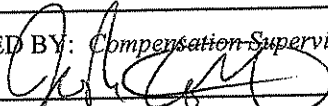



ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE	TITLE: Tribal Wide Travel Time Work Standards and Procedures	ORIGINATION DATE: 11-16-2010 REVISION DATE: 03-19-2013 EFFECTIVE DATE: After last signature
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DIVISION: All Tribal Divisions	APPROVED BY: N/A	DATE:
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1 Purpose

1.1 To define when employee travel is and is not compensated.

2. Definitions

- 2.1 Exempt Classification - A position which is paid a pre-determined amount or salary and is not eligible for overtime.
- 2.2 Local Travel - travel within a fifty (50) mile radius from the employee's work place.
- 2.3 Non-Exempt Classification - A position which is paid for work performed by the hour and is eligible for overtime pay when the employee works over 40 hours within a workweek.
- 2.4 Portal to portal - travel to the work place to report to work and travel from the workplace to home.
- 2.5 Time and attendance system - Any system, manual or automatic, used to record and track employee time.

3 Work Standards

- 3.1 Home to work and work to home is considered portal to portal travel and is not compensable.
- 3.2 Time spent for an employee as a passenger on a plane, train, vehicle, etc. is not paid unless it is during the normal working hours the employee is scheduled or work is being accomplished.
 - 3.2.1 E.g. Non-exempt (hourly) employee's regular work schedule is Monday – Friday 8 am to 4:30 pm. and employee is leaving on a plane for training on Sunday. This time spent as a passenger on

the plane on Sunday is not considered paid time unless the supervisor approves of work to be completed by the employee as a passenger on the plane.

- 3.3 Time spent driving is compensable if employee must drive to work outside of normal work area (e.g., driving to Milwaukee for training).
- 3.4 If a non-exempt employee elects to drive instead of flying, the supervisor only needs to pay for time that he/she would have spent as a passenger on an airplane.
- 3.5 All exempt and non-exempt employees must be paid for traveling to and from work sites. For example: Casino employee working at IMAC is asked to report to West Mason to complete shift. Employee must be paid for travel time from IMAC to West Mason.
- 3.6 The driving requirement must be on the job description and employees must be certified to drive prior to driving as a job duty.
- 3.7 Employees are eligible for workers compensation while on travel.

4 **Procedures**

Supervisor

- 4.1 Enters employee's travel time accurately in the Kronos timekeeping system.