**H.R. Procedure – Faculty Travel Time & Travel Expense Reimbursement**

**Full-time Faculty**

**Travel Time**: When a full time faculty member is assigned duties away from the employee’s accustomed work location on the same day, s/he will receive travel time on their swf.

A minimum of 30 minutes will be assigned on the SWF for in-town travel as part of complementary functions. The amount of time allotted beyond the 30 minute minimum for cross-campus travel will be as outlined in the chart below.

**Travel Expense Reimbursement**: Article 25.01A establishes that fulltime faculty will be reimbursed kilometrage expenses when they use their own vehicle on college business to travel to assigned duties away from the employee’s accustomed work location. This has been further interpreted by the Union/College Committee to mean that faculty teaching at a campus that is not their designated home campus shall be entitled to mileage reimbursed for each day they teach at another location. Mileage will be reimbursed for a two-way round trip (i.e. from the home campus to the other campus location and then return to the home campus).

**Non-Full-time Faculty**

**Travel time:**  Adequate travel time will be built into the timetable to allow for travel between locations but this time is unpaid time.

**Travel Expense Reimbursement:**

Partial Load faculty will be paid mileage in accordance with established distances between campuses, when they teach at more than one college location on the same day. Mileage will be reimbursed for a two-way round trip (i.e. from one campus to the next and then return to the original campus). Effective May 6, 2013 this practice will also apply to part-time and sessional faculty.

**Standard Travel Times & Mileage**

**Travel from Brealey campus to:**

|  |  |  |
| --- | --- | --- |
| **Campus Location** | **Travel Time** | **Kilometers (one way)** |
| McRae | 30 minutes | 8 km |
| Frost | 1 hour | 44 km |
| Cobourg | 1 hour | 53 km |
| Haliburton | 2 hours | 128 km |

**Travel from Frost to:**

|  |  |  |
| --- | --- | --- |
| **Campus Location** | **Travel Time** | **Kilometers (one way)** |
| Haliburton | 2 hours | 100 km |
| Cobourg | 1.5 hours | 87 km |

Where operationally feasible, Schools will work with Academic Operations to minimize cross college travel.

(see attached examples)

**Original Policy Date:** Sept. 6, 2012

**Revision Date:** May 21, 2013

Examples:

**Scenario #1: FT Faculty whose base campus is Brealey:**

Teaches at Brealey from 8 to 10

Drives to Frost (1 hour)

Teaches at Frost 1 to 3 (end of day)

In this scenario, the faculty member gets travel time for one way (i.e. 1 hour) and travel mileage for a two-way round trip (i.e. 44 km x 2).

**Scenario # 2: FT Faculty whose base campus is Brealey**

Teaches at Brealey from 8 to 10

Travels to Frost (1 hour)

Teaches at Frost 1 to 3

Travels to Brealey (1 hour)

Program meeting at Brealey

In this scenario, faculty gets travel time and travel mileage for a two-way round trip (i.e. travel time = 1 hour x 2; travel mileage = 44 km x 2).

**Scenario # 3: FT Faculty whose base campus is Brealey**

Teaches at Frost 8 to 10; 12 to 2; 2 to 4 coordinator duties

In this scenario, faculty gets only travel mileage for a two-way round trip (i.e. 44 km x 2).

**Scenario #4: Non-Full-Time Faculty**

Teaches at Brealey 8 – 10

Teaches at Frost 2 to 4 (same day)

In this scenario, non-full-time faculty get travel mileage for a two-way round trip (44 km x 2) but not travel time (timetable will allow for adequate time to get to other campus but unpaid).