

12.2 - On-Shift Time. On-shift time includes actual work, ordered standby, and compensable travel. On-shift time has a specific start and ending time and is recorded as clock hours. Individuals are required to report to their designated work site as scheduled, ready and willing to perform work safely.

12.3 - Travel and Related Waiting Time. All travel to an emergency incident is compensable because it results from an event, which could not be scheduled nor controlled administratively by agency management (See 5 CFR 550.112. (g)(2)(iv)).

BAER and Prevention Team assignments may or may not be administratively uncontrollable. If it is determined to be administratively controllable, travel time may be compensable under regular travel pay authorities.

Prescribed fires are considered administratively controllable; therefore, travel is not compensable under emergency authorities, but may be compensable under regular travel pay authorities.

When in non-duty status, an individual may be compensated for travel from home to the incident when that is a more direct route and only for the time that exceeds the normal time from home to work (See 5 CFR 550.112. (j)(2)).

Compensable time begins when the individual starts travel as outlined above or when they report to the point of departure. Time spent at individual's residence preparing for incident assignment is not compensable.

Following are emergency travel compensation rules. These rules apply to both regular government employees and casuals, except where noted.

1. Ordered Travel. All hours of actual travel are compensable. This includes traveling from a sleeping facility to the work site (e.g., incident base, fireline, dispatch office, buying team location). There is no limitation on hours, except for waiting time and meal breaks as provided in Number 2 and Number 3 below.
2. Travel Interruptions. Travel interruptions during a period of continuous travel are compensable up to 2 hours except as noted in 12.3-3, Meal Breaks. Travel interruptions exceeding 2 hours where individuals are free to sleep, eat, or, to a limited degree, pursue personal activities including waiting at an airport or other transportation site, are not compensable, and must be shown as a break on the Crew Time Report, SF 261, as a travel interruption.
3. Meal Breaks. Time spent eating during travel interruptions is noncompensable (e.g., eating while waiting in an airport or stopping at a restaurant), and must be shown as a break on the Crew Time Report, SF-

261. Time spent eating while traveling in a plane, bus, or other vehicle is compensable.
4. Commuting Between Incident Work Site and Residence. When subsistence and lodging are available at the incident, transportation and travel time will not be paid for commuting between the duty location and the individual's residence.
  5. Transportation from Official Duty Station to Individual's Residence. Individuals returning from an incident after the close of business may be furnished government transportation to their residence if there is no alternative means of transportation.
  6. Per Diem Entitlements. When subsistence and lodging are provided at the incident, only incidental expenses are reimbursed. Refer to Section 13.6, Exhibit 01, Pay Plan for Emergency Workers, for casual per diem entitlements, and Section 17.1 for regular government employees.
  7. Return Travel. Return travel for employees is compensable when the initial travel resulted from an event, which could not be scheduled or administratively controlled (emergency incident). The time is compensable as overtime when the individual has completed the daily tour of duty.

Individuals whose initial travel did not result from an administratively uncontrollable event will have their entitlement to return travel compensated according to pay regulations under the Fair Labor Standards Act (FLSA), (5 CFR 550.112 (g) and 5 CFR 551.422(a)).

Coordination with home unit and Incident Agency for preauthorization is required for an individual to deviate return travel upon demobilization from an incident. Return travel is now considered administratively controllable and those pay provisions apply. (See Section 17.1.)