

**Greater Albany SD 8J**  
Administrative Regulation

Code: **GB-AR(2)**  
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### **Traveling Staff Guidelines**

The following guidelines apply to the assignment of licensed and classified staff members to more than one work site in the district. These guidelines are intended for all staff members as general operating procedures.

1. The assignment of staff to more than one site causes some loss of work time because of travel. An evaluation of the benefits of the split assignment should occur before it is made to be sure that it is efficient and educationally sound.
2. Some employment positions may be time and location specific and thus unavailable as shared positions to some staff for practical reasons.
3. Input from staff members should be encouraged in planning schedules for traveling staff. Adequate time should be allowed for travel with that time taken from employee at both sites. Efforts must be made to match daily schedules at sites. Flexibility on the part of all staff is necessary for efficient scheduling and utilization of traveling staff.
4. Equity between schools for specialists should be considered in making their schedules. The human resources department shall finalize proposed schedules created by staff members at the various sites.
5. Schedule conflicts on special days, like early release or special schedule days, should be resolved in a collaborative manner with responsibilities related to instruction of students having a high priority.
6. Traveling staff members shall be assigned a specific building as a "home base" for purposes of storage of supplies, extra duty responsibilities, staff meetings, districtwide communications, requests for leave and staff development support and evaluation. Sites may share costs of leaves and professional growth opportunities when mutually agreed upon.
7. Staff members required to travel from one site to another within the work day in their own vehicles shall receive mileage reimbursement at the IRS rate.