

Professional Personnel

Terms of Condition of Employment –Travel

Employees who are identified staff, that fall under a bargaining unit and who travel between District 41 schools as required by their schedule job assignment, will be reimbursed according to the following guidelines:

As a condition of employment, are required to maintain a vehicle in good working condition for the purpose of traveling between schools to provide services for students as assigned. The Assistant Superintendent or Director submits a travel schedule for the school term to the Business Office for a travel allowance to be paid to staff. This allowance will be paid on October 31. Travel allowances are not creditable earnings. The amount of the travel allowance will be calculated determined on the following formula:

The distance between schools will be calculated at 2.5 miles.

The following formula will be used to calculate contract reimbursement. # of trips between buildings during the day (trips) x 2.5 (miles) x current IRS Mileage reimbursement rate x 36 (weeks) = contract reimbursement for one day of the week, every week throughout the school year.

A teacher, who starts their day at one building, and is required to report to a second building during that same day, will be reimbursed for one trip (only 2.5 miles) to the second assignment. The employee will not be compensated if they choose to travel back to the original building without a required work assignment.

Travel allowances will be reassigned and recalculated annually based on work assignment and changes in IRS regulations.

Reviewed: May 17, 2004, November 21, 2016, January 23, 2017

Adopted: August 23, 2004

Revisions Adopted: August 2, 2010, February 6, 2017