



Policy Title Pay for Non-Exempt Employees Off Campus Meetings, Training and Travel	Original Adoption Date 3/16/2012	Policy Number HR-667
Responsible College Division/Department Human Resources	Responsible College Manager Title Director of Human Resources	
Policy Statement On occasion, non-exempt employees may be required to travel on Lakeshore Technical College related business. The College pays employees when travel time is considered “work time”. See below under what circumstances time spent traveling is considered compensable (i.e., the time is counted as hours worked).		
Reason for Policy Under the Fair Labor Standards act (FLSA) a non-exempt employee must be paid for all hours the employee is ‘suffered or permitted to work.’ Hours worked may or may not include off campus meetings, training and travel.		
Historical Data, Cross References and Legal Review		
Legal Counsel Review and Approval: Board Policy:		
Definitions		