

Article B.10: Article B.10: Reimbursement for Mileage and Insurance

❖ Overview

This article establishes the reimbursement rates for mileage, vehicle insurance, and ferry travel when employees are required to use their personal vehicles for school district purposes.

❖ Article B.10: Reimbursement for Mileage and Insurance

1. *An employee who is required by their employer to use their private vehicle for school district related purposes shall receive reimbursement of:*

<i>Effective July 1, 2013</i>	\$ 0.50
<i>Effective September 1, 2014</i>	\$ 0.51
<i>Effective January 1, 2015</i>	\$ 0.52
<i>Effective May 1, 2016*</i>	\$ 0.52
<i>Effective July 1, 2016</i>	\$ 0.52
<i>Effective May 1, 2017*</i>	\$ 0.52
<i>Effective July 1, 2017</i>	\$ 0.52
<i>Effective May 1, 2018*</i>	\$ 0.53
<i>Effective July 1, 2018</i>	\$ 0.53
<i>Effective May 1, 2019*</i>	\$ 0.54

**NOTE: any calculation made in accordance with provincial Letter of Understanding No. 14 Re: Economic Stability Dividend will be applied as a percentage increase on the current collective agreement salary rates and applicable allowance rates. All future increases will be based on the newly revised rate with ESD.*

2. *The mileage reimbursement rate established in Article B.10.1 shall be increased by 5 cents/kilometre for travel that is approved and required on unpaved roads.*
3. *The employer shall reimburse an employee who is required to use his/her personal vehicle for school district purposes, the difference in premium costs between ICBC rate Class 002 (Pleasure to/from Work) and ICBC rate Class 007 (Business Class) where the employee is required to purchase additional insurance in order to comply with ICBC regulations respecting the use of one's personal vehicle for business purposes.*
4. *Employees shall be reimbursed for travel costs as outlined below:*

a. *School District No. 45 (West Vancouver)*

Employees on the staff of Bowen Island Community School commuting from West Vancouver to Bowen Island shall be reimbursed for their automobile and ferry expenses in accordance with travel and car-pooling arrangements agreed to by the staff and approved by the Principal and Assistant Superintendent.

b. *School District. No. 64 (Gulf Islands)*

Employees who are authorized to use their personal vehicles in the course of regularly assigned duties or other employer business shall be reimbursed ferry costs where applicable.

c. *School District No. 68 (Nanaimo-Ladysmith)*

A non-resident employee of Gabriola Island assigned to teach on Gabriola Island shall be reimbursed an amount equal to his/her Gabriola ferry costs.

d. *School District No. 71 (Comox Valley)*

- i. Employee lives on Vancouver Island, teaches on Denman Island: 190 days (19 books of 10 tickets) at the economy ticket price for the ferry trip between Buckley Bay and Denman Island*
- ii. Employee lives on Vancouver Island, teaches on Hornby Island: 190 days (19 books of 10 tickets) at the economy ticket price for the ferry trip between Buckley Bay and Denman Island, and Denman Island and Hornby Island*
- iii. Employee lives on Denman Island, teaches on Hornby Island: 190 days (19 books of 10 tickets) at the economy ticket price for the ferry trip between Denman Island and Hornby Island*
- iv. Employee lives on Hornby Island, teaches on Denman Island: 190 days (19 books of 10 tickets) at the economy ticket price for the ferry trip between Hornby Island and Denman Island*
- v. For employees assigned less than full time, the allowance will be prorated on the basis of the number of ferry trips required to meet the assignment.*

e. *SD No. 46 (Sunshine Coast)*

Employees who are required to use ferry travel in the course of regularly assigned duties or other Board business shall be reimbursed for ferry fares at cost.

f. *SD No. 69 (Qualicum)*

Should teachers from Lasqueti Island be required to attend meetings called by the Superintendent of Schools, or designate, or other Board

business as pre-approved by the Superintendent of Schools, or designate, they shall be reimbursed for travel costs related to ferry or necessary water taxi transportation.

- g. School Districts No. 50 (Haida Gwaii), 72 (Campbell River) and 85 (Vancouver Island North) The Board agrees to reimburse non-resident employees working in a community to which they are involuntarily transferred, or assigned as a result of the layoff/recall process. Reimbursement will be for the standard fares associated with ferry travel required due to such an involuntary transfer or assignment as described above. Reimbursement will be based upon production of receipts. Employees who worked in a community other than the one in which they resided prior to such assignment and/or transfer are not eligible for reimbursements.*

- h. School District No. 79 (Cowichan Valley)*

The Board agrees to reimburse non-resident employees working on Thetis Island for standard fares associated with ferry travel required by the Board. Reimbursement will be based upon production of receipts.

- i. School Districts No. 70 (Alberni) and 84 (Vancouver Island West)*

During the term of the collective agreement, should the Board in School District No. 84 and/or School District No. 70 change their policies and/or practices with respect to ferry/water taxi travel such that additional costs would be borne by employees, the BCTF may refer the issue to Judi Korbin for consideration within the context of Article B.10.5.

Note: Any and all superior or additional provisions contained in the Previous Collective Agreement shall remain part of the Collective Agreement.

❖ Explanation

B.10.1 1. *An employee who is required by their employer to use their private vehicle for school district related purposes shall receive reimbursement of:*

<i>Effective July 1, 2013</i>	<i>\$ 0.50</i>
<i>Effective September 1, 2014</i>	<i>\$ 0.51</i>
<i>Effective January 1, 2015</i>	<i>\$ 0.52</i>
<i>Effective May 1, 2016*</i>	<i>\$ 0.52</i>
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<i>Effective May 1, 2018*</i>	<i>\$ 0.53</i>
<i>Effective July 1, 2018</i>	<i>\$ 0.53</i>
<i>Effective May 1, 2019*</i>	<i>\$ 0.54</i>

**NOTE: any calculation made in accordance with provincial Letter of Understanding No. 14 Re: Economic Stability Dividend will be applied as a percentage increase on the current collective agreement salary rates and applicable allowance rates. All future increases will be based on the newly revised rate with ESD.*

Clause B.10.1 sets the level of reimbursement for mileage allowance for instances where an employer requires an employee to use his/her private vehicle for school district purposes.

This provision applies to all districts where the previous collective agreement does not contain a superior provision. In determining whether there is a superior provision, the clause is to be examined as a whole and on an item by item basis. This provision is intended to replace all previous collective agreement rates and/or school board policy rates.

In accordance with the Article B.1.2, the mileage rate cannot exceed the Canada Revenue Agency rate. As of 2017, the CRA automobile allowance rates are 54¢ per kilometer for the first 5,000 kilometers driven and 48¢ per kilometer driven after that.

Should an Economic Stability Dividend come into effect during the term of the 2013-2019 agreement, BCPSEA will provide updated advice including the revised Mileage rates.

At the time of drafting, applying the May 2016 0.45% and May 2017 0.35% Economic Stability Dividends, the rates are as follows:

Date	Mileage
Effective July 1, 2013	\$ 0.50
Effective September 1, 2014	\$ 0.51
Effective January 1, 2015	\$ 0.52
Effective May 1, 2016	\$ 0.52
Effective July 1, 2016	\$ 0.52
Effective May 1, 2017	\$ 0.53
Effective July 1, 2017	\$ 0.53
Effective May 1, 2018*	\$ 0.53
Effective July 1, 2018	\$ 0.54
Effective May 1, 2019*	\$ 0.54

Application Notes:

Please refer to the following potential circumstances to determine the appropriate application of Article B.10.1 in your district.

1. Previous collective agreement language currently has a higher fixed mileage rate; e.g., 54 cents

In this case, the previous collective agreement rate of 54 cents will continue to apply until the provincial rate has reached the amount of 54 cents.

2. Previous collective agreement mileage rate was tied to an external rate; i.e., BC School Trustees Association (BCSTA) rate

Whichever rate is higher (provincial rate or BCSTA rate) will apply.

3. Previous collective agreement mileage rate was tied to school board policy

Compare the current board policy rate to the provincial rate and apply whichever rate is higher. The future board policy rate for teachers should not be set above the provincial rate.

4. Previous collective agreement does not contain a provision for mileage, and mileage had been previously administered through school board policy

The new provincial mileage language and rates will apply. Mileage rates will no longer be created through board policy. For transitional purposes, if the current board policy rate is higher than the provincial rate, the district may choose to either reduce the mileage rate to the current provincial rate, or to maintain the current board policy rate until the provincial rate reaches the amount of the current board policy rate.

Processes and procedures for authorization, eligibility, and reimbursement shall continue to be determined by the employer at the district level and are unaffected by this article.

- B.10.2** 2. *The mileage reimbursement rate established in Article B.10.1 shall be increased by 5 cents/kilometer for travel that is approved and required on unpaved roads.*

Clause B.10.2 stipulates that an additional mileage allowance of 5 cents/kilometer shall be applied to situations where the employee is required to use his/her private vehicle for school district purposes on unpaved roads.

- B.10.3** 3. *The employer shall reimburse an employee who is required to use his/her personal vehicle for school district purposes, the difference in premium costs between ICBC rate Class 002 (Pleasure to/from Work) and ICBC rate Class 007 (Business Class) where the employee is required to purchase additional insurance in order to comply with ICBC regulations respecting the use of one's personal vehicle for business purposes.*

Clause B.10.3 makes clear that where an employee is required to use his/her private vehicle for school district purposes and as a result is required to purchase additional insurance, s/he shall be reimbursed for the difference in premium costs between ICBC rate Class 002 (Pleasure to/from Work) and ICBC rate Class 007 (Business Class).

- B.10.4** 4. *Employees shall be reimbursed for travel costs as outlined below:*

- a. *School District No. 45 (West Vancouver)*

Employees on the staff of Bowen Island Community School commuting from West Vancouver to Bowen Island shall be reimbursed for their automobile and ferry expenses in accordance with travel and car-pooling arrangements agreed to by the staff and approved by the Principal and Assistant Superintendent.

- b. *School District. No. 64 (Gulf Islands)*

Employees who are authorized to use their personal vehicles in the course of regularly assigned duties or other employer business shall be reimbursed ferry costs where applicable.

- c. *School District No. 68 (Nanaimo-Ladysmith)*

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ferry trip between Buckley Bay and Denman Island, and Denman Island and Hornby Island

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- iv. *Employee lives on Hornby Island, teaches on Denman Island: 190 days (19 books of 10 tickets) at the economy ticket price for the ferry trip between Hornby Island and Denman Island*
- v. *For employees assigned less than full time, the allowance will be prorated on the basis of the number of ferry trips required to meet the assignment.*

e. *SD No. 46 (Sunshine Coast)*

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f. *SD No. 69 (Qualicum)*

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- g. *School Districts No. 50 (Haida Gwaii), 72 (Campbell River) and 85 (Vancouver Island North) The Board agrees to reimburse non-resident employees working in a community to which they are involuntarily transferred, or assigned as a result of the layoff/recall process. Reimbursement will be for the standard fares associated with ferry travel required due to such an involuntary transfer or assignment as described above. Reimbursement will be based upon production of receipts. Employees who worked in a community other than the one in which they resided prior to such assignment and/or transfer are not eligible for reimbursements.*

h. *School District No. 79 (Cowichan Valley)*

The Board agrees to reimburse non-resident employees working on Thetis Island for standard fares associated with ferry travel required by the Board. Reimbursement will be based upon production of receipts.

i. *School Districts No. 70 (Alberni) and 84 (Vancouver Island West)*

During the term of the collective agreement, should the Board in School District No. 84 and/or School District No. 70 change their policies and/or practices with respect to ferry/water taxi travel such that additional costs would be borne by employees, the BCTF may refer

the issue to Judi Korbin for consideration within the context of Article B.10.5.

Clause B.10.4 stipulates the specific level of reimbursement for ferry travel in School District Nos. 45 (West Vancouver), 46 (Sunshine Coast), 50 (Haida Gwaii), 64 (Gulf Islands), 68 (Nanaimo-Ladysmith), 69 (Qualicum), 70 (Alberni) 71 (Comox Valley) 72 (Campbell River), 79 (Cowichan Valley), 84 (Vancouver Island West) and 85 (Vancouver Island North) as per the Previous Local Agreements in these districts. This provision is not intended to create any new benefits for districts without language in their previous local agreements.

Note *Note: Any and all superior or additional provisions contained in the Previous Collective Agreement shall remain part of the Collective Agreement.*

Superior or additional provisions contained in the previous collective agreement shall continue to apply and remain part of the collective agreement. Please refer to the explanation section in B.10.1 above for examples and application.

❖ Implementation

Processes and procedures for authorization, eligibility, and reimbursement shall continue to be determined by the employer at the local level and are unaffected by this article.

❖ Relationship to Other Articles

This article is related to provisions in the Previous Local Agreement as explained in this article.