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PPS Non-Represented Employee Mileage Stipend Program

Classification & Compensation and Benefits

Given the significant travel demands required of many PPS non-represented employees, a monthly mileage stipend program is available to cover business mileage incurred while performing their PPS duties. If eligible, this stipend takes the place of employee tracking and submitting business mileage for reimbursement each monthly.

Eligible Positions

All PPS non-represented positions (see separate program document for licensed administrators and senior leadership) are eligible to apply for the Non-Represented Employee Mileage Stipend Program.

Positions deemed eligible for a monthly mileage stipend must meet the following criteria:

- Position requires the non-represented employee to frequently travel to multiple sites other than their home office location and
- Travel is conducted using the non-represented employee's personal vehicle; and
- The non-represented employee submits proof of a demonstrated need for a stipend (see below)

Qualifications and Mileage Stipend Amounts

- The monthly stipend amount is currently set at $80, $130 or $180 per month, depending upon how much the non-represented employee drives for their job. The mileage stipends are calculated using the current IRS mileage reimbursement rate.
- The PPS Benefits team will verify that the employee has submitted two recent and consecutive months of direct reimbursement that meet or exceed the stipend amount before a mileage stipend may begin.
- The submitted verification must consist of a recent and consecutive two-month period of district reimbursed mileage that meets or exceeds the stipend amount requested.
- Verification submissions may happen at any time during the fiscal year.
- Request for a mileage stipend must be approved by the supervisor via email and will ultimately be approved by HR.
- The mileage stipend will be prorated according to FTE and stopped while an employee is on a leave of absence.

Payment Frequency

Stipends will be paid in twelve (12) equal amounts and are included in the non-represented employee's PPS monthly paycheck. All stipends are taxed according to IRS rules and regulations.

Mileage Stipend Budgeting

The PPS non-represented employee business mileage stipend is paid from each employee's payroll chartfield, which is paid out of their department budget.

New Hires, Employees Transferring to New Positions, or Changing Job Status

Employees may apply when newly hired, or reapply when transferred to a new position, or experience a job status change. It is important to know that employees do not automatically qualify for the mileage stipend, even if the employee before them was receiving a mileage stipend, or they qualified in their previous position. This program takes the place of any mileage stipend made part of an eligible employee's job offer.

Opting Out

It is possible for the non-represented employee who previously qualified for the mileage stipend to opt out and instead submit mileage through PPS Accounting for direct mileage reimbursement. If the non-represented employee chooses to opt out, they must contact the PPS Benefits Team at benefits@pps.net.

Ineligible Positions

- PAT/PFSP/ATU/DCU/SEIU Employees
- Senior Leadership Level, including salary levels 100/150/200*
- Licensed School Administrators - Principal/VP/AP (special programs)*
- Temporary Employees
- Limited Terms
- Substitutes

*please refer to the mileage stipend program details for these specific groups

Employees Who Do Not Qualify For Mileage Stipend Program

PPS employees who do not qualify for a mileage stipend are still eligible to submit business miles for direct reimbursement to PPS Accounting. Please go to this link to learn more.

Employees receiving a mileage stipend may NOT apply for direct mileage reimbursement through PPS Accounting.