



Deschutes County Administrative Policy No: HR-15
Effective Date: February 8, 2010

TRAVEL TIME COMPENSATION POLICY

STATEMENT OF POLICY

It is the policy of Deschutes County to pay employees for travel time in accordance with the Fair Labor Standards Act, State of Oregon Bureau of Labor and Industries regulations, and applicable collective bargaining agreements.

APPLICABILITY

This policy applies to all County employees, except elected officials.

DEFINITIONS

- Portal-to-portal travel – an employee’s normal home-to-work and work-to-home travel at the beginning and end of a single work day.
- Travel between worksites – employee travel within a single day between multiple work sites.
- Special one-day assignment – employee is sent on a one-day assignment to a city more than 30 miles from the employee’s fixed official work station.
- Overnight travel - applies whenever travel keeps an employee away from the home community overnight.

POLICY AND PROCEDURE

Time spent traveling on County business should be scheduled within an employee’s regular schedule, to the extent possible, overtime should be avoided or minimized. In the event a specific situation is not covered by this policy, Oregon Bureau of Labor and Industries’ (BOLI) Administrative Rules (OAR 839-020-0045) shall apply. BOLI “Travel Time Compensation: Questions and Answers” are attached. In the event that this policy conflicts with an applicable collective bargaining agreement, the collective bargaining agreement shall prevail.

Portal-to-portal travel shall not be compensated. Travel between worksites shall be compensated.

Out of Area Travel for Non-exempt (“hourly”) Employees

If a non-exempt employee travels out of the area for a one-day special assignment that does not require an overnight stay, the time spent traveling is counted as hours worked.

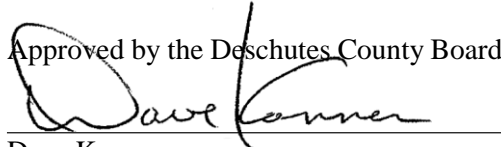
If a non-exempt employee travels out of the area and it includes an overnight stay, the time spent traveling during normal work hours (including a normally scheduled day off) must be compensated. Time spent traveling from the employee’s home to the airport and airport to home shall not be paid.

For a one-day special assignment or an overnight stay, overtime shall be paid only if the total hours for the week exceeds 40 hours or 48 hours for law enforcement employees on a 4-12 shift (unless the applicable collective bargaining agreement requires overtime).

Out of Area Travel for Exempt (“salaried”) Employees

It is expected that employees in exempt positions will remain on duty for whatever time is necessary to carry out the responsibilities of their positions. If an exempt employee travels out of the area for a special one-day assignment or an overnight stay, the time spent traveling is counted as hours worked. A department may flex the hours of an exempt employee in a supervisory or confidential position consistent with County Administrative Policy No. HR-7 or may provide exchange time for an exempt employee in a union represented position consistent with the applicable collective bargaining agreement.

Approved by the Deschutes County Board of Commissioners on February 8, 2010.

A handwritten signature in black ink, appearing to read "Dave Kanner", is written over a horizontal line.

Dave Kanner
County Administrator

