

PITTSVILLE PUBLIC SCHOOL DISTRICT

NON-ESSENTIAL TRAVEL POLICY

Purpose: The following provides guidance regarding restrictions on non-essential travel by staff members during the present pandemic. The expectation is that the restrictions are temporary and will be removed as soon as possible.

General Guidance:

Staff members are strongly encouraged to refrain from Non-Essential Travel during the pandemic.

“Non-Essential Travel” refers to any travel by a staff member that is not related to school and outside of the normal course of travel for a staff member (e.g., travel to and from work; travel to and from a grocery store; travel to and from a healthcare provider, etc.).

A staff member must immediately notify his/her supervisor if he/she travels under any of the following conditions:

1. A staff member travels anywhere by aircraft, cruise ship or train.
2. A staff member travels to any area designated by federal, state or local officials as having community spread of COVID-19 (except if the travel is to see a healthy family member and the visit occurs in a controlled environment).
3. A staff member travels to a theme park, tourist attraction or any non-family event where more than fifty (50) people are present.
4. A staff member travels outside of the country.

Upon returning home from any of the above and immediately notifying his/her supervisor, a staff member may be required to quarantine for up to fourteen (14) days from the date the staff member returns home.

The travel identified hereinabove is deemed to interfere with a staff member’s ability to safely perform his/her job. The fourteen (14) day quarantine may be covered by Emergency Paid Sick Leave Act (EPSLA) leave, depending upon the circumstances. If not, to avoid a full per diem deduction in pay, which includes benefits, a staff member will have the option to cover the cost of a substitute plus benefits and taxes with a deduction from pay where the District must hire a substitute (if no students are present on-site and/or the staff member is able to work virtually there will be no deduction). Any balance will be paid to the staff member pursuant to the District’s normal payroll practices. If the net amount is negative (the staff member owes the District), the staff member must pay the District the difference by personal check. The staff member shall support the substitute teacher, the same as any other time a staff member is unable to report for work.

Substitute Costs:

1. Teacher substitute daily per diem cost will be between \$172.31 and \$218.25
2. Hourly substitute daily per diem cost will be \$117.17
3. PCCC substitute daily per diem cost will be \$110.28

If during any period of quarantine, a staff member or any member of the staff member's household tests positive for COVID-19, the staff member must immediately notify his/her supervisor. A plan will thereafter be developed to address the situation. A copy of the test results (positive or negative) or statement from a healthcare provider may be required.