Cornell Cooperative Extension of Tompkins County

Section: Compensation and Classification
Subject: Special Pay Circumstances
Policy: Local
Code: 702.5
Association Adoption: 5/5/16
Association Effective Date: 9/14/16

Philosophy – To provide guidance regarding special circumstances in travel and overnight work for employees.

Travel Time - Employees may not consider normal travel time from home to and from their designated principal place of business as paid time. However, if an employee is required to travel to a location other than their normal place of work, time spent beyond their normal commute is paid time. If an employee is a passenger in a vehicle, plane, train, etc., travel time that is part of the employee’s regularly scheduled hours plus any additional time up to arrival at the destination is paid time. In addition, travel as part of the principal duties of a position (i.e. between job sites after arrival at the primary work site) is also considered paid time.

Attendance at Conferences or other training opportunities- Employees may, from time to time, be required or permitted to attend conferences outside of their primary work site. In addition to travel time, any time spent at the educational conference or training is considered paid time. Other time spent shopping, eating, sleeping, or doing other non-work related activities would be unpaid time. Attendance at special events should always be approved by a supervisor prior to attending in order for the time to be considered paid time.

Travel time that involves supervision of participants - Employees may also be required to travel as a chaperone for program participants as part of their positions. In this situation, all hours worked are considered paid time, unless the shift is longer than 24 hours. For shifts lasting longer than 24 hours, the employee will deduct 8 hours of sleeping time unless he/she is not allowed at least 5 hours of uninterrupted sleep (an example of interrupted sleep time would be an employee who gets up to care for a sick child and loses ½ hour of sleep doing so). For shifts lasting longer than 24 hours, if the employee does not get a minimum of 5 hours of uninterrupted sleep during the 8 hour designated period for sleep, the entire sleeping period will be paid time. In addition to the 8 hour deduction for sleep other hours may also be deducted from paid time if the employee is permitted a break which allows relief from all supervisory and other work duties and the employee is free to leave the area.

Elective Activities - An employee may NOT volunteer to work in the same capacity or position that he or she would otherwise be paid to perform. However, if an employee chooses to participate in another activity that is not work related but is part of another CCE activity, he/she may be considered a volunteer, but only if there has been no request, suggestion or requirement for the employee to participate made by the employee’s supervisor. Employees may also, at times, attend conferences, seminars, or meetings for their own personal growth. This time will be considered non-work time as long as it is not requested or required by a supervisor. Employees should always discuss volunteer and/or voluntary professional development activities with their supervisor prior to participating.

Questions - Any questions regarding any provision in this policy should be directed to your supervisor.