

Business Operations
Ofelia San Pedro, Deputy Superintendent

SUBJECT: PROPOSED AMENDMENT OF BOARD RULE: FINAL READING 6Gx13-4C-1.07, TRAVEL EXPENSES -- SCHOOL BOARD MEMBERS, SUPERINTENDENT OF SCHOOLS, EMPLOYEES, AND OTHER AUTHORIZED PERSONNEL

COMMITTEE: INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS

The School Board of Miami-Dade County, Florida, announced on October 19, 2005, its intention to amend School Board Rule 6Gx13- 4C-1.07, Travel Expenses--School Board Members, Superintendent of Schools, Employees, and Other Authorized Personnel, and the document, *Travel Policies and Procedures Manual*, at the meeting of December 14, 2005. At the October 19, 2005 School Board meeting, the School Board authorized to amend the effective date of implementing the revised rate for mileage allowance to September 1, 2005, as noted in the recommended.

The Notice of Intended Action was published in the *Miami Daily Business Review* on October 21, 2005, posted in various places for public information, and mailed to various organizations representing persons affected by the amended rule and to individuals requesting notification.

The time to request a hearing or protest the adoption of this rule has elapsed.

In accordance with the provisions of the Administrative Procedure Act, this amended rule is presented to The School Board of Miami-Dade County, Florida, for adoption and authorization to file the rule in the official records of The School Board of Miami-Dade County, Florida.

Attached are the Notice of Intended Action, the rule proposed for amendment, and the amended pages of the document, *Travel Policies and Procedures Manual*. Changes from the current rule are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

RECOMMENDED: That The School Board of Miami-Dade County, Florida:

1. adopt amended Board Rule 6Gx13- 4C-1.07, Travel Expenses--School Board Members, Superintendent of Schools, Employees, and Other Authorized Persons, and the document, *Travel Policies and Procedures Manual*, which is incorporated by reference and is part of this rule, to be effective December 14, 2005; and
2. to implement the revised rate for mileage allowance to be effective September 1, 2005.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on October 19, 2005, its intention to amend Board Rule 6Gx13- 4C-1.07, Travel Expenses--School Board Members, Superintendent of Schools, Employees, and Other Authorized Persons, and the document, Travel Policies and Procedures Manual, at its meeting of December 14, 2005.

PURPOSE AND EFFECT: To provide guidelines as to policies and procedures pertaining to the proper authorization, documentation, and reimbursement of expenses for eligible travel.

SUMMARY: The proposed amended document, Travel Policies and Procedures Manual, comports to Florida Statutes, Florida Department of Education Rules, and reflects modifications to increase mileage reimbursement allowance.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 112.061; 1001.39; 1001.41(5); 1001.42(10)(g); 1001.43(10) F.S.; 6A-1.056 FAC.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF December 14, 2005, which begins at 1:00 p.m. in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by November 15, 2005, to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

A COPY OF THE PROPOSED AMENDED RULE is available to the public for inspection and copying at cost in the Citizen Information Center, Room 158, 1450 N.E. 2nd Avenue, Miami, Florida 33132.

Originator: Ms. Connie Pou
Supervisor: Ms. Ofelia San Pedro
Date: October 5, 2005

Activities

TRAVEL EXPENSES--SCHOOL BOARD MEMBERS, SUPERINTENDENT OF SCHOOLS, EMPLOYEES, AND OTHER AUTHORIZED PERSONS

The specific policies and procedures to be followed are given in the **Travel Policies and Procedures Manual**, which is incorporated by reference in this rule and is a part hereof. The **Travel Policies and Procedures Manual** is on file in the Citizen Information Center, and in the Office of Board Recording Secretary.

Specific Authority: 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S
Law Implemented, Interpreted, or Made Specific: 112.061; 1001.39; 1001.41(5);
1001.42(10)(g); 1001.43(10) F.S.; 6A-1.056 FAC

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
Repromulgated: 12-11-74
Amended: 9-22-77; 3-30-83; 6-8-83; 9-7-88; 5-24-95; 7-8-98; 12-9-98; 12-12-01; 12-15-04

MIAMI-DADE COUNTY PUBLIC SCHOOLS
TRAVEL POLICIES & PROCEDURES MANUAL



FINANCIAL AFFAIRS OPERATIONS
OFFICE OF THE CONTROLLER
PAYROLL DEPARTMENT

Board Rule 6Gx13- 4C-1.07

December 15, 2004

Final Reading: December 14, 2005

E-200

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Mr. Agustin Barrera, Chair
~~Mr. Frank J. Bolaños Chair~~

Ms. Perla Tabares Hantman, Vice-Chair
~~Dr. Robert B. Ingram, Vice Chair~~

Mr. Frank J. Bolaños
~~Mr. Agustin Barrera~~

Ms. Evelyn Langlieb Greer

Dr. Robert B. Ingram
~~Ms. Perla Tabares Hantman~~

Dr. Martin Karp

Ms. Ana Rivas Logan

Dr. Marta Pérez

Dr. Solomon C. Stinson

Dr. Rudolph F. Crew
Superintendent of Schools

REVISED
SUBSEQUENT
TO
INITIAL
READING
ON
10/19/05

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
TRAVEL POLICIES AND PROCEDURES**

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TRAVEL EXPENSES -- DISTRICT POLICIES

III. EXPENSES FOR TRAVEL WITHIN MIAMI-DADE COUNTY

Employees whose duties for the school system require them to travel within the county from their official headquarters or post of duty to other locations (Class C travel) shall be reimbursed for travel in a privately owned vehicle on the basis of a mileage allowance approved by the Superintendent of Schools.

School Board members shall be reimbursed from the members' residence for travel incurred in the performance of a public purpose authorized by law to be performed by the School Board, including, but not limited to, attendance at regular and special Board meetings.

A. Mileage Allowance

Mileage allowance shall be computed at the ~~maximum amount prescribed by state law (Florida Statute Chapter 112.061)~~ Internal Revenue Service Standard Mileage Rate effective upon publication by the Internal Revenue Service for distances traveled on official business. The rate per mile will be published by the Payroll Department annually, or as deemed necessary.

After travel has been completed, the employee must prepare and submit the necessary forms for reimbursement.

B. Per Diem Or Meal And Lodging Allowance For Approved Travel On Official Business Within Miami-Dade County

Per diem or meal and lodging allowances may be paid as prescribed under "Travel expenses - computation guidelines," in this rule, when the traveler is assigned on official business outside of regular office hours and away from regular places of employment where it is considered reasonable and necessary, meal allowances are involved or overnight lodging is required and it is approved by the Superintendent of Schools or designee.

IV. EXPENSES FOR TRAVEL OUTSIDE OF MIAMI-DADE COUNTY

A. Reimbursable expenses for authorized travelers are shown under the heading, "Travel expenses - computation guidelines." Employees authorized to travel outside of Miami-Dade County shall be reimbursed in whole or in part from Board funds in accordance with Board-adopted travel expense computation methods, and when paid from the Internal Fund accounts, shall be subject to all provisions set forth in the School Board Rule 6Gx13- 3D-1.021, Internal Fund/School Activities – Specific Procedures, if:

1. The employee is assigned to perform official duties elsewhere, e.g., travel to recruit teachers;

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.