

Nevada Railroad Materials Inc.

Travel Time Policy

In the event it is necessary for our employees to travel to a new location/jobsite, they will be paid as follows:

Driver: The driver will be paid for the full time they are driving at the regular hourly rate of pay. If they are driving their own vehicle, they may be reimbursed for travel expenses upon prior authorization in writing.

Passengers: If the employee is the passenger, they will be paid for the amount of time they are a passenger not to exceed eight hours a day at the rate of their regular pay. If the travel exceeds eight hours for the day of travel, the passenger will only be paid for the eight hours of travel for that day.

If the driving responsibility is a shared, each employee will be paid for the hours they drove, not to exceed eight hours each.

Bus/Train: If the employee is traveling by bus/train they will be paid at their regular rate of pay for traveling time not to exceed eight hours per day. NRM will provide the bus/train fare if it is approved for travel.

Flying: The employee will be paid for the hours they travel, time not to exceed eight hours at their regular rate of pay. NRM will provide the flying fare if it is approved travel.

Termination: If the employee is terminated by NRM, at the discretion of the employer NRM may send employee back home either by bus, plane, train, or shuttle. If the employee voluntarily quits, they must provide for their own means of travel to get back home.

Leave of Absence or Vacation: If the employee is approved for vacation or leave of absence NRM will inform employee if the travel expenses will be paid for through the company prior to departure in writing. NRM will not pay an employee for travel time to go back home or to travel to destination for vacation at any point during their time of employment.

Application Falsification: Employees who are hired with NRM will have to make arrangements and pay for their own travel expenses the day he/she is terminated due to a falsified employment application. NRM will not be responsible for the lodging or travel expenses after employment has been terminated. If an employee is hired on a "temporary basis" due to a pending background check and the background check does not pass, the temporary employee will be responsible to pay for their expenses of travel and lodging after employment has been terminated.

The employee will be paid at a rate of time and one half if travel time exceeds the forty hour work week.

If there is a rate of pay change at the destination location/job site, they will receive their current rate of pay for travel to the jobsite. They will receive the changed rate for travel returning to their original location/job site.

This Travel Time Policy is subject to change without notification

9/6/2013

Employee Signature _____

Supervisor Signature _____

Date _____