

TEMPORARY DUTY AUTHORIZATION (TDA)

TEMPORARY DUTY SHALL BE DEFINED AS THE EMPLOYEE PERFORMING HIS/HER DUTIES IN A DIFFERENT LOCATION THAN HIS/HER REGULAR ASSIGNMENT.

TEMPORARY DUTY OUTSIDE BROWARD COUNTY BUT WITHIN THE UNITED STATES, MAY BE GRANTED OR ASSIGNED TO AN EMPLOYEE BY HIS/HER PRINCIPAL, OR ON THE COUNTY LEVEL, BY HIS/HER COUNTY LEVEL UNIT ADMINISTRATOR OR DIRECTOR. PRINCIPAL'S TDA REQUESTS MUST BE APPROVED BY THE AFFECTED AREA SUPERINTENDENT. AREA/ASSOCIATE SUPERINTENDENT'S TDA REQUESTS MUST BE APPROVED BY THE DEPUTY SUPERINTENDENT. TEMPORARY DUTY REQUESTS SHALL BE PRESENTED FOR APPROVAL AT LEAST THREE (3) DAYS IN ADVANCE. EXCEPTIONS MAY BE GRANTED IN CASES OF EMERGENCY WITH THE APPROVAL OF THE APPROPRIATE ADMINISTRATOR. SUCH TEMPORARY DUTY SHALL NOT EXCEED TEN (10) CONSECUTIVE DAYS WITHOUT BOARD APPROVAL. TDA REQUESTS FOR TRAVEL OUTSIDE OF THE UNITED STATES MUST BE APPROVED BY THE DEPUTY SUPERINTENDENT (DESIGNEE).

RECORD(S) OF ALL TEMPORARY DUTY ASSIGNMENTS SHALL BE MAINTAINED FOR PURPOSES OF AUDIT.

AUTHORITY: F.S. 1001.41
POLICY ADOPTED: 4/25/68; 9/5/74; 4/12/05
POLICY AMENDED: 5/18/78; 2/17/83; 1/15/91

RULES**SCHOOLS/CENTERS**

Temporary Duty may be approved by the principal or designee and logged in the school with the following exceptions:

1. When county funds are requested, approval must be by the principal or designee and the administrator or designee whose budget is affected, and the TDA forms must be filed in the Accounting Department.
2. When a substitute is to be paid from funds other than normal, the administrator or designee whose budget is affected must also approve the TDA.
3. TDA forms for trips outside the United States must be approved by the Deputy Superintendent (designee).

COUNTY DEPARTMENTS

1. All TDA requests must be approved by the appropriate administrator or designee. When travel funds are involved, forms are to be filed with the Accounting Department.
2. Attendance at conferences or conventions shall be considered as Temporary Duty when authorized by the appropriate administrative personnel.