

Travel Time Policy and Procedures

Created: March 18, 2008
Revised:

POLICY

Employees are paid an hourly wage for the time spent traveling from client to client (in-between mileage). The maximum amount of time paid for one event of in-between mileage is 30 minutes unless management has granted an exception. Exceptions are based on a longer than average distance between clients. An in-between travel time of over 30 minutes will be considered a meal break.

The rate paid for travel time is the prevailing minimum wage.

PROCEDURES

1. Print out the General Activity Report by Comfort Keeper for last week.
 - Select the 'Reports' tab.
 - Select the 'General Activity Report by Comfort Keeper' from the 'General' menu.
 - Fill in the report parameters as follows
 - Client: <show all>
 - Comfort Keeper: <show all>
 - Start Date: 1st day of week
 - End Date: Last day of week
 - Status: <show all>
 - Timesheet: <show all>
 - Click the 'View Report' button
 - Print the report.
2. Scan the Report looking for Caregivers who provided service to more than 1 client on a given day.
3. Total the in-between time for each caregiver that provided service to more than 1 client on a given day. The maximum time in-between should be 30 minutes unless management has granted an exception.
4. Record the Total in-between time for the week for each caregiver on the 'Special Payroll Items Processing Form' for the appropriate pay period.
 - There is one document for each two week pay period and it is stored in the 'Payroll' folder under the current year.
 - Go to the 'Payroll/20yy' folder where yy is the current year.
 - Get the document named '20yymmdd PR001 – Special Payroll Items Processing Form.doc' where yy is the current year, mm is the current month and dd is the last day of the current payroll period.
 - If there is no document for the current period, create one by selecting the previous document and renaming it to the current period. You will need to delete all of the previous entries on the document.