



Administrative Practices Manual

Subject: Travel Time Outside Regular Work Hours

1. Purpose

This policy clarifies when travel time may be considered as a part of an employee's hours worked. This countywide policy supersedes any Departmental policies that may be in conflict with this policy.

2. Definitions

- *"Ordinary commute time"* – means travel between a person's place of residence and their regular work locations.
- *"Origination travel"* – means travel occurring at the beginning of a scheduled workday and involving travel from a person's place of residence to an outside work location.
- *"Outside work location"* – means a work location other than a person's regular work location.
- *"Regular work location"* – means a work location, other than the employee's residence, at which an employee is assigned to work.
- *"Termination travel"* – means travel occurring at the end of the scheduled workday and involving travel from an outside work location to person's place of residence.

3. Travel Time Outside Regular

With the exception of the Dane County Board of Supervisors, the County does not pay for travel between a person's place of residence and their regular work locations. See Dane County Ordinance (DCO) § 20.11(4). The County does not pay for ordinary commute time. The County does include travel in the workday as follows:

- A. Employees starting a workday at an outside work location may claim work time only for the lesser of:
 - i. The uninterrupted origination travel time; or
 - ii. The uninterrupted travel time from the regular work location to the outside work location.
- B. Employees completing a workday at an outside work location may claim work time only for the lesser of:
 - i. The uninterrupted termination travel time; or
 - ii. The uninterrupted travel time from the outside work location to the regular work location.
- C. If the employee has more than one regular work location, time is calculated from the regular work location closes to the outside work location.

4. Preapproval and Department Policies

Employees must get preapproval from their supervisor for travel that would result in working overtime hours.

All related Department policies not inconsistent with this policy continue to apply.