	Title: Travel for Non-Exempt Staff	Review Frequency: Two Years	Effective Date: May 11, 2015
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		Revision #	1

1. Purpose/Objectives.

1.1. Non-exempt staff may only travel out of town for overnight trips with special permission from the Dean. The purpose of this policy is to ensure that proper preapprovals have been obtained for non-exempt staff who will be traveling out of town and overnight for official College business. The Dean must approve such travel prior to any travel arrangements being made (i.e. purchasing of airfare, hotel reservations, etc.). The purpose of the travel includes, but is not limited to, conferences, seminars or trainings that enhance the specialized expertise of the staff member. In order to reduce or eliminate accrual of overtime for non-exempt staff, this policy has been established.

2. Scope.

2.1. This policy applies to College of Nursing non-exempt staff and their supervisors. Lack of compliance with this policy may result in disciplinary action, up to and including dismissal.

3. Content.

3.1. Non-exempt staff wishing to travel out of town for College business, when overnight stay is required must:

3.1.1. Complete necessary paperwork including, but not limited to:

3.1.1.1. CON Travel Authorization Form

3.1.1.2. Non-exempt overtime agreement, if applicable

3.1.1.3. Completed Daily Schedule Form

3.1.1.4. Copy of proposed flight itinerary

3.1.1.5. Copy of the agenda or schedule from proposed conference/seminar

3.1.2. Acquire written permission from their supervisor, as evidenced by signature on forms listed above

3.1.3. Acquire written permission from the Dean, as evidenced by signature on forms listed above
Non-exempt Staff should make an attempt to ensure that their working hours do not exceed the 40 hour limit within the work week. This may be done by taking a day off that is usually worked as well as planning travel time during the 8:00-5:00 work day.

3.2. If travel is approved and causes the non-exempt employee to work more than 40 hours during the work week, the employee is entitled to overtime in compliance with UNM Policy 3505 and 2610. Note that is the employee's choice to take pay or compensatory time for any overtime hours worked.

4. Responsibilities.

RESPONSIBILITIES	
Position/Title/Group	Requirements/Expectations/Duties
Dean, Associate Deans, Supervisors	Responsible for assuring adherence to this policy
CON Organizational Services	Should be contacted for interpretations, resolution of problems, and special situations.

5. Records Applicability/Retention


5.1. "Documentation related to this policy will be maintained in accordance with UNM Administrative Policies and Procedures, UAPPM Policy 6020, and applicable requirements of the New Mexico Public Records Act, N.M.S.A § 14-3-1 et. seq."

6. External Reference(s).

6.1.

- 7. Internal Reference(s).
 - 7.1. UNM Policy 2610 Time and Leave Reporting: <https://policy.unm.edu/university-policies/2000/2610.html>
 - 7.2. UNM Policy 3305 Overtime: <https://policy.unm.edu/university-policies/3000/3305.html>
 - 7.3. UNM Policy 3310 Compensatory Time: <https://policy.unm.edu/university-policies/3000/3310.html>
 - 7.4. UNM Policy 3300 Paid Time: <https://policy.unm.edu/university-policies/3000/3300.html>
 - 7.5. UNM UAPPM Policy 6020: <https://policy.unm.edu/university-policies/6000/6020.html>
- 8. Definitions.
 - 8.1.
- 9. Key Words.
 - 9.1. Travel, non-exempt staff
- 10. Attachments.
 - 10.1. None
- 11. Approval Authority.

DOCUMENT APPROVAL & TRACKING

Item	Contact	Date	Approval
Owner	CON Dean		
Consultant(s)	CON Leadership Team, CON Organizational Services		
Committee(s)			
Legal (if applicable)			[N/A]
Official Approver	Nancy Ridenour, Dean, College of Nursing		Y
Official Signature		Date: 11 May 2015	
CON Approval		May 11, 2015	
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12. Document History.

HISTORY LOG				
Date and Date Type: (Specify: Origination, Effective or Retired Date) In addition: Add Review Date when Effective Date does not change due to no major updates.:	New/ Revision #	Title of Document:	Description of Change(s):	Approved By: Print Name/Title
5/11/2015	1	Travel for Non-Exempt Staff	New Document	Dean, Nancy Ridenour
4/7/2020	2	Travel for Non-Exempt Staff	Transferred Policy #6.2.2 content to revised HSC policy template and numbering system to #CON 320.	