



Members of La Merced Intermediate Faculty participate in the presentation by MTA Executive Director Kathy Kohn and MUSD Assistant Superintendent Gene Kerr March 1. Pictured at left: Linda Camacho, Vice President Dianne Garcia Stevens, Kim Sahagian, Principal Suzette Montano, and Brian Stevens.

Options for Meeting Hours Begin July 1, 2006

Beginning July 1 the contract allows 2 hours of outside the board day hours to be used inside the board day each inservice month. This agreement must be made by the faculty club chairperson and the principal a minimum of 20 days prior to implementation (the end of May.) The agreement must be in writing.

Council Approves 2006-2007 Calendars

The Council approved calendars for 2006-2007. The Association will seek Board approval of the calendars as soon as possible. The calendars will be distributed once approved by all parties.

MOUs Due April 28

The deadline for Memorandums of Understanding (MOUs) for banking minutes and staff development days is **Friday, April 28**. If the 2006-2007 are not distributed by April 6 the deadline for staff development days MOUs will be postponed.



Who Is Entitled to Mileage? Who Gets the Auto Allowance?

The district pays the IRS business mileage rate (rounded down to the nearest cent—currently 44 cents per mile) to employees who are asked to use their personal vehicle for district business purposes. District business includes attendance at conferences and travel from the assigned work location to another district site. This reimbursement is routinely called "occasional mileage." It can be claimed by any employee.

In addition to the business mileage reimbursement rate, the district also pays an \$11 per month "auto allowance" (or AA) to certain employees who utilize their personal vehicles for district business on a consistent basis every month. This allowance is sometimes referred to as a business use insurance stipend. When a person uses their personal vehicle on a consistent basis, their insurance company may increase the car insurance premium for such non-personal usage or due to anticipated extra miles being driven.

This \$11 allowance is paid via the regular monthly payroll warrant; it appears on the pay warrant stub as "AA". This allowance is referenced in the Board approved annual Salary Schedules booklet. See the section entitled "Transportation Allowances". The employee receiving the AA must still file a claim for reimbursement of actual miles driven during the month (or quarter or other period). The claim form used is "Request for Mileage Refund" (#4920). Employees not receiving the AA must use the District Level Revolving Cash Claim form.

The Transportation Allowances section of the Salary Schedules booklet also lists classifications that have blanket AA authorization by the Board. However, the supervisor of each person in a listed classification must still make the determination of whether or not the individual will be utilizing their vehicle on a consistent basis. Most all listed classifications will clearly be utilizing their vehicles on a consistent basis; however, while authorized by the Board, positive action by the immediate supervisor to set-up the AA is required. The positive action is to indicate on an EIR that the position is to receive the AA.