

## Compensable Hours of Work (examples)

- Employees' normal work core hours are included on the Job Description
- When overtime work is offered and accepted on a volunteer basis the work may be offered with the stipulation that any hours that are counted as overtime will be counted as Overtime Compensatory Leave Earned. Example: Working at the university graduation ceremonies or work during known peak periods. Supervisors may arrange temporary alternate work week hours as needed.
- Employees may request flex-time where it is feasible (See HR-18.02)
- **Non-traditional work such as the following must be included in the calculation of compensable work (requires supervisor approval):**
  - Answering emails after hours
  - Remoting into your UWF desktop and performing work or review of any kind
  - Reviewing phone messages that are work related
  - Bringing written materials home and reviewing or revising such items
  - Traveling to and from home when called back to work
  - Responding to phone calls that require an employee to assist verbally with work related matters
- **Travel related time counted as compensable:**
  - Time picking up a rental car
  - All time driving from home directly to destination and the related return trip
  - Time of flights or common carriers (Bus & Train)
  - Related ground transportation to hotel destination
  - Attendance at conferences or meetings while on official state travel
- **Travel time not included in compensable hours of work:**
  - Time at hotels when not otherwise engaged in conferences or official meetings
  - Time at dinner socials or non-formal related gatherings (Examples: Welcome mixers, tours and evening socializing)
  - Recreational or entertainment type events
  - Early arrival for events