

Can I take a long lunch, i.e. to attend a fitness class?

This is generally fine, with a few expectations:

- Employees should work a full 8 hours each day.
- Employees need to begin their lunch break before the end of the 5th hour of work.
- Employees need to take their offered rest breaks on time (15 minutes near the middle of each 4 hour block of time worked), as these are paid breaks that cannot be added to the lunch hour.

How do I log team lunches?

This depends. In all cases, we expect supervisors to use their best judgement as to the category into which the lunch reasonably fits.

- If the lunch is a working lunch (i.e. completing a mailing, conducting a training, or discussing a departmental issue) or is a staff meeting, typically the entire lunch is considered compensable time and so employees should not clock out for lunch.
 - In this case, employees will receive a meal penalty.
 - Travel time to and from the lunch is also considered compensable time.
- If the purpose of the lunch is more informal, such as team- and relationship-building for your staff (i.e. celebration of a recent accomplishment), in which some work is being discussed but a reasonable portion of the lunch is also informal, we generally expect employees to clock out for their lunch hour. If the lunch goes over an hour, including travel time, this additional time should be considered compensable time.

How do I log University-sponsored lunch-and-learn events?

This depends. In general, we encourage all employees to attend any professional development, wellness, spiritual, or retirement events that are of interest to them. These are an important part of the total compensation package we receive at the University.

- Employees should request their supervisor's permission to attend these events in advance, and supervisors should ensure appropriate coverage for their offices.
- Whether or not employees clock out for these events typically depends on whether the employee is attending for their personal benefit, or whether the employee is being asked to attend for their professional benefit or the benefit of their office.
 - If the event is a personal benefit, employees should clock out for their lunch hour. If the event goes over an hour, including travel time, this additional time should be considered compensable.
 - If the event is a professional benefit, the entire event is considered compensable time and so employees should not clock out for lunch. In this case, employees will receive a meal penalty.

How do I log other University sponsored events?

Events such as president's briefings, chapel services, and staff achievement events are typically considered compensable time, including travel time. These are an important part of the total compensation package we receive at the University.

- If a supervisor expect their employees to attend these events, we typically consider this compensable time.
- If employees would like to attend these events but their supervisor has not asked them to do so, they should request their supervisor's permission to attend these events in advance, and supervisors should ensure appropriate coverage for their offices.
- If these events take place at a campus or location that is not the employee's primary place of work, travel time to and from these events is considered compensable.

Can I grant my employees administrative pay for special events or circumstances?

This depends. In exceptional circumstances, such as staff appreciation events and graduations that affect entire departments, HR is able to grant employees administrative pay.

- This pay must be approved in advance by a dean or head of a major area.
- As this is a manual process, HR requests a week's notice for this request, and a spreadsheet with the affected employees' names to be returned to us at 3 days before the next payroll deadline.
- Employees should have entered their actual time worked on the affected day before we receive this spreadsheet.
- We expect that departments will use this pay code strategically and sparingly.

Travel Time

Generally, travel time longer than the employee's normal commute to and from his or her regular work site is considered compensable.

- Travel to and from a campus that is not the employee's normal campus
- Travel to and from a one-day assignment away from the employee's normal campus
- Travel to and from an out of town assignment, including waiting time (i.e. at an airport)

A Word of Caution

The University is legally required to comply with a number of federal, state, and local wage and hour regulations. It is a supervisor's responsibility to ensure that their employees comply with these regulations and always complete their timecards accurately, without exception. Non-compliance with these regulations puts the University at significant financial and reputational risk, and any instance of non-compliance will be addressed at the highest levels of University administration.

Additional Resources

A timekeeping quick guide, which includes helpful information on wage and hour regulations related to breaks, meal periods, overtime, exempt/nonexempt statuses, and independent contractors is available at community.pepperdine.edu/hr.

We are fortunate to work for an institution that offers benefits such as these to our staff. If you feel that a supervisor or employee in your area is utilizing these benefits improperly, if you have additional questions related to timekeeping, our would like additional wage and hour training, please contact our Manager of Total Compensation and Employment, Emily Bentley.

Please contact our Total Compensation Specialist, Christine Hannick, with any questions related to paid time off or leaves of absence such as sick and vacation leave, jury duty, bereavement, family and medical leave, and volunteer staff leave.

Please contact our Engagement team with any questions related to time off for worker's compensation.