

## **TRAVEL AND SUBSISTENCE PROVISIONS**

### **CRAFT/CLASSIFICATION**

Carpet, Linoleum, Soft Floor Layer: Carpet, Linoleum, Soft Floor Layer; Floor Covering Handler after 3 Years: Floor Covering Handler Trainee, First 3 Months; Floor Covering Handler Trainee, Second 3 Months

### **ID**

200-12-1

### **LOCALITY**

Alameda, Contra Costa, Lake, Marin, Mendocino, Monterey, San Benito, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano and Sonoma Counties

## **TRAVEL AND SUBSISTENCE**

### **ARTICLE 26**

#### **TRANSPORTATION**

1. All Employers must furnish adequate transportation to all local and out-of-town jobs for their employees, and where transportation is furnished by the Employer it shall be safe and adequate and shall conform to the requirements of the California Motor Vehicle Department and applicable State Law.
2. Employees may be permitted to use their own vehicles for the purpose of transporting employees as provided for in Article 27. In every instance the Employer shall reimburse the employee at the current IRS rate per mile for all miles plus tolls and parking fees. The Employer shall cover all employees with industrial accident insurance protection to the full extent provided by the Workmen's Compensation Laws of the State of California, and shall carry public liability, fire, theft, and comprehensive and property damage automobile insurance covering the Employer and the employee owner of the vehicle for any accident occurring during the use of said vehicle. These provisions shall also apply where the vehicle owned by the employee is used by others in the course of the Employer's business.
3. All mileage fees are to be paid by separate check or shown as a separate item on a paycheck.
4. It shall be optional with the employees whether they will use their own vehicle for such transportation and any employee who does not wish to use his vehicle will not be discriminated against by the Employer.
7. Employees will not be permitted to transport materials or shop supplied equipment to or from the jobsite in anything other than a company supplied vehicle.

### **ARTICLE 27**

#### **TRAVEL TIME, TRAVEL EXPENSES & SUBSISTENCE**

1. TRAVEL TIME:

Employees required to jobsite report more than forty (40) miles from the point of dispatch (employee's home or individual employer's shop) as determined by the individual Employer, shall receive Wages and Benefits for all time spent traveling beyond forty (40) miles from the point of dispatch to the jobsite and return. Employees reporting in their private vehicles to a jobsite more than forty (40) miles from the point of dispatch, shall also receive mileage at the current IRS rate per mile for all miles traveled outside of the forty (40) miles. (Mileage and drive time is to be based on Google Maps, Employees required to jobsite report more than forty (40) miles from the point of dispatch (employee's home or individual employer's shop) as determined by the individual Employer, shall receive Wages and Benefits for all time spent traveling beyond forty (40) miles from the point of dispatch to the jobsite and return. Employees reporting in their private vehicles to a jobsite more than forty (40) miles from the point of dispatch, shall also receive mileage at the current IRS rate per mile for all miles traveled outside of the forty (40) miles. (Mileage and drive time is to be based on Google Maps) Mileage will be paid on a per vehicle basis. This system is based on employees reporting to their jobsite at their regular start time and working on the job until their regular quitting time. Travel from jobsite to jobsite in a private vehicle shall be considered as hours worked and mileage will be reimbursed at the current IRS rate per mile. All travel commencing after reporting to the Employers shop to and from the jobsite will be considered as hours worked and use of the employee's vehicle will be reimbursed at the current IRS rate per mile. At no time shall the employee be allowed to transport the Employer's material or equipment in his own vehicle.

## 2. SUBSISTENCE:

(a) When employees are required to live away from their personal place of residence, in order to report for work when and where directed by the Employer, each employee shall receive lodging, or an amount equal to reasonable lodging, in advance, plus subsistence in the amount of seventy-five dollars (\$75.00) per day, in advance, on a separate check.

(b) Round trip airfare, mileage, or transportation shall be provided by the Employer on all jobs in which subsistence is required.

(c) Employees shall receive Travel Time, from the point of dispatch to the jobsite and return, on all jobs in which subsistence is required.

## 3. TRAVEL TIME CALCULATION SHEET:

The following Travel Time Calculation Sheet shall be used in conjunction with Google Maps, in order to determine Travel Reimbursement and Fringe Benefits contributions.

Travel Time Calculation Sheet (Formulas)

Employee Name:

From: Starting Address

To: Destination Address

Actual Commute Minutes (One Way)  
(Enter minutes as per Google Maps)

Actual Commute Miles (One Way)

(Enter miles as per Google Maps)

Minutes Per Mile

Calculation = (Minutes ÷ Miles)

Adjusted Commute Minutes (One Way)

Calculation = (Adjusted Commute Miles × Minutes Per Mile)

Adjusted Commute Miles (One Way)

Calculation = (Actual Commute Miles -40)

Round Trip Minutes

Calculation = (Adjusted Commute Minutes × 2)

Round Trip Miles

Calculation = (Adjusted Commute Miles × 2)

Daily Travel Time

Calculation = (Round Trip Minutes rounded to the nearest ¼ hour)

Mileage Reimbursement

Calculation = (Round Trip Miles × current IRS rate)

Travel Time Calculation Sheet (Example)

Employee Name: John Doe

From: 123 Any Street, San Francisco, CA

To: 456 Main Street, Fremont, CA

Actual Commute Minutes (One Way): 50.00

Actual Commute Miles (One Way): 50.00

Minutes Per Mile: 1.00

Adjusted Commute Minutes (One Way): 10.00

Adjusted Commute Miles (One Way): 10.00

Round Trip Minutes: 20.00

Round Trip Miles: 20.00

Daily Travel Time: 2 ÷ 4

Mileage Reimbursement: \$11.60

## **ARTICLE 28**

### **MARKING OF VEHICLES**

1. All Employers' production vehicles shall be identified with permanently affixed company identification and/or Union Logo which shall be prominently displayed and readily visible from both sides of the vehicle. This will be the only acceptable vehicle from which a workman will be allowed to work. The cost of the logos shall be borne by the Industry Fund.
2. It shall be the responsibility of the Employer to place and replace identification on all production vehicles. It shall be the Employer's responsibility to remove any

identifying markings from vehicles no longer owned or used in the course of business.

3. Recognizing that conditions do occur when an Employer is temporarily in need of an extra vehicle, it is agreed that with prior notification to the Union, an Employer may use other vehicles owned by him or said firm or a commercially leased vehicle from recognized leasing agents, for the transporting of workmen, tools and materials.