

### **13 Rules for Understanding Worktime**

1. Includes all time worked, including “work not requested but *suffered* or *permitted*”
2. All work time must be paid whether authorized or not if you knew or had reason to know it was being performed. And...
3. Even if the work is performed outside regularly scheduled hours
4. Accurate time records must be kept
5. Accurate records includes all work time off site, at home, traveling, etc.
6. Federal law does not require lunch or coffee breaks. IF employers do offer short breaks (usually lasting about 5 to 20 minutes), federal law considers the breaks as compensable work hours. Unauthorized extensions are not compensable!
7. Employees need not be paid for breaks 30 minutes or longer if they are completely relieved of duty
8. Employees engaged to wait – Is paid idle time. The employee is at the place of duty at the appointed time and for whatever reason there is no active work to do.
9. Employees waiting to be engaged – is unpaid idle time. The employee shows up on his/her own volition in hopes of being put to work
10. Commuting time between home and work is not compensable
11. Drive time during the day for work generally is compensable
12. For employees with a fixed work site, travel completed in the course of a single day is ALL compensable.
13. For overnight travel:
  - As passenger: must be paid for travel time spent during regular work hours or weekend equivalent AND if working while traveling
  - As driver: must be paid for ALL travel time

## **Supervisors Should:**

- ✓ Understand that lunch and rest periods are not entitlements but are benefits of the employer based on policy.
- ✓ Be clear as to what is a “rest period” during the day if given one
- ✓ Make sure that NO WORK IS PERFORMED during an unpaid meal break
- ✓ Ensure that both you and your employee understand what is compensable when traveling for work before he or she leaves for the assignment.
- ✓ Be clear to your employees about start times and end times for work.