaining Unit as there is specific language in their contracts addressing the issue.

Please contact me if you have any questions.

Thank you for your assistance in notifying your staff of this change.

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### TRAVEL TIME

The following guidelines have been prepared regarding travel time for bargaining unit employees.

In order to determine if time spent in travel is compensable, the conditions and type of travel need to be evaluated. Unless there is specific contractual language to the contrary, the following criteria should be used:

#### **Home to Work Travel, Ordinary Situations:**

An employee who travels from home before his or her regular workday and returns to his or her home at the end of the workday is engaged in ordinary home to work travel and is not compensated for such travel. Unless a contractual agreement is made regarding portal to portal pay, the employee shall not be paid for time spent traveling to and from the actual place of performance of the principal activity required of the job. If an employee is assigned to different work locations, compensable time starts when the employee reaches the assigned work site.

Unless otherwise specified in a collective bargaining agreement (see Protective Services and Administrative and Residual) when a field employee is assigned a state vehicle, and that vehicle is parked/garaged at a location other than the employee's home, the work day will begin at the time he or she actually picks up the state vehicle and begins travel to the work site. This provision applies only to field assignments, and will not apply when the employee is using the vehicle to commute to Hartford or field headquarters. Employees are responsible for working the number of hours required by their regular schedule. The day ends when the employee drops off the state vehicle at the location other than the employee's home provided the employee has worked the required number of hours for the day.

#### **Travel During the Workday:**

An employee will be compensated for time spent traveling from one work site to another during his or her scheduled workday. Travel from a work site back to the employer's premises is also compensable when such travel takes place during normal work hours.

### **Call Back / Emergencies:**

The time an employee spends traveling when called back to work on an emergency after going home for the day may be considered compensable. This would not apply if an employee was called in to work prior to their regular shift and began working their regular shift without returning home.

### **Travel During the Workday – One-Day Special Assignment** **Non-Exempt Employees:** *(Most Hartford-based P.Y staff are "Exempt")*

When an employee is required to travel out of town (far enough away to warrant public conveyance, i.e. bus, train, plane, etc.) the employee will be compensated for all travel time on public conveyance minus time spent eating while traveling. The employee will not be compensated from his or her home to the local railroad, bus depot or plane terminal.

Employees who drive in lieu of public conveyance will be compensated for travel time. If the employee is offered public transportation but requests permission to drive his or her own car instead, compensable travel time would be the time spent driving OR the time he or she would have had to count if the employee had used the public conveyance, which ever is less. Time spent while traveling if the employee uses a state vehicle is considered compensable.

The above policy applies only to non-exempt employees. Exempt employees will not be compensated for time spent traveling outside the normal hours of work.

### **Out of Town Travel – For More Than One Day** **Non-exempt and Exempt Employees:**

Employees who are required to travel to an assignment which keeps them away from home overnight will be compensated for that travel time which cuts across the employee's regular workday. This would apply to any day of the week. Regular meal period time is not considered compensable. Time spent in travel away from home outside the regular working hours on any day as a passenger on an airplane, train, boat, bus or automobile is not considered work time. However, if the employer requires the employee to perform work while traveling, such as preparing a speech on the plane, the time actually worked will be compensable regardless of when the travel took place.

**Note:** Exempt and non-exempt status is dictated by the Federal Fair Labor Standards Act. Employees who are over the overtime cap will receive compensatory time in lieu of payment when appropriate.