

Personnel Committee Agenda: 9/11/19, 5–5:30 pm, HS Room 102

1. Call to Order & Approval of Agenda.

2. Approval of Draft Minutes, 6/26/19 meeting: *Called to order at 5 pm. Board members Jamie Fitzpatrick and Pam Brown, and Business Manager Matt Angell attended. Brown was selected Chair for the coming year. Goals for the year were discussed. The following list was formed, and will be forwarded to Board for approval [approved 8/21/19]:*

2019-2020 Personnel Subcommittee goals

1. Assist Board with completion of the Superintendent's Evaluation (last evaluation performed Sept/Oct 2018)
2. Review and update the District Job Description Manual
3. Create a standardized form for all exit interviews
4. Review policies in Part G (PERSONNEL) of Policy Manual and forward recommendations to Policy committee

3. Old Business

A. 2019-2020 Superintendent Evaluation and School Board 2018-19 Goals (**pages 2–9** below)

4. New Business

A. Travel Reimbursement Policy template (**pages 10–26** below)

Related policies (**pages 27-28** below): [DAF-7: TRAVEL REIMBURSEMENT, FEDERAL FUNDS](#) and [GCBF: TRAVEL EXPENSE](#) and [Professional Staff Contract \(pp. 19-20, Article 26 – Additional Compensation Plan\)](#) and [Support Staff Contract \(p. 25, Workshops and Conferences\)](#)

5. Public comment

6. Adjourn

Next meeting October 9, 2019 at 5 pm.

2018 2019 Superintendent Evaluation

One of the annual responsibilities of the school board is to provide a detailed evaluation of the superintendent's job performance. Policy CBI: Superintendent Evaluation and Goal Setting, requires the Board to evaluate the Superintendent "based on written criteria," with the board's annual goals for the prior school year constituting "a benchmark and criteria for the Superintendent's annual evaluation." While completing the survey, the following board goals for 2018-2019 should be kept in mind:

1. Review the New England School Development Council (NESDEC) study information and come up with a recommendation for the best use of Sanborn Resources to support student success.
2. Complete a comprehensive review and update of policies to meet the standards of New Hampshire Law.
3. Set measures to evaluate where the district performance is with regard to meeting academic goals, per the new definition of Student Success and to map outcome goals into program resource allocations, and to adjust program resource allocations based on the outcomes.

This evaluation is also based on the superintendent's job description. In all ratings, care should be taken to think of specific examples that represent the score given. This provides the constructive feedback necessary to promote a productive and growth-oriented mindset. Open and honest feedback is imperative for a healthy board/superintendent relationship. The superintendent will also complete this form as a *self evaluation*.

Evaluation results are to be submitted to the Chairman, who will synthesize results before presenting them to the superintendent. All individual evaluations are considered confidential.

Please rate the superintendent's performance in demonstrating the following roles and responsibilities on a scale of 1-5:

1-not demonstrated* 2-needs improvement* 3-meets expectations 4-exceeds expectations 5-exemplary*

*If you choose a rating of *needs improvement*, *not demonstrated*, or *exemplary*, please provide a brief comment to explain your rating in the 'comment' section at the end of that topic.*

If you have no knowledge of an area or it is not relevant to you, please indicate N/A - not applicable.

Board Member Name: _____ Date Completed: _____

Evaluation should be dropped off at the SAU office in a sealed envelope addressed to the Chairman of the Board by _____, 2019.

Domain A: Administration and Leadership

Topic #1 - School Board Relations

- Assists the board in developing clear policies that meet federal and state requirements.

1 2 3 4 5 N/A

- Regularly attends board meetings and participates in agenda preparation.

1 2 3 4 5 N/A

- Informs board regularly about the business of the district.

1 2 3 4 5 N/A

- Alerts board to critical issues and areas that may have an impact on the district in a timely manner.

1 2 3 4 5 N/A

- Provides the board with reports and information that enable the board to understand district operations.

1 2 3 4 5 N/A

- Offers professional advice to the board on items requiring board action, based on thorough study and analysis of the situation.

1 2 3 4 5 N/A

- Meets deadlines and follows up on commitments and assignments.

1 2 3 4 5 N/A

- Maintains a positive working relationship with the board.

1 2 3 4 5 N/A

- Utilizes the strengths of board members in the decision-making process.

1 2 3 4 5 N/A

Comments regarding *School Board Relations* ratings:

Topic #2 - School Administration

- Selects and manages all SAU office personnel.

1 2 3 4 5 N/A

- Oversees preparation of annual school district report, warrants and postings.

1 2 3 4 5 N/A

Comments regarding *School Administration* ratings:

Topic #3 - Legal Issues

- Consults with legal counsel as requested by the school board concerning legal issues facing the district.

1 2 3 4 5 N/A

- Advises the school board regarding legal issues related to education.

1 2 3 4 5 N/A

Comments regarding *Legal Issues* ratings:

Topic #4 - Future Planning

- Develops programs and procedures to meet annual as well as long term goals.

1 2 3 4 5 N/A

- Uses district performance data systemically in developing recommendations and making decisions on instructional and support programs.

1 2 3 4 5 N/A

- Actively works on 5-year strategic plan and district goal setting.

1 2 3 4 5 N/A

Comments regarding *Future Planning* ratings:

Topic #5 - Evaluation and Assessment

- Uses appropriate data to monitor benchmarks for student success as established by board.

1 2 3 4 5 N/A

- Seek continuous improvement utilizing research-based assessment and evaluation of educational programs.

1 2 3 4 5 N/A

Comments regarding *Evaluation and Assessment* ratings:

Domain B: Finance

Topic #1 - Budget Development

- Prepares budget recommendations based on district priorities and available resources, while keeping in mind the communities' fiscal challenges.

1 2 3 4 5 N/A

- Explains funding needs adequately and transparently.

1 2 3 4 5 N/A

- Provides professional guidance for a budget that reflects district goals for student achievement.

1 2 3 4 5 N/A

- **Listens to concerns about affordability and develops plans to lower costs and improve value for taxes provided.**

1 2 3 4 5 N/A

Comments regarding *Budget Development* ratings:

Topic #2 - Fiscal Services

- Effectively oversees the business administrator.

1 2 3 4 5 N/A

- Ensures finances are managed in accordance with applicable accounting standards.

1 2 3 4 5 N/A

- Effectively implements audit recommendations.

1 2 3 4 5 N/A

- Ensures district expenses did not exceed revenue.

1 2 3 4 5 N/A

- Makes timely recommendations for adequate funding, providing appropriate information to the board.

1 2 3 4 5 N/A

- Actively seeks cost-effective alternatives to current practices when appropriate.

1 2 3 4 5 N/A

Comments regarding *Fiscal Services* ratings:

Domain C: Personnel

Topic #1 - Personnel Administration

- Participates in the recruitment and selection of highly-qualified staff that reflects defined needs, goals, and priorities of the district.

1 2 3 4 5 N/A

- Develops and executes sound personnel policies and practices fairly and consistently.

1 2 3 4 5 N/A

- Exerts strong educational leadership, delegates responsibility, and fosters a positive working atmosphere among faculty and administration.

1 2 3 4 5 N/A

- Communicates staff concerns and suggestions to the board.

1 2 3 4 5 N/A

Comments regarding *Personnel Administration* ratings:

Topic #2 - Labor Relations

- Participates in the collective bargaining process as directed by the board.

1 2 3 4 5 N/A

- Manages labor contracts effectively.

1 2 3 4 5 N/A

- Handles staff grievances appropriately.

1 2 3 4 5 N/A

Comments regarding *Labor Relations* ratings:

Topic #3 - Staff Development

- Aligns staff development with practices supported by educational research to improve student achievement and teacher efficacy.

1 2 3 4 5 N/A

- Ensures consistent training for new staff members.

1 2 3 4 5 N/A

- Includes participation of faculty and staff in establishment of district goals, objectives, and programs.

1 2 3 4 5 N/A

Comments regarding *Staff Development* ratings:

Domain D: Curriculum and Instruction

Topic #1 - Curriculum Design and Review

- Uses district performance data systemically in developing recommendations for instructional programs.

1 2 3 4 5 N/A

- Ensures curriculum is aligned to assessment and that outcomes are consistently measured.

1 2 3 4 5 N/A

Comments regarding *Curriculum Design and Review* ratings:

Topic #2 – Student Assessment

- Uses effective methods of providing, monitoring, evaluating, and reporting student achievement and outcomes.

1 2 3 4 5 N/A

- Uses data for future planning and improvement.

1 2 3 4 5 N/A

- Measurable goals are regularly monitored and reported out to the board.

1 2 3 4 5 N/A

Comments regarding for *Student Assessment* ratings:

Topic #3 - Training and Development

- Ensures administrator and teacher training aligns to student academic performance goals.

1 2 3 4 5 N/A

Comments regarding *Training and Development* ratings :

Topic #4 - Instructional Improvement

- Provides leadership to principals in meeting school performance goals.

1 2 3 4 5 N/A

- Data is regularly presented to all stakeholders in understandable forms that demonstrates progress in the academic achievement of students.

1 2 3 4 5 N/A

Comments regarding *Instructional Improvement* ratings :

Domain E: Maintenance and Capital Improvements

Topic #1 - Planning and Construction

- Plans for facilities to accommodate organizational and instructional goals according to the district's definition of student success, population, and economic means.

1 2 3 4 5 N/A

- Works with administrators to keep the board informed of facility concerns and necessary repairs.

1 2 3 4 5 N/A

Comments regarding *Planning and Construction* ratings :

Topic #2 - Coordination of Maintenance

- Ensures all buildings meet safety, health, and construction codes.

1 2 3 4 5 N/A

- Actively plans for necessary maintenance and improvements, including researching cost effective and energy efficient solutions to meet capital improvement needs.

1 2 3 4 5 N/A

- Has a multi-year plan for maintenance, repairs and upgrades based on systemic ongoing inspection of facilities.

1 2 3 4 5 N/A

Comments regarding *Coordination of Maintenance* ratings :

Domain F: Student Services

Topic #1 - Special Education

- Ensures the Director of Student services upholds all laws and regulations.

1 2 3 4 5 N/A

- Makes policy recommendations to the board to ensure compliance with special education requirements.

1 2 3 4 5 N/A

Comments regarding *Special Education* ratings :

Topic #2 - Tuition and Residency

- Monitors tuition agreements and residency and recommends any necessary policy changes to the board.

1 2 3 4 5 N/A

- Ensure tuition agreements are appropriately negotiated and executed.

1 2 3 4 5 N/A

Comments regarding *Tuition and Residency* ratings

Topic #3 - Transportation and Food Service

- Supervises the business administrator’s management of student transportation and food service agreements and recommends necessary changes to the board.

1 2 3 4 5 N/A

Comments regarding *Transportation and Food Service* ratings :

Topic #4 - Student Management

- Ensures student discipline is administered consistently and equitably.

1 2 3 4 5 N/A

- Promotes recognition for student achievement.

1 2 3 4 5 N/A

- Prepares necessary documentation for board in event that a discipline issue escalates to board level.

1 2 3 4 5 N/A

Comments regarding *Student Management* ratings :

Topic #5 - Student Safety

- Holds regular meetings with the Safety Committee and law enforcement officials and stays updated on best-practices and new technologies for ensuring safe and secure schools.

1 2 3 4 5 N/A

- Schedules annual safety drills, training and other workshops required by law and recommended by the Safety Committee.

1 2 3 4 5 N/A

- Provides monthly reports to the Board on Safety Committee meetings and other developments.

1 2 3 4 5 N/A

Comments regarding *Student Safety* ratings :

Domain G: Communications and Community Relations

Topic #1 - Articulation and Vision

- Works with community members to promote district goals.

1 2 3 4 5 N/A

- Works to pro-actively articulate district goals, plans, and challenges to the public.

1 2 3 4 5 N/A

- Takes a leadership role in envisioning and articulating the future of the district.

1 2 3 4 5 N/A

Comments regarding *Articulation and Vision* ratings :

Topic #2 - Community Involvement

- Actively disseminates district information to the public in electronic, printed, and verbal form.

1 2 3 4 5 N/A

- Represents the school district at public gatherings.

1 2 3 4 5 N/A

- Encourages the exchange of ideas for district improvement among all stakeholders.

1 2 3 4 5 N/A

Comments regarding *Community Involvement* ratings :

Domain H: Completion of Annual Board Goals

Topic #1 - Articulation and Vision

- Embraces board goals while performing executive functions and in community and district communications.

1 2 3 4 5 N/A

- Provides reports on progress toward board goals at board meetings.

1 2 3 4 5 N/A

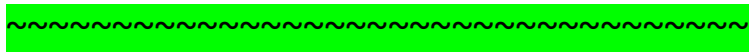
- Is candid about feasibility of goal attainment and works to identify solutions to potential setbacks.

1 2 3 4 5 N/A

- Forms recommendations for refining board goals based on experiences and data from current year.

1 2 3 4 5 N/A

Comments regarding *Completion of Annual Board Goals* :



Travel Reimbursement Policy (Fitzpatrick template – draft, for discussion purpose only)

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Regarding gift and hospitality expenses:

Compliance with this policy should be done in conjunction with the specific requirements of compliance policy CRM3150: Gift & Hospitality Clarification.

1. POLICY

- 1.1 It is the policy of OSRAM SYLVANIA, INC. and its related subsidiaries in Mexico, Canada and Puerto Rico (collectively referred to as OSI) to reimburse employees for all essential and properly approved travel and entertainment expenses incurred in connection with the performance of their assigned responsibility and in the direct interest of the company.
- 1.2 Responsibility and authority to implement and enforce this policy is placed with each manager who has subordinates incurring reimbursable expenses. Controllers are responsible for ensuring compliance with OSI guidelines.
- 1.3 An employee will be reimbursed for travel expenses when an assignment requires travel away from the permanently assigned workstation. Reimbursed expenses include transportation, lodging, and meals; subject to limitations and approvals as explained in the following paragraphs. Required travel arrangements, including en-route changes, are to be made through the Concur Travel tool, OSI's authorized on-line booking tool and travel agency.
- 1.4 Employees may maintain their frequent flyer benefits plus any other promotional benefits incidental to business travel. However, gifts, including free travel and discounts that are not also available to other OSI employees may not be accepted from a supplier. Employees are encouraged to review the Corporate Compliance Program Code of Conduct, and Conflict of Interest guidelines. Any questions regarding the handling of near-cash benefits should be directed to the appropriate Controller or the Director of Internal Audit.
- 1.5 Exceptions to this policy must be approved by the Americas regional CFO, their direct reports or their written designates, except where this policy specifically requires higher-level approval.
- 1.6 All data submitted for reimbursement may be subjected to a detailed review. Reimbursement reports may be randomly selected for a manual and/or statistical review of all or any particular charges. Additionally, various software tools will be regularly employed to identify reporting attributes for targeted reviews.

2. TRANSPORTATION COSTS

- 2.1 Only essential travel for business purposes will be approved, with lower cost means of communication preferred (e.g. videoconferencing and teleconferencing). The method of transportation selected for business travel shall be the most economical, considering time limitations and other pertinent factors.

Air Travel

- 2.2 All travel must be approved in advance using the Concur T&E system by means of an Authorization Request. In order to submit an expense report for an airline ticket, the report

must be initiated with a fully approved Travel Authorization Request. The authorization requests are initiated through the Concur travel tool.

- 2.3 Air travel arrangements are to be made through the Concur travel tool using preferred carriers. Multi segment international travel can best be booked directly with the Corp Travel Agency. Non-refundable and electronic ticketing should be used whenever possible.
- 2.4 Economy Class fares must be used for all flight segments. Premium economy (extra leg room space seating), may be used for intercontinental flights only. Business class may be exceptionally considered for flight segments where the non-stop flying time is ten (10) hours or more. Such exceptions require the prior written approval of the Americas regional CEO or CFO as a delegate.
- 2.5 It is mandatory that employees choose the lowest fare available through the Concur travel tool. This may require departures/arrival from/to alternate airports, connecting flights and advanced booking to reduce the cost (minimum 8 days for domestic travel and 15 days for international travel). Additionally, travelers should consider a three hour arrival window – on either side of the requested time frame.
- 2.6 Charter planes or supersonic travel may only be used with prior joint approval of the Americas regional CEO and CFO. Under no circumstances may employees use private planes on company business.
- 2.7 Overnight travel is encouraged if the total cost of the trip will be reduced. Furthermore, if employees choose to extend a trip to obtain a lower weekend discounted fare, they will be reimbursed hotel, car rental, and meal expenses for this extension; provided that: 1) prior supervisory approval is obtained, 2) the cost savings are documented on the expense report, and 3) expenses are reasonable -- and do not exceed fifty (50%) percent of the cost savings obtained.
- 2.8 Group travel should be avoided (e.g. attendance at seminars, conferences, or other meetings/reviews), where one designated employee can represent the Company.
- 2.9 Joint travel by Senior Management must be minimized in consideration of management continuity in the event of a disaster. Joint travel restrictions are itemized in “Attachment C.”

Unused Airline Tickets

Refundable

- 2.10 All refundable unused airline tickets should be used immediately toward scheduled travel if possible, otherwise they must be returned for credit directly through the Concur travel tool. The refund will be credited to the employee's credit card account.

Non-refundable

- 2.11 The receipt for all non-refundable unused airline tickets displaying the ticket number of the unused ticket must be included with the employee's expense report receipts when requesting reimbursement. A written explanation for the unused ticket must be provided.

Airline Lounge/Club Membership

- 2.12 Upon prior approval of the Americas regional CEO or CFO or their Direct Reports, membership in one airline club will be reimbursed to frequent air travelers.

Surface Travel

Company Cars

- 2.13 Ordinary and necessary expenses for the operation and maintenance of Company cars shall be reimbursed. Receipts are required for all such expenses, consistent with the guidelines established in Section 9. Existing policies for the assignment and use of Company cars remain in effect.

Rental Cars

- 2.14 Rental cars will be used when company cars are not available and other possibilities such as taxis or mass transit are not practical or cost effective.
- 2.15 Short term car rental must be reserved through OSI designated travel agencies, using preferred car rental companies. Employees are responsible for ensuring that the proper corporate rental rate is shown on the rental car contract.
- 2.16 Midsize, four-door cars (Class C) are the OSI rental car standard. Luxury, sports or high performance cars are not to be requested.
- 2.17 All rental cars should be refueled prior to return. Prepaid fuel programs offered by the rental agencies should not be used.
- 2.18 Employees should read the "prohibited use list" on the back of any car rental contract. It spells out specific actions that violate the contract. All accidents must be reported **immediately** to the car rental company and the company credit card provider and not delayed until the return of the car. In addition, all rental car accidents should be reported to OSI's Risk Management department.
- 2.19 For all Car rentals secured with the company credit card , additional collision and comprehensive insurance is not required to be purchased. For any other rental car activity, employees are required to purchase collision and comprehensive insurance coverage from the rental agency.
- 2.20 As a courtesy benefit, employees are allowed to use preferred vendor rental rates for non-business use. However, insurance and other benefits provided for corporate business rentals are not included / transferable for non-business related car rentals.
- 2.21 Report all accidents **immediately** to the car rental company and do not wait until you return your car. Please read the "prohibited use list" on the back of your car rental contract. It spells out specific actions that violate the contract.

Personal Cars

- 2.22 The use of personal cars may be permitted when the use of commercial or public transportation is impractical or inconvenient. Reimbursement rates for authorized business use of a personal automobile are listed in Attachment B. Tolls and parking are also reimbursable.

Employees are expected to have proper insurance coverage on their personal vehicles, cost of which is considered in the mileage rate. Gasoline is only to be expensed when using a rental car; this cost is also considered in the mileage rate.

- 2.23 Employees should calculate (estimate as needed) the cost to OSI for mileage charges related to the use of personal vehicles versus a rental car and choose the least expensive option. Generally, for longer day trips and multi-day trips, it will be more affordable to use a rental car. Where available, company cars should be the first choice for auto travel. When company cars are not available, trips with mileage in excess of 135 miles per day should use a rental. Exceptions must be documented and approved.
- 2.24 The usage of personal autos for de minimis trips of 10 miles or less will not be reimbursed.

Other Ground Transportation

- 2.25 Vans, taxis, shuttles or airport buses should be used if they are available and cost effective. Limousine service can be used on a share-a-ride basis. Train and bus fares on any business trip must not exceed the normal coach airfare to that destination, and round-trip/excursion fares should be used where possible.

3. LODGING

- 3.1 Hotel arrangements will be made through the Concur travel tool as recommend hotels with related company rates will be listed.3.2 Hotel reservations should be at the lowest available rate from among the following:

- OSRAM Negotiated Room Rate
- Agency Negotiated Room Rate
- Promotion/Weekend Rate (if available)
- Corporate Rate or Auto Club Rate

When checking in, employees will ensure that the lowest appropriate rate is being used. All rooms reserved through the Concur travel tool are guaranteed for late arrivals.

Overnight Delays

- 3.3 Should an airline delay necessitate an overnight stay, the traveler must first attempt to secure complimentary lodging from the airline. If unsuccessful, the traveler should contact Corp. Travel Agency Concur travel assistance for help in canceling previous hotel reservations and obtaining last minute accommodations. 3.4 Charges for cancellations or “no shows” must be supported by a valid cancellation ‘invoice’ and cancellation number.

In-lieu of Lodging

- 3.5 Where lodging is provided free by another OSI employee, friend or relative, it may be appropriate to thank the host or hostess for the hospitality in the form of a present, dinner or other token of appreciation. Reasonable expenditures will be reimbursed but should not exceed \$50. It must be clearly indicated on the expense account that the expenditure was "in lieu of". Receipts are required and the name and address of the recipient must be shown.

Exceptions to the \$50 reimbursement due to extended stay situations should be approved in advance by the Americas regional CEO or CFO.

4. PERSONAL MEALS

- 4.1 The company will reimburse employees for meal expenses **actually** incurred providing such expenses are reasonable.
- 4.2 Meals are reimbursed only when overnight travel is required for company business. Under normal circumstances, and in most locations, the cost of three meals, including tip and refreshments, should not exceed \$50 per day. This is **not** a per diem; this is only a guide. Receipts (tear stubs are not acceptable) are required for all meals. A receipt exception may be approved by a supervisor for meals of \$10 or less within the United States only.
- 4.3 In most circumstances, meals before the departure or after the return to an employee's home city will **not** be reimbursed. Refer to Section 5 of this policy for guidance on accounting for business and in-town meals.

5. BUSINESS MEALS & ENTERTAINMENT EXPENSES

- 5.1 Reasonable entertainment expenses will be reimbursed by OSI.
- 5.2 Entertainment expenses should conform to the following requirements:
 - Expenditures will directly precede, include, or follow a substantial and bona fide business discussion.
 - A business benefit must be derived or expected to be derived from the entertainment.
 - Employees are required to substantiate, in detail, all expenses incurred, who was entertained, their business relationship, where the entertainment took place, and purpose of the event.
- 5.3 Occasionally, activities hosted by the head of a department are reimbursable in accordance with Human Resource policies. For example, scheduled and approved company functions such as service award or retirement luncheons.

In-Town Meals

- 5.4 The cost of lunches, dinners or other entertainment solely among or between employees of the same OSI location is generally not reimbursable except with approval of the Americas regional CEO or CFO or their direct reports. Such occasions are expected to be infrequent.
- 5.5 In general, the senior employee present should pay the expense. Expense reports which include entertainment expenses in which the employee's supervisor participated require approval by the next level of supervision or their Controller.

6. MISCELLANEOUS EXPENSES

Telephone Calls & Faxes

- 6.1 To avoid hotel surcharges, employees should try to call from the local OSI office, use a company provided cell phone or if calling from hotels, use calling cards, "USA Direct," or similar services. Likewise, employees should use the local OSI office equipment for business calls and faxes

whenever possible, as these services are often prohibitively expensive at hotels. Premium services such as in-flight phones are expensive and should not normally be used.

Dry Cleaning/ Laundry

- 6.2 An employee may request reimbursement for reasonable costs of dry cleaning/laundry if away from home for more than five (5) consecutive days.

Parking/Tolls

- 6.3 Reasonable and actual costs will be reimbursed.

Gifts

- 6.4 *All 'gifting' should be done after consideration of compliance policy Z-035: Gifts & Hospitality. This includes, but is not limited to, business related airfare and lodging provided by an OSI employee to a non-employee.*

Gifts cards to employees are governed by the HR discretionary award policy. No individual gift card can exceed \$50 and no more than \$100 per year can be awarded to any employee via gift cards.

Fitness Clubs

- 6.5 The cost of a visit to a health club will be reimbursed for travelers who stay at hotels that do not have fitness facilities or charge for their use. The maximum amount is \$15 per day for trips of 10 days or less. Longer trips should be reviewed with your group controller. Receipts are required. Health / physical fitness clubs must provide aerobics, Pilates, swimming, yoga or weight training. Massages, spa treatments or the like will not be reimbursed.

Tips

- 6.6 Tipping should not exceed normal and customary rates (generally 15% to 20%), and are to be reported separately in the expense report..

Baggage Fees

- 6.7 Airlines may assess fees for baggage. All fees should be within limits as expressed by the individual carrier. Some carriers charge per bag, others per weight. Charges for excess bags or excess ("penalty") weight should be avoided. Travelers should review the provisions of their particular carrier and pack accordingly to help avoid excess costs.

Miscellaneous Items

- 6.8 On some occasions, it may be necessary to use your company credit card or personal checks for miscellaneous purchases, to prepay conference attendance, professional memberships, etc. In these cases, either a copy of the card statement, showing the charge, a copy of a canceled personal check, or an original third-party receipt showing the amount received is required for reimbursement. Generally, miscellaneous items >\$500.00 require a P.O. and should not be charged to your company credit card; whereas smaller, less expensive items are more efficiently charged through this card. Pre-approval from your supervisor for miscellaneous items is advised as the expense may not be approved for reimbursement at their discretion.

6.9 If employees are uncertain whether an expense is reimbursable, they should ask their accounting department prior to incurring the expense. In the Concur expense report, all expenses labeled as 'miscellaneous' must include a comment describing the expense and offering a reason as to why the expense was necessary.

7. NON-REIMBURSABLE "T & E" EXPENSE LIST

7.1 As a general policy, any expense not connected with the performance of an employee's assigned responsibility will not be reimbursed. It is impossible to list all these categories; however, some of the common expenses which will not be reimbursed include, but are not limited to, the following:

1. Expenses in excess of guidelines and limits established in this Policy.
2. The cost of lunches, dinners or other entertainment solely among or between employees of the same OSI location with the exception of those covered in paragraphs 5.3 and 5.4, company functions and in-town meals.
3. Personal entertainment such as movies, sightseeing tours, toiletries, personal care items and newspapers.
4. Any expense for members of an employee's family traveling with an employee unless specifically authorized in advance by the Americas regional CEO or CFO. A copy of this authorization should be attached by the employee to the expense report.
5. Corporate credit card penalty charges caused by the employee'
6. "No-show" fees assessed when an unused reservation is not canceled.
7. Fines such as parking or traffic tickets.
8. Expenses without a valid receipt (including valid fiscal receipt in Mexico).

8. OTHER NON-"T & E" CONSIDERATIONS:

8.1 Some expenses, given their nature, may not fall within the controls and guidance of the Travel & Entertainment policy. The following expenses require specific consideration beyond the scope of this policy:

1. Customer and client expenses should be reviewed as part of the "Gift & Hospitality" policy and/or circulars accessible via the Corporate Compliance Website.
2. Donations and sponsorships require concurrence of OSI Corporate Communications group and are **not** to be processed through the CONCUR expense report system.

9. CORPORATE CREDIT CARD

9.1 Corporate Credit Cards may be issued to all OSI employees who travel. There is no charge to the employee for these cards. Reimbursement is not permitted for any additional credit cards.

9.2 The Corporate Credit Card should be used for all business related expenses where the card is accepted. A description of the various features of the Corporate Card may be obtained from the local Human Resources representative.

The intention of the card is for business purposes only. In principle, personal usage is not authorized; however, in order to settle minor credit balances, infrequent personal usage is tolerated. Frequent personal (non-business) usage of the card is disapproved and may result in the card being canceled.

- 9.3 Employees are responsible for settling their Corporate Card account and should review their statement monthly to ensure that charges and credits are properly reflected. Any amounts personally owed by the employee should be paid monthly. If discrepancies are noted they should be reported to the card company or to the Global Shared Services help desk as appropriate. It is the responsibility of each employee to keep their account in good standing. At termination, the employee must clear all outstanding balances with accounting, and the card must be cut in half and returned to Human Resources.
- 9.4 Cards issued to OSRAM Executives may be used to obtain cash advances from Automated Teller Machines (ATM). Cash advances from the company are not available.
- 9.5 Following approval of each employee's expense account, his or her Corporate Card account will be directly credited with the reimbursement. If the card is used only for business expenses and if expense reports are submitted on a timely basis, there should be no outstanding credit card balances.

Reporting Credits

- 9.6 It is the responsibility of the employee to report all merchant credits received for items received in any form, including credits to employee's Corporate card. Receipts or copy of statement are required to support the amount of credit received. If a credit is pending at the time of original expense report submission, acknowledgment should be included in the remarks section of the report.

10. DOCUMENTATION REQUIREMENTS

General

- 10.1 Employees will be reimbursed for actual expenses through submission of a properly completed, documented and approved expense report.
- 10.2 OSI employees are required to use CONCUR for expense reporting and approval. With minor exception, employees at locations without access to CONCUR will use a locally approved systems. These alternative locally approved systems are to be documented and are subject to the review and approval of the Americas regional CFO. Please refer to Attachment D as an example of a documented alternate procedure ensuring review and approval by appropriate levels of management. Controllers of such locations will ensure that processing is consistent with the guidelines established in this policy.
- 10.3 Expenses should be reported promptly upon completion of trip, or by week, if many destinations are involved. However, do not split airline tickets or hotel receipts when a specific activity occurs over more than one calendar week. Each employee is responsible for the timely reconciliation of their account and processing through CONCUR, in order to keep their Corporate Card account current and in good standing.

- 10.4 Specific guidelines on how to prepare expense reports are included in the CONCUR system. Employees with questions related to this system and the preparation of expense reports should ask questions through the Global Shared Services Help Desk.

Currency Conversion

- 10.5 All charges incurred in foreign currency should be converted to the local currency of the employee. The CONCUR system will convert the foreign currency when the traveler inputs the exchange rate. The exchange rate used should be noted on the expense report and receipts being converted. Expenses paid by corporate credit card should be converted at the same rate used on the card. This rate can be obtained by contacting the card company. Cash conversions should be supported by a receipt, received at the time the currency was exchanged. If the actual exchange rates are not available when preparing the expense report, current day's exchange rate may be used. If a gain or loss is incurred upon receipt of the card statement, the difference should be reported on a subsequent expense report.

Submittal Requirements

- 10.6 The employee must describe business purpose of travel on the expense report.
- 10.7 Credit card receipts, register receipts or establishment issued receipts are acceptable as documentation. If for any reason appropriate receipts are not available, a completed and signed "Missing Receipt" form including an explanation must be attached with the expense report. (SEE ATTACHMENT A)
- 10.8 Receipts are required for **all** expenditures related to lodging and transportation. Receipts are required for all expenditures of \$10 or more for individual meals and any other expenses with an exception for Mexico where all expenses, regardless of amount, require a receipt. **(A Company Credit Card billing statement is generally not a receipt unless in exceptional unusual situations, in which it's the only receipt.)**
- 10.9 When using air travel, the passenger in which ticket receipt and the travel agency invoice, listing lowest airfare information and travel itinerary must be attached to the expense report. If lowest airfare was not used, a brief explanation must be provided. Air travel authorization (CONCUR Travel Authorization form) must be attached within the expense report, if using CONCUR. The electronic form may be added within CONCUR by selecting/highlighting appropriately when the expense report is submitted.
- 10.10 In addition to receipt requirements, Business Meals and Entertainment expenses must include documentation regarding who was entertained, their business relationship, where the meal or entertainment took place, and the purpose of the event.
- 10.11 All expenses where pre-approval is required should be supported with an attachment with written approval granted by the appropriate approval authority.
- 10.12 Below are specific receipt requirements by expense category. If employees are uncertain about specific receipt requirements, they should ask their accounting department before submitting expense reports for approval.

<u>Expense Item</u>	<u>Receipt Requirement</u>	<u>Type of Receipt</u>
Air travel	All	Coupon Receipt & Travel Agency Invoice
Auto Rental	All	Rental Agency Invoice
Taxi, Limo, Bus, Rail	All	Coupon Receipt
Lodging	All	Itemized Hotel Invoice
Personal Meals	Single meal of \$10 or more, All for Mexico	Register Receipt
Business Meals & Enter.	\$10 or above, All for Mexico	Register Receipt
Miscellaneous Expenses	\$10 or above, All for Mexico	Register Receipt or Canceled Check

Approval

- 10.13 After the employee submits the completed expense report, it is sent to the immediate supervisor who must review and subsequently approve or reject the report in a timely fashion. If the immediate supervisor is absent, approval will be given by the next level of supervision or their Controller. Once approved, the expense report is electronically forwarded to the Global Shared Services.
- 10.14 The immediate supervisor has primary responsibility to ensure expenses are reasonable, and in compliance with this policy.

Reviewer Guidelines

Supervisory Approval Responsibilities

- 10.15 By approving the employee's expense report, the supervisor attests that the expenses are reasonable, information is accurate, and that required documentation is included in accordance with company policy.

Supervisory Approval Checklist

- 10.16 Ensure the overall accuracy of the expense report and the following specific items:
1. Expenses are reasonable and documented according to policy.
 2. Receipts are attached as required by policy. The CONCUR system will display the traveler's indication if receipts are missing.
 3. The lowest airfare was used, or explanation provided.
 4. Preferred hotel & car companies were used, or explanation provided.
 5. No non-reimbursable expenses are included.
 6. Business meals & entertainment expenses as well as in town meals are fully explained, showing item, location, attendees, and business purpose.
 7. Business purpose of travel is documented.
 8. If problems exist, the expense report is returned to the employee. Do not approve!

ATTACHMENT A

OSI Missing Receipt Form

Employee Name: _____

Department: _____ Cost Center or IO order number: _____

Employee Signature: _____

Merchant Name: _____

Merchant Address: _____

Date of Purchase/Activity: _____

Transaction Amount: \$ _____ Expense book #: _____

Business Purpose (if meal/hospitality provide attendees): _____

Please note: This form cannot be used for airfare, lodging, or car rental. Please contact the merchant for a copy of the receipt.

I, the traveler, certify that the receipt shown in this document has been either lost or misplaced and has not previously been claimed on an expense report and if found at a later date will not be claimed on a future expense report.

Supervisor Signature: _____ Title: _____

Date: _____

ATTACHMENT B

Mileage/Kilometer Rates - Vehicle

- Authorized business use of a personal automobile (US) \$0.565 USD per mile
 - Authorized business use of personal automobile (Canada) \$0.55 CAD per km for the first 5000 KM and \$0.49 CAD per km after
 - Authorized business use of personal automobile (MX Manager) \$0.960 MXP per km
 - Authorized business use of personal automobile (MX Non-Mgr) \$2.490 MXP per km

- Weekly charge for personal use of company-provided vehicles
 - (This covers up to 100 miles of personal use per week - US) \$30.00 USD per week
 - (This covers up to 100 km of personal use per week -Canada) \$30.00 CAD per week
 - (This covers up to 100 km of personal use per week for MX Manager) \$50.00 MXP per week
 - (This covers up to 100 km of personal use per week for Non-Mgr) \$130.00 MXP per week

- Rate for calculating personal use of company vehicles in excess of 100 miles per week
 - (\$0.565 USD x 60%) \$0.34 USD per mile
 - (Canada) \$0.27 CAD per km
 - (\$0.960 MXP x 60%) \$0.58 MXP per km
 - (\$2.490 MXP x 60%) \$1.49 MXP per km

- Calculation of Business Mileage:
 - The lesser of:
 - Assigned work location to destination
 - Home to destination, less the distance from the employee's home to their normally assigned work location. (Normal commuting mileage is not reimbursable as business mileage.)

ATTACHMENT C

Air Travel Restrictions/ Sr. Mgmt.

Joint travel by Senior Management must be minimized in consideration of management continuity in the event of a disaster. Airline travel, including commercial or charter, should be scheduled considering the following restrictions:

- a. No more than two (2) senior vice presidents shall travel on the same flight.
- b. No more than three (3) Direct Reports to any vice president or two (2) Direct Reports and the related vice president shall travel on the same flight.
- c. No more than three (3) vertically consecutive management personnel shall travel on the same flight.
- d. Beyond the above guidelines, good judgment should be applied for all flight planning. Similar restrictions to the above should be applied to personnel traveling from the same business organization (*e.g.*, Divisions, Operations, Plants, and Functions).
- e. Exceptions to the above guidelines must be approved in advance by the Americas regional CEO or CFO.

The designated travel agencies should monitor this policy.

ATTACHMENT D

Alternative Locally Approved Systems Procedure Example

Note: In the example below, the Controller and General Manager directly report to the Americas regional CEO & CFO. The review level should correspond to the operational hierarchy, as it would be in place if the operation used the CONCUR system.

- Before the 10th calendar day of the following month (M+1), Controller provides to OSI's CFO the current month's (month M) travel expense claims for both himself and operation's General Manager.
- The documents presented must correspond to the claim forms approved locally, accompanied by all supporting receipts. Either copies or originals may be sent.
- The General Manager's expense claims will be reviewed and approved by OSI's CEO; The Controller's expenses reports will be reviewed and approved by OSI's CFO.
- Once signed, the approved documents will be returned to the operation for record keeping purposes.
- In order not to affect the process with the credit card companies, claims may be paid before approval by OSI management. Any adjustment to the claimed monies would be imputed on the following month's claims before any further reimbursement is made.
- On a quarterly basis, a detailed statement of the travel & expense reimbursed to the General Manager and the Controller must be presented to OSI's CFO, reconciling approved expense reports with payments processed.

ATTACHMENT E
CORPORATE EXPENSE CARD PROGRAM

Participants in the Corporate Expense Card Program must be familiar with and adhere to the Procedures and Agreement regarding the use of the Citibank MasterCard Corporate Card “Card”).

Failure to comply with these guidelines may result in revocation of the Card.

PROCEDURE:

1. All authorized business travel and expenses should be charged to the Card.

2. The Card is issued in one cardholder’s name and no other person is allowed to use the Card.

3. The cardholder receiving a Card is responsible for reporting the full amount of all charges on the Card. Cardholders will obtain receipts for all business travel and expenses.

4. The employee will utilize the OSRAM expense reporting system to submit accurate and complete expense reports, including receipts.

5. All business expenses will be paid directly to Citibank MasterCard via OSRAM’s expense reporting system. If accidental use results in a personal charge, timely payment to Citibank will be the responsibility of the cardholder. In the event of such accidental use, the charge must be marked as personal.

6. Citibank MasterCard will make available a monthly statement that reports all new activity during the statement period.

7. The cardholder will resolve any discrepancies or inaccuracies by contacting the supplier and by notifying Citibank MasterCard in writing or by telephone within 60 days of the statement billing date.

8. If the cardholder account falls behind in payment status to Citibank MasterCard, the cardholder’s Manager will be notified of any balances 45 days past due. If any portion of the past due balance appears on two consecutive billing statements, the cardholder may be required to pay delinquency fees. Any balances 90 days past due may result in suspension or cancellation of the card.

9. The company may deduct from the cardholder's pay any outstanding balances at such point as the company cancels or suspends the employee's expense card due to outstanding balances. Such deduction may be taken from any paycheck, including the final paycheck or any severance or PTO reimbursement, in accordance with applicable state laws.

AGREEMENT:

1. I understand the Card is for company approved business expenses only.

2. I agree to submit accurate and complete expense reports in a timely manner for timely payment.

3. Improper use of this Card can be considered misappropriation of company funds and I understand it may result in disciplinary action.

4. If the Card is lost or stolen, I will immediately notify Citibank by phone at 1-800-248-4553 or 1-800-248-4286. Need to customize

5. I will not allow any other person, employee or otherwise, to use the Card issued in my name. I am considered responsible for any and all charges against the Card.

6. As the Card is part of a company program I understand the Card is not necessarily provided to all employees. Assignment is based on my need to meet the functional requirements of my position. My Card may be revoked based on change of assignment or location. I understand that the Card is neither an entitlement nor reflection of title or position.
 - I agree to produce the Card when required to validate its existence and account number.
 - I agree to produce receipts and statements to audit its use.
 - I agree to surrender the Card immediately upon termination of employment or if I no longer have a business need for such a card.

I have read, understand and agree with the Procedures and Agreement regarding my utilization of the Citibank MasterCard Corporate Card.

Signature *Date*



DAF-7: TRAVEL REIMBURSEMENT-FEDERAL FUNDS (current Sanborn policy)

Statement of Policy

The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

For purposes of this policy, “travel costs” shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.

School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all district employees and school officials shall be determined by the Business Administrator.

Travel costs shall be reimbursed on a mileage basis for travel using an employee’s personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district’s non-federally funded activities, and in accordance with the district’s travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Board or Board policy for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by Board policy, or, in the absence of such policy, the federal General Services Administration for federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, for any costs that are charged directly to the federal award, the Superintendent shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award.
- B. The costs are reasonable and consistent with Board policy.

Legal Reference:

2 C.F.R. Part 180

2 C.F.R. Part 200

200.305; 200.313(d); 200.317-.326; 200.403-.406; 200.413(a)-(c); 200.430; 200.431; 200.458; 200.474(b)

200 Appendix II

7 CFR Part 210

210.16; 210.19; 210.21; 215.14a; 220.16

History:

Effective: May 15, 2019

GCBF: TRAVEL EXPENSE (current Sanborn policy)

Statement of Purpose

This policy describes the terms under which the district will provide reimbursement for travel by eligible employees.

Statement of Policy

The Sanborn Regional School Board believes that those employees who, on occasion, incur expense for travel in the disposition of their responsibilities to the district should be reimbursed for such expense.

Travel expense is reimbursable within the district when an employee has been assigned to more than one school and must travel from one school to another on any given day.

Effective: November 2, 1977. Revised: January 8, 1986. Revised: October 21, 1998. Reaffirm: May 18, 2011.

PROFESSIONAL (Teachers) CBA: “ARTICLE 26 ADDITIONAL COMPENSATION PLAN”

26.1 The Additional Compensation Plan will be funded at One Hundred Thousand Dollars (\$100,000) for each of the 2017-2018 and 2018-2019 school years. Of these funds, Twenty Thousand Dollars (\$20,000) will be designated for use by the ACP Committee for professional staff initiatives on a yearly basis, Fifty Thousand Dollars (\$50,000) will be designated to fund Summer Renewal, Fifteen Thousand Dollars (\$15,000) will be designated for reimbursement for the cost of conferences and workshops with prior approval of the building principal and Fifteen Thousand Dollars (\$15,000) will be available for payment of district-wide committee work. Workshops and conferences will be reimbursed up to Three Hundred Dollars (\$300) per professional staff member per year. Professional staff members will be paid One Hundred and Fifty Dollars (\$150) for each day spent in a school district sponsored summer workshop or staff initiated summit.

26.2 The approved additional compensation system will be included in the contract as a separate article and grievances pertaining thereto will be subject to binding arbitration.

From STAFF CBA: “24. Workshops and Conferences”

Members of the Bargaining Unit who are approved by the building principal to attend workshops or conferences which are related to their duties will be compensated at their hourly rate of pay.

24.1 Each year Ten Thousand (\$10,000) will be available for members to attend workshops and conferences. The funds will be allocated under the following schedule:

.. Eight Thousand Dollars (\$8,000) will be available for in district workshops during summer non-school days of the fiscal year.

.. One Thousand Dollars (\$1,000) will be available from the first day of school to December 31st.

.. One Thousand Dollars (\$ 1 ,000) will be available from January 1st to June 30th.

24.2 Members have two ways to utilize these funds:

24.2a The District will reimburse a maximum of One Hundred Fifty Dollars (\$150) towards registration for one or more workshops or conferences per member per year. Additional requests for reimbursement will be placed on a waiting list to be paid in June if funds from the workshop and conferences account remain.

24.2b Support Staff members will be paid their hourly rate for each day spent attending a school district sponsored summer workshop.