

## Overtime and Travel Scenarios

### Overtime Scenarios

Overtime scenarios apply to all professional services contracts. The consultant's work week will be defined in the priced proposal as part of the contract.

1. A consultant employee works 4 hours in the morning on an MDOT project and 6 hours in the afternoon on a non-MDOT Project.  
If the consultant employee works more than 40 hours during this work week, the 2 hours of premium overtime would be charged to the non-MDOT project. MDOT will not be charged for any premium overtime
2. A consultant employee works 4 hours in the morning on a non-MDOT project and 6 hours in the afternoon on a single MDOT Project.  
If the consultant employee works more than 40 hours during this work week, the consulting firm would be reimbursed for 2 hours of premium overtime for time worked beyond the standard 8 hour work day. The 2 hours of premium overtime would be charged to the MDOT project.
3. A consultant employee works on three MDOT projects during a single work day: Project 1 for three hours, Project 2 for three hours and Project 3 for five hours.  
If the consultant employee works more than 40 hours during this work week, the consulting firm would be reimbursed for 3 hours of premium overtime for time worked beyond the standard 8 hour work day. The three hours of premium overtime would be charged to Project 3.
4. For illustration, a consultant's work week is Monday through Sunday. A consultant employee works 40 hours on a mix of MDOT and non-MDOT projects between Monday and Friday. The consultant employee then works 10 hours on Saturday on two MDOT projects (5 hours on each project).  
The consulting firm would be reimbursed for 10 hours of premium overtime. Each MDOT project that received services on Saturday would be billed for 5 hours of premium overtime.
5. For illustration, a consultant's work week is Saturday through Friday. A consultant employee works 5 hours on Saturday and 5 hours on Sunday. The consultant employee then works five 8-hour days on a mix of MDOT and non-MDOT projects between Monday and Friday.  
The consulting firm would be reimbursed for 10 hours of premium overtime (2 hours on Thursday and 8 hours on Friday). The OT would be charged to the projects the consultant employee is working on the last 2 hours of Thursday and all day Friday.

6. A consultant is given advance notice that an MDOT project work schedule is changing from five, 8 hour day shifts to an Alternate Work Schedule of four, ten hour shifts.  
If the consultant employee does not exceed 40 hours under their Alternate Work Schedule, no overtime is accrued.
7. A consultant employee takes 8 hours of holiday, paid time off or sick leave during a work week. The employee also works 40 hours on MDOT projects during the same work week and includes a total of 48 hours on their timesheet.  
The employee did not exceed 40 hours after subtraction of holiday, paid time off or sick leave hours. No overtime would be charged.

### **Travel Scenarios**

Travel scenarios apply to all professional services contracts. The project site can be the project location, MDOT office or other location where project work is completed.

#### ***Vehicle is parked at Consultant's Office***

1. The vehicle a consultant employee uses for MDOT project work is parked at the Consultant's Office. This scenario also applies to situations where the consultant employee must travel to the consultant office to pick up equipment for the project.
  - a. The consulting firm will be reimbursed for vehicle expenses from/to the Consultant's Office to/from the project site.
  - b. The consulting firm will be reimbursed for labor time associated with travel from/to the Consultant's Office to/from the project site. Under this scenario the consultant employee has already commuted to the Consultant Office and the 30 minute commute deduction does not apply.

#### ***Vehicle is parked at Employee's Home***

2. A consulting firm has a policy that allows employees to take vehicles used for project work home to provide cost and time efficiency. The consultant office is 50 miles from the project site and the consultant employee's home is 45 miles from the project site.
  - a. The consultant employee travels from/to home to/from the project site.  
The consulting firm will be reimbursed for vehicle expenses from the consultant employee's home to/from the project site.

The consulting firm will be reimbursed for labor time associated with travel to/from the project site minus 30 minutes for each leg of the trip.

- b. The consultant employee must travel to the consultant office for company business before traveling to the project site.

Vehicle and labor expenses are per Travel Scenario 1.

- 3. A consulting firm has a policy that allows employees to take vehicles used for project work home to provide cost and time efficiency. The consultant office is 25 miles from the project site and the consultant employee's home is 15 miles from the project site.

- a. The consultant employee travels from/to home to/from the project site.

The consulting firm will be reimbursed for vehicle expenses from the consultant employee's home to/from the project site.

If the project is within the 30 minute window of the consultant employee's home, no reimbursement will be made to the consulting firm for labor time associated with travel. If travel to/from the site exceeds 30 minutes, the consulting firm will be reimbursed for labor time associated with travel to/ from the project site minus 30 minutes for each leg of the trip.

- b. The consultant employee must travel to the consultant office for company business before traveling to the project site.

Vehicle and labor expenses are per Travel Scenario 1.

- 4. A consulting firm has a policy that allows employees to take vehicles used for project work home to provide cost and time efficiency. The consultant office is 35 miles from the project site and the consultant employee's home is 40 miles from the project site.

- a. The consultant employee travels from/to home to/from the project site.

The consulting firm will be reimbursed for vehicle expenses based on the distance from the consultant office to/from the project site (70 miles).

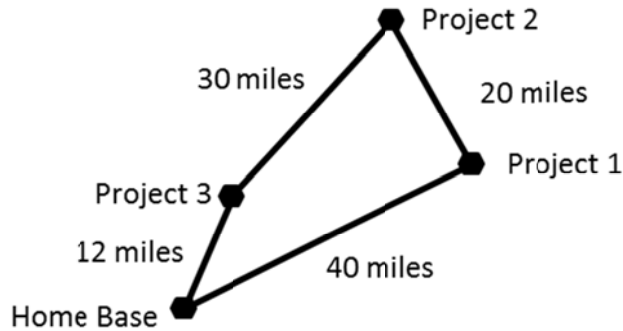
The consulting firm will be reimbursed for labor time associated with travel to/ from the employee's home to the project site minus 30 minutes for each leg of the trip.

- b. The consultant employee must travel to the consultant office for company business before traveling to the project site.

Vehicle and labor expenses are per Travel Scenario 1.

**Employee Travel to Multiple Projects per Day**

5. A consultant employee travels from their base location (home or consultant office) to Project 1 that is a distance of 40 miles to Project 2 (distance from Project 1 to 2 is 20 miles) to Project 3 (distance from Project 2 to Project 3 is 30 miles) to their base location that is 12 miles away from Project 3 in a single day. The distance from Home Base to Project 2 is 45 miles.



The consulting firm will be reimbursed for all vehicle expenses from/to the consultant employee’s base location. Vehicles expenses will be distributed based on the following mileages:

Project	Mileage
Project 1	50 miles (40 + 10)
Project 2	28 miles (10+15+3) <sup>1, 2</sup>
Project 3	24 miles (15+12-3) <sup>1</sup>

The consulting firm will be reimbursed for labor time associated with travel as follows:

**From Consultant Employee’s Home:**

Project	Travel Time
Project 1	Travel time from Home Base to Project 1 plus half the travel time from Project 1 to Project 2 minus 30 minutes
Project 2	Half the travel time from Project 1 to Project 2 plus half the travel time from Project 2 to Project 3 <sup>3</sup>
Project 3	Half the travel time from Project 2 to Project 3 plus half the travel time from Project 3 to Home Base minus 30 minutes <sup>3</sup>

**From Consultant Office:**

Project	Travel Time associated with __ Miles
Project 1	Travel time from Home Base to Project 1 plus half the travel time from Project 1 to Project 2
Project 2	Half the travel time from Project 1 to Project 2 plus half the travel time from Project 2 to Project 3
Project 3	Half the travel time from Project 2 to Project 3 plus half

	the travel time from Project 3 to Home Base
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<sup>1</sup>The total mileage and travel time assigned to a project cannot be more than the mileage and travel time associated with a direct round trip. The miles assigned to Projects 2 and 3 are adjusted to cap the miles assigned to Project 3 at 24 miles.

<sup>2</sup>Mileage assigned to Project 2 must be less than the direct round trip mileage of 90 miles. 28 miles is less than 90 miles and acceptable.

<sup>3</sup>If the time associated with travel for Project 3 is less than 30 minutes, the travel time for Project 2 will be reduced by the remainder.