



**Cochise College  
District Board Policy**

**Category: All Employees**

**Policy Number: 668**

**Title: Non-Exempt Employee Travel and Overnight Stay**

Cochise College complies with applicable laws to ensure non-exempt employees who travel are compensated according to state and federal guidelines.

**Procedure 668.1**

**Travel**

1. Commuting to and from home to the regularly assigned work location is not considered travel time and is non compensable.
2. Time spent by an employee traveling between multiple worksites in a single day is counted as compensable time.
3. Round trip travel to and from a regularly assigned work location to another location for a special one-day assignment is counted as compensable time.
4. Meal breaks are not considered compensable time.

**Procedure 668.2**

**Overnight Stay**

Non-exempt employees shall be compensated for scheduled conference or event activities, excluding non-conference breaks.

For example, non-exempt employees attending a conference with events scheduled from 8:00 a.m. to 6:00 p.m. shall be compensated for 10 hours less any non-conference meal breaks. Free time between 6:00 p.m. and 8:00 a.m. the following day when the conference sessions start again is non-compensable.