

Davidson College Chart of Worked and Paid Time for Non-Exempt Employees

Category	Time That Must be Reported and Paid	Time That is Not Work Time
Rest Periods/Breaks	<ul style="list-style-type: none"> Breaks of 20 minutes or less. Davidson College policy allows for two 10-minute breaks or one 20-minute break in an 8 hour shift. 	<ul style="list-style-type: none"> Meal breaks of 30 minutes or more.
Meal Periods (Lunch or Dinner periods, as applicable, based on shift)	<ul style="list-style-type: none"> Required attendance at meals or meal periods where work is performed must be paid. Employees should obtain prior supervisory approval to work through lunch. 	<ul style="list-style-type: none"> Employees who are completely released from duties during meal times are not paid for the meal period, unless the employee's attendance is required at a work lunch or dinner.
Electronic Communications	<ul style="list-style-type: none"> Time spent doing work on phone, including cell phone, texting, reading and responding to emails, authorized work-related posting to social media sites. All time spent by hourly employees utilizing electronic communications for work purposes is hours worked, counts toward overtime, and must be approved in advance by the employee's manager. 	
Commuting	<ul style="list-style-type: none"> Travel from home office or first job site to other work sites during the day. Performing authorized work-related errands while commuting from home to work or from work to home. Transporting or delivering materials or equipment to a job site prior to the start of the work day and/or returning materials or equipment. Transporting other employees to work sites, to the office, or to their homes either before or after the workday at management request. 	<ul style="list-style-type: none"> Ordinary travel from home to work (commuting time). Work time begins when the employee reaches the first work site and starts working. Time spent walking from the parking lot to the first work site of the day and from the last work site of the day to the parking lot.
Travel During the Work Day	<ul style="list-style-type: none"> Time spent in travel as part of the member's principal job activity (i.e., travel between job sites). 	<ul style="list-style-type: none"> Time Spent traveling to engage in personal activities unrelated to the employee's job duties during the workday.

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One-Day Assignment in Another Town or City	<ul style="list-style-type: none"> • Time spent traveling to and returning from a one-day required assignment in another city or town regardless of whether employee is the driver or the passenger, regardless of whether the travel cuts across the normal work schedule. (Normal time employee spends commuting to or from work is subtracted from time worked for the day.) • Time spent at required conferences, meetings, etc. 	<ul style="list-style-type: none"> • Amount of time employee ordinarily would have spent getting to and from work. • Time spent traveling from home to the airport or to meet a ride, or from the airport back home or a drop-off point back to home. • Time not worked, even if it cuts across the employee's regular work schedule (e.g., employee goes sightseeing instead of attending a conference session, the conference sessions are only from 9a.m. to 3 p.m., etc.). • Meal periods and social activities where attendance is not required and work is not performed.
Overnight Travel	<ul style="list-style-type: none"> • Any portion of authorized travel, including time spent waiting at an airport, bus station, etc., that cuts across a member's normal work schedule, including non-work days. • If an employee travels between two or more time zones, the time zone at the point of departure determines whether the travel falls within normal work hours. • Riding as a passenger when the employee is required to perform work (for example, to serve as an assistant or helper, respond to email, take phone calls, etc.). • Driving a vehicle, regardless of whether the travel takes place within or outside normal work hours. • Time spent attending authorized conferences, meetings, etc. • Required attendance at meals or meal breaks where work is performed. • Required attendance at social functions. 	<ul style="list-style-type: none"> • Any portion of authorized travel, including time spent waiting at an airport, bus station, etc., that falls outside of normal work hours. • Riding as a passenger outside of normal work hours where work is not required. • Travel from hotel to meeting site. • If an employee decides to drive a car when an authorized flight or other travel mode is available and paying for travel by car exceeds the cost of the authorized mode, only the estimated travel time associated with the authorized mode is paid. • Travel time if the college authorizes hotel accommodations for overnight travel but the employee prefers to drive home each evening. • Regular meal periods where work is not performed and attendance is not required. • Voluntary attendance at social functions. • Time spent outside of the conference or meeting (e.g., employee goes sightseeing or conference sessions end before employee's regular work day ends).

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Conference, Meeting, or Training Activity	<ul style="list-style-type: none"> Time spent attending authorized conferences, meetings, etc. 	<p>Only counted as unpaid time if <u>all four</u> of the following are true:</p> <ul style="list-style-type: none"> Attendance occurs outside the employee's regular work hours; Attendance is voluntary on the employee's part; The employee does no work while attending the event; And, the conference, meeting or training is not directly related to the employee's job.
Driving Own Vehicle	<ul style="list-style-type: none"> If an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available and paying for travel by car would exceed the cost of the authorized mode, only the estimated travel time associated with the authorized mode will be counted as hours worked. 	
Sleeping while traveling	<ul style="list-style-type: none"> An employee required to be on duty for 24 hours or more may agree with the employer to exclude regular sleeping periods of up to 8 hours, providing adequate sleeping facilities are furnished by the employer and the employee can usually enjoy an uninterrupted night's sleep. No reduction in hours worked is allowed unless at least 5 hours of sleep is taken. 	<ul style="list-style-type: none"> Time spent sleeping is not usually considered work time unless the employee is required to be on duty for 24 hours or more.
Work Outside of the United States	<ul style="list-style-type: none"> If some work is done in the US during a given workweek (Sunday through Saturday), then all hours must be tracked for the week and overtime is paid for all hours over 40 in the week. 	<ul style="list-style-type: none"> If no work is done in the US during a given workweek (Sunday through Saturday), there is no requirement to track hours for the week and the employee will be paid based on regularly weekly scheduled hours with no overtime.

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Callback	<ul style="list-style-type: none"> If employee is not scheduled to be working or has already worked and gone home and is then called back to work due to a critical situation that needs immediate attention from that employee, time spent traveling in to work and back home again is considered hours worked. Davidson College policy guarantees a minimum of two hours of pay at straight time rates when an employee is called back to work. 	
Waiting Time While Traveling, and On-Call	<ul style="list-style-type: none"> Time spent waiting is paid time if the employee is required to remain on call at a worksite. Any time the employee is engaged to wait and is not free to leave the premises or do what the employee wants. 	<ul style="list-style-type: none"> When the employee is free to do whatever he or she wishes and has to report back for duty at a given time in the future, the time until the employee is required to return is not paid time.