

FLSA
Definitions for Administering
University Staff (non-exempt) Business Travel

1. **Regular Working Days:** The employee's regularly scheduled working days; typically Monday through Friday, or, as otherwise practiced in the work unit.
2. **Regular Working Hours:** The employee's regularly scheduled working hours, typically 7:45 a.m. through 4:45 p.m., or, as otherwise practiced in the work unit.
3. **Non-Working Days:** Those days which are not Regular Working Days, typically Saturday and Sunday.
4. **Working Time:** Time which will be accounted for as those hours for which the employee will be compensated.
5. **Home to Work Travel:** Travel between an employee's home and the regular work location. This time is not compensable to the employee.
6. **Travel Status:** The process of being in-transit to and/or from a destination.
7. **Working Travel Time:** Time during **Travel Status**, which will be accounted for as those hours for which the employee will be compensated.
8. **Day Travel:** Time spent traveling by bus, train, airplane, helicopter, automobile, etc. to an assignment in another city/town and returning home during the same day.
9. **Away Travel:** Time spent traveling by bus, train, airplane, helicopter, automobile, etc. to an assignment in another city/town which keeps the employee from home overnight; returning home on a subsequent day.
10. **Normal Meal Time:** The prescribed time during the employee's Regular Working Hours which is allocated as Non-Working Time (unpaid) for meals.
11. **Principal Activity:** The primary duty(ies) or tasks of the employee's job for which the employee will be compensated.
12. **Incidental Activity:** Those activities performed by the employee which are related to the Principal Activity(ies) of the job regardless of when they occur, and include, among others, civic and charitable activities, equipment maintenance, shift changes, time spent on grievances, medical treatment, pre-employment activities, rest periods, on-call time, training and waiting time.
13. **Deliberate Ignorance:** When an employer knows or has reason to believe that an employee is continuing work after Regular Work Hours, and/or Regular Work Days. Does not exempt the employer from liability to compensate the employee for those working hours, regardless of whether such time is recorded.

Direct questions regarding these **"Good to Know!"** definitions to your Human Resources Compensation Management team:

Rod Kelly	4-1618	rodkelly@auburn.edu
Trey Lightner	4-1635	lightjl@auburn.edu
Andrea Brothers	4-1601	mcabeac@auburn.edu