



MEMBER ALERT

Employee Overnight Travel and Conference Lodging – Individual Sleeping Accommodations Guidelines

The Tuolumne Joint Powers Authority recommends that member districts review their existing travel and conference policies and consider adopting a clear requirement that employees traveling overnight on authorized District business be provided with an individual hotel room.

An Individual-room requirement:

- Establishes appropriate professional boundaries during District-sponsored travel;
- Protects employee privacy and personal space;
- Reduces the potential for allegations or concerns involving harassment, discrimination, retaliation, or inappropriate conduct;
- Eliminates uncertainty regarding whether an employee is expected or required to share a sleeping room;
- Reduces potential concerns arising from supervisor/subordinate lodging arrangements;
- Provides administrators with a consistent standard when arranging District travel;
- Avoids case-by-case decisions regarding which employees may or may not share accommodations; and
- Demonstrates that the District has taken reasonable steps to establish clear expectations and preventive workplace practices.

California’s Fair Employment and Housing Act requires employers to take reasonable steps to prevent and correct unlawful harassment, discrimination, and retaliation. A clear written standard concerning overnight employee accommodations is a risk mitigation approach to preventing workplace concerns.

A. Overnight Accommodations

When an employee is authorized to travel overnight on District business, the District shall provide the employee with an individual sleeping room at District expense, subject to applicable District travel reimbursement limits and procedures.

Employees shall not be required or expected to share a bedroom or sleeping room with another employee as a condition of authorized District travel.

When appropriate, employees may share a lodging suite or other accommodation containing common areas, provided that each employee has a separate bedroom and sleeping area.

The Superintendent or designee may establish administrative procedures governing overnight accommodations, travel authorization, lodging selection, reimbursement, and related matters.

1. **Individual Room Requirement.** Each employee authorized to travel overnight on District business shall be provided an individual sleeping room.
 2. **No Required Room Sharing.** An employee shall not be required or expected to share a bedroom or sleeping room with another employee.
 3. **Shared Suites.** Employees may share a suite or lodging accommodation containing common areas when each employee is provided a separate bedroom and sleeping area.
 4. **Supervisory Relationships.** Supervisors shall not require or expect subordinate employees to share sleeping accommodations with them. When reasonably practicable, lodging arrangements should consider supervisory and reporting relationships.
 5. **Lodging Availability.** If individual rooms are unavailable at the selected lodging facility, the District shall make reasonable efforts to identify alternative accommodations (hotel/motel only) that comply with this regulation.
 6. **Employee Concerns.** Employees may raise concerns regarding lodging arrangements with their supervisor or designated District administrator. An employee shall not be retaliated against for raising a good-faith concern regarding travel or lodging arrangements.
 7. **Exceptions.** Any exception to the individual-room requirement must be approved in advance by the Superintendent or designee and must be consistent with applicable law, collective bargaining agreements, and District policy.
 8. **Personal Guests.** District funds shall not be used for lodging or other expenses associated with personal guests unless specifically authorized by District policy.
 9. **Professional Conduct.** Employees traveling on District business remain subject to all applicable District policies, including policies concerning harassment, discrimination, retaliation, employee conduct, workplace violence, and professional standards.
 10. **Reimbursement.** Lodging and other travel expenses shall be reimbursed in accordance with the District's established travel procedures and applicable reimbursement limits.
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