

Riverside County Office of Education
Board Bylaw 9250 Remuneration, Travel Budgets, Reimbursement, and Other Benefits

BYLAWS OF THE BOARD

SUBJECT: Remuneration, Travel Budgets, Reimbursement, and other Benefits

Remuneration

Each member of the Riverside County Board of Education (County Board) may receive the maximum monthly compensation as provided for in law and Board policy as follows:

Each member of the County Board who physically attends all regularly scheduled, special, and emergency meetings held shall receive as compensation for his/her services a sum not to exceed \$683.85 per month. Any member who does not attend all the aforementioned meetings held in any month shall receive an amount no greater than the maximum amount \$683.85 divided by the number of meetings held and multiplied by the number of meetings actually attended.

A member may be paid for any meeting for which he or she is absent if the County Board by resolution, duly adopted and included within its minutes, finds that at the time of the meeting he or she was performing services outside the meeting on behalf of the County Board, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the County Board. Any request for payment under the hardship provision shall include an explanation of said hardship.

Notwithstanding Board Bylaw 9320, when the County Board meets in person, A County Board member who participates virtually shall be deemed absent for purposes of receiving compensation pursuant to Board Bylaw 9250 and shall not receive compensation for the meeting unless the County Board approves payment by resolution adopted pursuant to Board Bylaw 9250.

At its annual organization meeting, the County Board may increase the compensation of individual County Board members beyond the limits delineated in Education Code sections 1090 and 35120, in an amount not to exceed five percent based on the present monthly rate of compensation. Any increase made pursuant to this section shall be effective upon approval by the County Board. (Education Code 35120)

County Board members are not required to accept payment for meetings attended.

County Board members who are eligible to join the Public Employees' Retirement System must file with PERS an election in writing to become a member.

County Board members elected or appointed after July 1, 1994, are excluded from filing for membership in the Public Employees Retirement System.

Travel Budgets

County Board members will each be allotted a travel budget of \$12,000 per fiscal year. Non-expended funds will not carry over to the next fiscal year.

At each regular meeting, all completed and planned travel will be reviewed to ensure that County Board members stay within their allotted travel budget.

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Travel Arrangements

County Board members are encouraged to make all travel-related arrangements through the County Board's secretary, in advance, to have lodging and car rental expenses pre-paid. When such arrangements are not feasible, County Board members shall be reimbursed for their travel-related expenses at the applicable conference/event lodging rate and for all applicable travel expenses incurred while attending any meetings or in making trips on official business of the County Board.

Reimbursement of Travel-Related Expenses

County Board members are encouraged to submit reimbursement claims on a timely basis but in no case later than one month after the end of the fiscal year in which the expense was incurred. Only one reimbursement claim may be submitted per month. Reimbursement for transportation, lodging, and luggage fees must be accompanied by a receipt.

Procedures

1. All expense claims will be recorded on the Riverside County Office of Education's (County Office) Payment Request form with required receipts.
2. Claims may be submitted after the travel has occurred.
3. All expenses will be reviewed and approved or denied by the County Board President. The County Board President's expense claims will be approved or denied by the County Board Vice President.

Meals

1. Meals will be reimbursed in accordance with the standard Government Services Administration (GSA) per diem rates by city.
2. All meals provided by conferences or events are not eligible for reimbursement.

Lodging

1. Reimbursements for lodging will be up to but shall not exceed the applicable conference/event lodging rate.
2. Lodging rates paid by County Board members at a lower than conference rate shall be reimbursed at the actual expense rate.

Transportation

1. Mileage will be reimbursed at the then current IRS rate.
2. Air fare will be reimbursed at the coach/main cabin or lowest commercial class.
3. Other transportation reimbursement (car service, shuttle, parking, luggage fees, etc.) will be at the actual cost of such expense when accompanied by a receipt.

Reimbursement Period

1. The reimbursement period for travel-related expenses will begin no earlier than the day prior

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to the scheduled conference/event and will end no later than the day following the conference.

Health and Welfare Benefits for Elected Board Members

County Board members may participate in the health and welfare benefits program provided for management staff. The County Office shall contribute the allowance amount toward premiums.

The County Office may pay the allowance amount as a reimbursement for costs of approved health plans that have been paid for by the County Board member.

Benefits for Retired Board Members

The County Office shall contribute up to the contribution limit for retired Board members who served in office after January 1, 1981, and who have served a total of 12 years or more.

This benefit shall not be granted to County Board Members whose first term began on or after January 1, 1995.

Any members retiring from the County Board after at least one term may continue the health and welfare benefits program at their own expense if coverage is in effect at the time of retirement.

Health insurance benefits shall be governed by the rules and regulations established by the Public Employees' Retirement System. These benefits may be continued for former elected members of the Board of Education who become eligible and retire from the County Office under the Public Employee's Retirement System.

Retired qualified County Board Members shall receive the same consideration that is offered to active Cabinet members and division heads. This consideration shall be the same annual contribution towards:

- The health plan
- The dental plan
- The vision plan
- The long-term care plan.

In addition, retired qualified County Board members shall receive two life insurance policies, one for \$10,000 and one for 1 ½ times their last annual salary. To be eligible for consideration for their retirement benefits, the retired County Board members must qualify under state law, and must meet the eligibility requirements of Government Code Section 53201.

Persons electing to accept these benefits must submit a written statement to the County Superintendent's designee in Personnel indicating their desire to do so.

Legal Reference:

EDUCATION CODE

1080(b) - Duties - Allowance of Actual and Necessary Travel Expenses

1081 - Travel Expenses

1090 - Compensation for members and mileage allowance

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1096 - Allowable Expenses for Meeting Attendance
33362 - Reimbursement of expenses (Department of Education and CSBA workshops)
35012 - Board members; number, election, and term
35044 - Payment of traveling expenses of representatives of board
35172 - Promotional activities
44038 - Cash deposits for transportation purchased on credit
ELECTIONS CODE
9140-9147 Referendum for county elections
9340-9342 Referendum for local public entities
17200 Preservation of referendum petitions
GOVERNMENT CODE
20361 - Retirement Fund - Election to Become Members
20361.2 Elective Officer - County Board of Education Members
53200-53209 - Group insurance, especially
UNITED STATES CODE, TITLE 26
403(b) Tax-sheltered annuities
COURT DECISIONS
Thorning v. Hollister School District, (1992) 11 Cal.App.4th 1598
Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara
County, (1979) 93 Cal.App.3d 578
ATTORNEY GENERAL OPINIONS
83 Ops.Cal.Atty.Gen. 124 (2000)