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IV.13: *Sometimes an employee will fill in for another who is absent. It's a win-win situation for both sides, since the absent employee's shift is covered and the fill-in employee gets to make some extra money. But it gets a little tricky when the two positions have different pay rates. How would we calculate the overtime?.....20*

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IV.16: *Our standard travel expense policy reimburses all non-exempt employees the same flat amount in travel expenses when they travel to temporary work sites, usually about 1,000 miles away from our headquarters. Employees are paid regardless of whether they actually incur expenses, although most find accommodations near the temporary site. Can we exclude these reimbursements from their regular rates? Can we exclude any other payments from employees' regular rates, as well?.....21*

IV.17: *Very infrequently, non-exempt technicians are called back to handle emergencies that arises at a customer's place of business. To sweeten the pot, we pay them a premium of four hours' pay at 1.5 times their regular rates, even if they only work for one or two hours. Must we include that payment in their regular rate when we calculate their overtime rates?.....22*

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V.5: *In order to be considered for permanent employment, probationary employees must complete an EMS course and be licensed by the state. They’ll be paid if their course time cuts into their regular working time, but that’s all. We’re concerned about the totality of the hours they’re spending in EMS training. Must we count those hours as working time, since the state license is integral to their jobs?.....*25

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V.7: *I’ve been told to place a policy in our employee handbook that states that paid travel time won’t be considered for overtime purposes. In other words, if employees travel six hours a week and work 40 hours a week, they won’t receive overtime. This doesn’t sound right to me. Is it?.....*26

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V.9: *We’re a service outfit. Occasionally, employees must handle emergencies during their off hours. They do drive company vans home every night, just for this purpose. For these night calls, the workers are on a rotation basis, so sometimes they travel out of their regular work areas to get to a customer. Does this travel time still qualify as non-compensable commuting time?.....*26

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