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MEMORANDUM

TO: North Ogden City Council
FROM: Dave Carlson, City Attorney
DATE: May 4, 2011
RE: *Amendment of Travel Compensation Policy*

Dear City Council:

Some questions came up recently about the City's obligation to compensate non-exempt employees for work-related travel. When I consulted the personnel policy manual, I could see that it did not fully answer the questions. This is my fault because I suggested some new policy language on this topic during the most recent revision. While the language I suggested was not inaccurate, it was not comprehensive enough to allow Department Heads to answer all the questions about when time spent traveling for work assignments is compensable and when it is not. This new language follows the Fair Labor Standards Act much more closely and provides more information to help make these types of decisions. If you have any questions, please do not hesitate to contact me at 801-737-9841.

cc: City Administration.