

Employment Requirements for Travel Advisors, Chaperones, and Travel Assistants

BYU-Idaho employees teach correct practices and protect the university by obeying relevant employment laws and university policies. University Policies can be found at: <https://webmailbyui.sharepoint.com/sites/policies>

Overnight student travel requires a minimum of two advisors. One must be a full-time faculty member or administrator. The second advisor could be a staff employee, teaching assistant (student employee), spouse (if hired as a temporary employee), or another temporary employee.

Student Employees – Refer to Student Travel and Compensation Policies

Student Employees may fulfill the role of chaperone or travel assistant if they:

- Are hired by the sponsoring department and are paid for **all** compensable time. Students are not permitted to volunteer as a chaperone or travel assistant even if they are a tour participant or enrolled in an associated course.
- Accurately record all hours in the Workday system and have them approved by their manager.
- Stay under the university limit of 1300 hours per academic year due to requirements of the Affordable Care Act (ACA).

Spouses or Former Employees as Chaperones – Refer to Travel, Guest Travel and Compensation Policies

Spouses or former employees may fulfill the role of chaperone or travel assistant **ONLY** if they:

- Are hired as temporary employees under the sponsoring department following successful completion of necessary administrative reviews (which can take 2-4 weeks to complete).
- Accurately record all hours worked in Workday and have them approved by their manager.

Spouses or Other Individuals as Guests – Spouses or other individuals who travel with an employee as an approved guest at their own expense and are not allowed to volunteer to perform any work-related tasks. As guests, they cannot serve as supervisors, chaperones, or in any other role performed by employees.

Compensation – Refer to Employee Compensation Policy

- Chaperones and Travel Assistants are compensated whenever they are driving or operating a vehicle regardless of time of day.
- Employees who are riding as a passenger and also performing work responsibilities at the same time are compensated for that time regardless of time of day.
- Employees who are riding as a passenger for a work trip are paid for the time spent traveling during the core business hours of 8:00 am to 5:00 pm.
- Employees who are riding only as a passenger for a work trip are **NOT** paid for time spent as a passenger outside of the hours of 8:00 am to 5:00 pm.
- Any employee who is driving or operating a vehicle or any employee performing work responsibilities while riding as a passenger will be compensated for this time.

Time Reporting – Refer to Employee Compensation Policy

All hours worked must be accurately reported for the date and time they were actually worked. Hours worked over 40 in a workweek must be accurately reported and will be compensated at time and a half (overtime). The BYU-Idaho workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight the following Saturday. Students with multiple positions must have clearance from HR before being scheduled.