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**Elected Statewide Reimbursement Policy**

Delegate Assembly Revision Date: 9/25/2005

Board of Directors Revision Date: 5/21/2010

Board of Directors Revision Date: 3/15/2013

Delegate Assembly Revision Date: 9/21/2019

**Summary**: Statewide Officer and special support reimbursement

**Policy**:

**PRESIDENT**

1. MAPE President shall be paid per the MAPE Reimbursement Policy for lost time, budgeted at 50 percent of the yearly 19L salary. If the President’s regular hourly wage is lower than the median hourly wage of all MAPE represented employees, then the President shall be reimbursed for lost time at the median wage.
2. If the President takes leave without pay, the MSRS election under the lost time provision is applicable. Such contributions shall be made based on the President’s regular hourly wage.
3. The MAPE President shall be eligible for insurance coverage in accordance with the MAPE/state contract.
4. A MAPE President who uses a personal vehicle for MAPE business shall receive the monthly vehicle allowance in accordance with the MAPE Executive Director contract (starting in January of 2014).
5. When a President is elected whose current workstation is within 50 mile radius of the MAPE office, MAPE will pay for overnight lodging when necessary. If the President can’t get home, be home for eight hours and get back to the MAPE office or to work by the start of the normal work day, the President is eligible for overnight lodging. Other areas of reimbursement are to be consistent with the MAPE contract.

**STATEWIDE OFFICER**

1. MAPE statewide officers shall be reimbursed for lost time and other expenses under the same provisions which pertain to MAPE members. All expenses (mileage, lodging, meals, parking, travel and other related expenses) while on MAPE business will be paid according to the MAPE Reimbursement Policy.
2. When a MAPE statewide officer is required by the Board of Directors to be at MAPE full time, they shall accrue vacation and sick leave accruals at their normal rate of accrual in state service, retroactive to the start date of the full time leave. This applies only while on full time lost time. Upon completion of their term, the vacation accrual shall be liquidated in cash.
3. When a MAPE statewide officer is elected whose workstation is outside a 50 mile radius of the MAPE office, MAPE may pay for lodging in the form of procuring an apartment, based on hotel/apartment cost comparison. The procurement should be approved and reviewed on an annual basis by the board of directors.
4. The MAPE Statewide Treasurer shall be compensated at their rate of pay for hours worked outside of their normal work hours. The MAPE Statewide President may bank hours worked outside their normal work hours in a compensatory bank, consistent with the provisions in the agreement between MAPE and the State of Minnesota
5. MAPE statewide officers will be provided a MAPE cell phone or reimbursement of up to the negotiated billing rate for MAPE staff.

**SPECIAL SUPPORT**

1. Computer support shall be compensated at their rate of pay for hours worked outside their normal work hours.
2. Trustees and/or appointed members serving on the credentials committee shall be compensated at their rate of pay for hours worked outside of their normal work hours, up to a maximum of eight hours.