

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**Travel Time Compensation**

Inter-Bureau Procedure # 02-12-90

**Authority:** Raymond B. Wingerd, Chief Probation Officer  
Juvenile Community Corrections Bureau  
Adult Community Corrections Bureau  
Detention Corrections Bureau

**Travel Procedure:**

**A. CIRCUMSTANCES DETERMINING COMPENSABILITY OF TRAVEL TIME**

The County will pay Department employee's for their travel time only when the purpose for the travel is related to their work and then, only if the travel comes within one of the following circumstances:

1. The travel occurs during the employee's regular working hours, but is not regular commuting time from home to work (even if the employee works at different locations on different days).
2. The travel occurs beyond the employee's regular working hours on a day that the employee is regularly scheduled to work.
3. The travel occurs on a day other than a day that the employee is regularly scheduled to work.
4. Travel to and from training classes that are work-related and recommended by a supervisor, (This rule does not include STC and other State mandated training, which is treated separately). Travel for attendance at state law required training (i.e. PC 832, STC Core and required annual STC training) will not be compensated, unless the travel occurs during the employee's regular working hours on a regularly scheduled workday for that employee.
5. An employee who is required to physically return to work pursuant to the Memorandum of Understanding Section 4 – Call Back Compensation, shall be reimbursed for required travel in accordance with the Memorandum of Understanding, Return to Work Compensation Section 4 (b).

It is permissible, with the consent of the employee and supervisor, to "flex" the employee's work schedule to accommodate required travel, provided that such modifications of an employee's schedule occurs within the employee's FLSA workweek.

**B. SUPERVISOR AUTHORIZATION**

Employees must receive authorization from their supervisor prior to accruing overtime as a result of traveling on Department business, in the absence of an emergency situation. In those circumstances where prior supervisor authorization is not possible, the employee must notify his/her supervisor that overtime was accrued as soon as possible thereafter. This requirement

is based on the Department's overtime procedure 00-04-81, which requires approval by a supervisor prior to accruing overtime, whether as a result of travel or other work duties.

### **C. REQUIREMENTS TO ENSURE COMPLIANCE WITH PROCEDURE**

All employees are required to comply with this procedure in addition to the Department's procedure on overtime. Failure to comply could lead to discipline, up in and including termination.

Issued by: \_\_\_\_\_  
Raymond B. Wingerd , Chief Probation Officer

Date: December 23, 2002

Revised:

Policy Reference(s):