



Memo

To: Pastoral Assistants for Administration, Bookkeepers, and Payroll Managers

From: Lilly McGarry, Assistant Director of Human Resources

Date: January 6, 2020

Re: Employee Compensation for Work-Related Travel

This is a reminder that when employees are required to travel for work they must be compensated appropriately, based on archdiocesan policies. Please review the information below.

Non-Exempt (Hourly) Employees

- **One-Day Travel:** Travel from home to the employee's usual and customary work site "home-to-work travel" is not compensated. After arrival at his/her first work site, travel between additional work sites during workday is compensated. Travel from employee's last work site to home is not compensated. Non-exempt employees with a regular work site who are sent on a special one-day (no overnight) assignment out of town will receive compensation for travel to and from the other city.

An exception may be made for time spent on the employee's typical commute (round trip home to work) when the employee is traveling to a transit hub (airport, train or bus station or boat). For example, if the traveling employee typically has a half hour round trip commute to work and the transit hub is one hour and 15 minutes round trip then the employee is compensated for a 45 minutes of travel (one hour and 15 minutes round trip to transit hub less typical commute of an half hour equal 45 minutes of travel time).

- **Overnight Travel:** Non-exempt employees on overnight travel will be compensated for any travel time as a passenger (employees driving will be compensated while driving) that the falls during their usual and customary work shifts (even if the shift time falls on a day not normally scheduled e.g. a weekend day). Non-exempt employees are not compensated for meal periods or after shift rest and sleep time unless work is performed. Anytime work is performed the time will be compensated.

Exempt (Salaried) Employees

- Exempt employees are paid a set salary and are not compensated beyond their salary for travel time.

Mileage Reimbursement

- Employees who drive a non-chancery owned vehicle in the course of conducting business will be reimbursed for each mile driven at the then-current IRS mileage rate. Mileage is only for mileage greater than normally driven between work location and principal residence (home).

Additional policies related to travel, can be found in Parish Personnel Policies available online at: <http://www.seattlearchdiocese.org/Assets/HR/051519-ParishHRPolicies.pdf>.

Questions? If you have questions regarding a particular employee and/or situation, please contact the Office of Human Resources at 206.382.4570 or hr@seattlearch.org.