



Fair Labor Standards Act

Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	12-05-2017	Original issue.	Steve Altman

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Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures when the Fair Labor Standards Act (FLSA) provisions related to travel time are applicable and result in compensable time in accordance with procedures set forth by Caltrans [Office of Labor Relations](#)¹.

Process Inputs

1. Employee assignment letter that:
 - a. Changes the employee’s Headquarters.
 - b. Changes the employee’s reporting location.
 - c. Changes the employee’s work location.
2. Employee assignment that requires short-term travel.

Procedure

1. SC employees:
 - a. When your Headquarters address or reporting location is changed, or if short-term travel is required:
 - Review the [FLSA Implementation Handbook](#).

¹ Location of Labor Relations is Administration Program / Division of Safety and Management Services / Office of Labor Relations.

- Discuss with your supervisor, whether FLSA requirements for additional compensation apply.
 - If the FLSA requirements apply, complete the appropriate [FLSA travel time calculation worksheet](#).
2. SC supervisors:
 - a. Discuss completion of the FLSA travel time calculation worksheet with your SC employee.
 - b. Verify employee's headquarters, reporting address, and residence.
 - c. Uniformly and correctly apply FLSA requirements found in the [FLSA Implementation Handbook](#).
 - d. Forward completed FLSA travel time calculation worksheet to the SC manager.
 - e. Review and approve entries on SC employee timesheets due to FLSA requirements.
 - f. Monitor SC employees for compliance.
 - g. Notify SC manager of SC employee non-compliance, take action to attain compliance as necessary.
 - h. Notify SC manager of problems with or improvements that can be made to FLSA travel time calculation worksheets.
 3. SC managers.
 - a. Establish procedures for completing FLSA travel time calculation worksheets and evaluate results for improvement.
 - b. Approve and retain FLSA travel time calculation worksheets.
 - c. Monitor SC employees and SC supervisors for compliance, take action to attain compliance as necessary.

Process Outputs

1. Completed FLSA travel time calculation worksheet.
2. Properly approved SC employee FLSA travel time compensation.
3. SC employee compliance with FLSA.

Attachments