



# Adelanto *Elementary School District*

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DATE: November 3, 2021

TO: Management Employees

FROM: Carlos Moran, Assistant Superintendent of Human Resources *CM*

RE: Workplace Diagnostic Screening Testing – Mileage Reimbursement and One (1) Hour Paid Time

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As we continue to collect COVID-19 Attestation Forms, I want to thank all employees who have provided the required vaccinated and unvaccinated information. Your timely information is very much appreciated.

For employees completing Workplace Diagnostic Screening Testing, the District will reimburse vaccinated and unvaccinated employees for mileage to drive to the testing center, up to 25 miles. Vaccinated and unvaccinated employees will be paid one (1) hour for their time to complete testing.

### **Mileage Reimbursement**

- Mileage will be paid for up to 25 miles
- Mileage rate is .56¢ per mile
- Submit one mileage reimbursement sheet monthly to Alicia Dencker in Fiscal Services
- Mileage reimbursement will be issued via an accounts payable check

### **One (1) Hour of Paid Time for Weekly Testing**

- Management employees will receive one (1) hour of additional pay
- Submit ONLY one time sheet monthly to Payroll
  - Your Department Manager and/or Assistant Superintendent Supervisor must sign your time sheet

### **Reimbursement and paid time will only be retroactive to Monday, October 11, 2021.**

- Please submit your mile reimbursement form and time sheet by the 30<sup>th</sup> of each month.

Remember to submit proof of weekly testing results by Friday of each week. Email test results to Risk Management at [jesus\\_galvan@aesd.net](mailto:jesus_galvan@aesd.net) (Employees may submit test results in person by dropping off documents at the District Office).