

Effective Period: Fiscal Year 2025–26 (retroactive to **July 1, 2025**; sunsets **June 30, 2026**)

A. Purpose

To try and ensure equitable, year-to-year treatment of impacted employees amid variable assignments, this Addendum provides limited, time-bound flexibility for determining non-reimbursable commute miles for roles with variable work patterns (including, but not limited to: itinerant, remote/hybrid, split duty days), with all other provisions of 603.4R1 unchanged.

B. Delegation & Roles

For FY 2025–26, Regional Administrators, in consultation with Human Resources and the Business Office, may define or adjust how commute miles are determined for specific roles, position groups, or circumstances.

C. Scope (Commute Miles Only)

This Addendum authorizes flexibility **only** in how commute miles are determined.

All other elements of 603.4R1—rates, per-diem/lodging caps, required documentation, timelines, audit rules—**remain as written**.

D. Guardrails

Determinations must:

1. Attempt to achieve consistency for similarly situated employees/roles.
2. Not conflict with law or any applicable collective bargaining agreement.
3. Be documented prior to use when practicable; if not practicable, documented as soon as reasonably possible.
4. Not alter Board-approved dollar limits or reimbursement rates.

E. Documentation & Communication

HR/Business Office will resolve commute-mile determinations for employees who previously raised concerns and will consider further reviews during FY 2025–26 upon request or as

warranted by assignment changes, subject to the guardrails herein; all other terms of 603.4R1 remain in effect.”

Retroactivity: Guidance under this Addendum may be applied **retroactively to July 1, 2025** (FY 2025–26) if deemed necessary and appropriate.

G. Sunset

This Addendum **expires June 30, 2026**, unless replaced by an updated or permanent Board revision.

Adopted: 09/03/2025
Retroactive to: 07/01/2025
Ends: 06/30/2026