

## **TRAVELING STAFF GUIDANCE**

Educators are often allocated to spend time in more than one building, constituting the definition of “traveling staff”.

Every educator has a designated “home building” as determined by the collaborating building administration, generally whichever location has most of the time. The home building is also correlated with our evaluation system through the FTE allocation.

Traveling educators are responsible for attending staff meetings and professional learning events at their home building. When requested or applicable, they should also attend meetings and/or professional learning events at their additional site(s).

Traveling educators need to be allocated preparation time aligned to their peers, and a 30-minute duty-free lunch.

Time to travel must be allocated in their schedule, ranging from 15 to 30 minutes per transition when traveling during the school day. Mileage for school-day travel may be verified for reimbursement by home-building administration monthly.

Traveling educators may need support to gain building-level information due to missing staff meetings. The building administrator may share pertinent information with them individually, email them a summary, or assign another educator to ensure that they are connected throughout the year.

Traveling educators often need their home school to be their place for preparation given their office supplies and materials. Allowance for educators to start or end their day as needed at their home building shall be considered, with no additional travel time allocated.

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.