

State Operated Community Program SOCP Policy Memorandum

Topic:	Documenting Travel Time	Issue date:	01/25/2012
<p>Policy Memorandums - should be considered high priority, and processed immediately. They are used to disseminate new federal, state, and program policies or <u>administrative rules</u>, changes in existing policy or administrative rules, policy clarifications and manual updates.</p>			

Applies to:
(check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> All employees includes: | <input type="checkbox"/> Prog. Managers | <input type="checkbox"/> Site Managers |
| <input checked="" type="checkbox"/> Nurses | <input type="checkbox"/> BVS1 & 2s | <input type="checkbox"/> Trainers |
| <input type="checkbox"/> Cent. Office staff | <input checked="" type="checkbox"/> Group home staff | <input type="checkbox"/> HR |
| <input type="checkbox"/> Other : | | |

Implementation date: 01/25/2012

FROM: Lois DeLong, HR Director *LD*

SUBJECT: Documenting travel time - when working overtime

In some group homes employee(s) leaving their houses to work overtime, have signed out as leaving at the end of their houses shift and signed in as if they arrived at the beginning of the overtime shift house. This practice has been done regardless of the actual leave and arrival times in order to be compensated for travel time.

Effective immediately, any employee who leaves their assigned house to work overtime will sign out at the time he/she actually leaves, and sign-in at the overtime house when he/she actually arrives. Travel time should be noted on the sign-in sheet and the Time Slip at the overtime house.

Employees will continue to follow their assigned house procedure for leaving early. If they are unable to leave early they will notify the overtime house as-soon-as is possible.

If you have questions about this information, contact:

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