

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 3, 2009

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED DELETION OF POLICY
4263 – PERSONNEL: REIMBURSEMENT FOR
TRANSPORTATION**

ORIGINATOR: J. Robert Haines, Esq., Deputy Superintendent

**RESOURCE
PERSON(S):** Barbara Burnopp, Chief Financial Officer

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 4263. This is the third reading.

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Attachment I –Policy Analysis 4263
Attachment II – Policy 4263

**Policy Analysis for
Board of Education Policy 4263
Reimbursement for Transportation**

Statement of Issues or Questions Addressed

Board of Education Policy 4263 contains outdated language. Additionally, current procedures regarding reimbursement for transportation are addressed in Policy 3126, *Expense Reimbursements*. Therefore, it is recommended for deletion.

Cost Analysis and Fiscal Impact on School System

No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies

Board of Education Policy 3126, *Expense Reimbursements*

Legal Requirements

None

Similar Policies Adopted by Other Local School Systems

1. Harford County Policy 20-0029-000, *Staff Vehicles*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other alternatives were considered.

Timeline:

First reading – September 22, 2009

Public comment – October 6, 2009

Third reading/vote – November 3, 2009

PERSONNEL: Classified

Compensation Plan: Reimbursement for Transportation

The authorized use of an employee's personal automobile for transportation to accomplish his/her assigned duties shall be reimbursed. The use of a personal automobile may be authorized for: attendance at a meeting called by an appropriate administrator; travel from one work location to another at the direction of the appropriate administrator.

No reimbursement of less than five dollars (\$5.00) will be paid to an employee during any period of six (6) months or less.

When computing mileage, the employee's normal round-trip commuting distance to his/her regularly assigned work location shall be subtracted from the total mileage incurred.

Policy
Adopted: 6/22/72
Revised: 12/11/75]

Board of Education of Baltimore County