

1. What are normal work hours and normal work days?

Normal work hours refer to the time frame in which you are scheduled to work. This is not just for work days, but also include off days. Normal work days refer to the days in which the employee is normally scheduled.

EX. Penny works Monday through Friday from 8am – 5pm. Monday through Friday would be her normal work days. 8am - 5pm every day of the week, would be her normal work hours.

2. Do I get paid for travel time on a late night flight?

Unless you are flying during your normal work hours, you are not paid for travel time.

3. If another co-worker is driving us to an event in their personal or rented vehicle, and it is not during our normal work hours, do I still get paid for the travel time?

No, in this case the only employee who would be compensated for travel time is the driver.

4. Can I be paid for my normal commute to and from work?

No, normal commute from home to work or from work to home is not compensated.

5. If we have a meet and greet the night before our conference, do I get paid for this?

No, you are not paid for events that are not required and do not have a trainer or a speaker.

6. If my supervisor asks me to check my emails, answer questions, and/or perform other work duties while I am at the conference, in the evening, should I be paid for this?

Yes, any time that you are performing work duties you must be compensated.

7. How do we clock in and out if we are not working on campus?

You should be clocking in from your university-provided laptop or tablet, once you arrive at your work site.

8. What if my department does not provide me with a laptop or tablet, or I do not have an internet connection at my worksite?

You should enter your in and out punches and locations on the revised Payroll approved Timesheet. These timesheets will need to be signed and dated and turned into your supervisor on the day after the pay period ends (always a Wednesday).

9. What if a weather event prevents me from driving or flying home from a conference? Will I be compensated for the extra time?

No, this time would need to be filled with leave time.

10. Do I get paid when I travel from work site to work site?

If you are driving, yes. If you are not driving and this travel is taking place on a normal workday during your normal schedule, yes. If this travel takes place AFTER your normal schedule and you are not driving, no you will not be paid.

11. Can my supervisor ask me to stay late, but clock out?

No, this is not to ever be done. Anytime that you are performing work duties, you must be clocked in. If this does happen, please contact HR immediately.

12. Can my supervisor require that I respond to emails or phone calls on my off, vacation, or sick days?

No, if you are scheduled to be off, you are not to perform ANY work duties. If they need you to perform work duties on one of these days, you must clock in and your leave must be adjusted by the supervisor.

13. If I come in late, can I just stay that much longer after my shift?

This is completely up to your supervisor and must be approved before doing so. Also, just because it is allowed one time, does not guarantee that it will be allowed the next. **Each time requires approval.**

14. Do I have to take a lunch break?

Yes, you are required to take at least a 30 minute lunch break for every day that you work 5 hours or more.

15. Can I flex my schedule so that I can put in less leave time?

This is also up to your supervisor and must be approved BEFORE doing so. If they allow this, then you should wait until Tuesday afternoon to enter leave time that is under a full day. However, if they do not allow this, you must enter your leave the day or time that you return.