



Antonio Araujo
Mayor

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Alderson Place 3

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RESOLUTION NO. 1906R.05.01

A RESOLUTION BY THE CITY OF SAN ELIZARIO TO AMEND THE PERSONNEL MANUAL BY REVISING PROVISIONS RELATING TO THE ANNUAL AWARD OF PERSONAL TIME OFF, EMPLOYEE CONDUCT AND REPORTING REQUIREMENTS; TO CLARIFY RECORDKEEPING REQUIREMENTS AND EMPLOYEE OBLIGATIONS UNDER THE ETHICS PROVISIONS AND THE DRUG FREE WORKPLACE POLICY; AND TO REVISE THE OBLIGATIONS OF OFFICERS AND EMPLOYEES UNDER THE TRAVEL AND EDUCATION POLICY.

RECITALS

- WHEREAS, the City Council of the City of San Elizario ("City") adopted a Personnel Manual in June 2016 to provide regulations relating to City employees and officials; and
- WHEREAS, the City Council has determined that enactment of amendments to the Personnel Manual are appropriate to clarify the provisions relating to personal time off and reporting requirements in Section 13A; and
- WHEREAS, the City Council has determined that enactment of amendments to the Personnel Manual are appropriate to expand the provisions relating to employee conduct and reporting requirements in Section 3B; and
- WHEREAS, the City Council has determined that enactment of amendments to the Personnel Manual are appropriate to clarify the recordkeeping requirements and employee obligations under to the Ethics provisions and the Drug Free Workplace Policy in Sections 3A and H; and
- WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council finds that it is necessary and proper for the good government and order of the City to maintain and amend the Personnel Manual of the City.

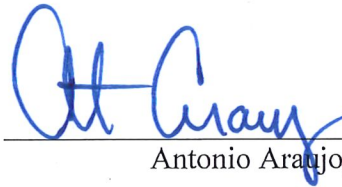
NOW, THEREFORE, BE IT RESOLVED by the City Council of San Elizario, Texas, that:

1. The foregoing Recitals are hereby adopted as facts and are incorporated fully herein.

2. The City Council of the City of San Elizario hereby approves the amendment to the *City of San Elizario Personnel Manual*, attached hereto as "Exhibit A" and incorporated fully herein.
3. In the event that the City needs to make adjustments to an employee's PTO schedule due to the revision made herein to grant annual PTO allotments on each employee's anniversary date, in order to accurately and correctly grant PTO to meet the purpose and intent of this policy, the City Administrator or her designee is authorized to make such adjustments and provide an explanation of the basis and calculation for the adjustment to each affected employee.
4. All resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters regulated, herein.
5. Should any of the clauses, sentences, paragraphs, sections or parts of this Resolution be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Resolution.
6. This Resolution shall be effective immediately upon passage and approval.

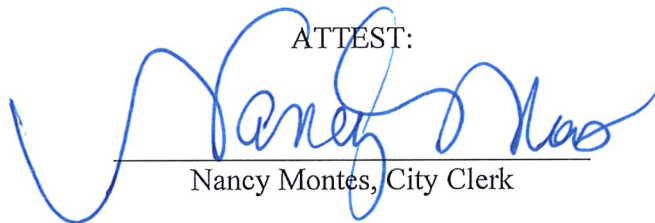
PASSED AND APPROVED this, the 26 day of November, 2019, by a vote of 3 (ayes) to 0 (nays) to 0 (abstentions) of the City Council of San Elizario, Texas.

CITY OF SAN ELIZARIO, TEXAS



Antonio Araujo, Mayor

ATTEST:



Nancy Montes, City Clerk

13. PAID TIME OFF AND LEAVE

A. PAID TIME OFF (PTO)

Purpose. The City believes employees should have the opportunity to enjoy time away from the workplace to help balance their lives. Taking some time away from work is essential in maintaining quality performance, job efficiency, and health. To help foster this idea, the City has designated a plan that combines traditional sick and vacation leave benefits into a paid time off (PTO) plan. The City offers PTO as an employee benefit in lieu of sick and vacation leave.

Availability. PTO is available to full-service and part-service employees. A full-service employee is one who works, at a minimum, regular city hall hours per workweek. A part-service employee is one who works twenty (20) hours or less than regular city hall hours per workweek. City hall hours are that total of hours during which services to the public are provided at city hall to the public on a workweek basis. City hall hours are subject to change by City Council.

Schedules for PTO Accrual. PTO will be earned according to the following schedule:

Employee Annual PTO Hours Allotment

<u>Years of Service</u>	<u>Full-Service</u>	<u>Part-Service</u>
90 days or less	16	8
91 days up to 1 year Anniversary	64	32
One year anniversary to 5 years	160	80

PTO Rollover. Unused PTO accrued and remaining on the day preceding the employee's anniversary date will be carried forward into the following one-year period. The maximum number of hours that may be rolled over is 80 hours for full-service employees, 40 for part-service employees.

Taking PTO. To the extent possible, PTO must be scheduled in advance with Supervisor approval. The Supervisor will approve the request for non-emergency PTO based on considerations like work flow, operational requirements, work needs and length of service. Employees are accountable and responsible for managing their own PTO hours.

Holiday and PTO. PTO earned does not include designated holidays. Other time off due to bereavement, military or jury duty is also considered separate from the PTO policy.

Overtime and PTO. An employee will not be allowed to use PTO time in order to accrue more than 40 hours in a week.

PTO Paid upon Departure from Employment. Employees who separate for any reason, other

than disciplinary, will be paid for accrued, unused PTO hours at the time of separation. The City requires that an employee work for a minimum of ninety (90) days before the employee is entitled to PTO pay upon separation.

Conversion of Existing Sick and Vacation Leave to PTO. Upon approval and adoption of the Personnel Policy by City Council, sick and vacation leave earned by each employee will be converted to PTO. PTO time may be used according to this PTO policy. An employee will begin accruing PTO in accordance with this PTO policy on the first pay period of the following month after adoption.

3. EMPLOYEE RESPONSIBILITIES

A. CODE OF ETHICS

The Code of Ethics is intended to provide guidance to Municipal Officers and employees, as defined in Local Government Code Chapter 22, and Employees of the City in the event of a conflict between their personal or professional interest and the interest of the City.

It is expected that employees will conduct themselves in such a way that good relations between the City and its residents are maintained. Upon signing the acknowledgment to this manual, an employee also acknowledges compliance with the following Code of Ethics:

- (1) "I will uphold the laws of my city, my state and my country;
- (2) I will uphold the honor and dignity of my position as a representative of this City;
- (3) I will be guided by the principle that all citizens be treated fairly and equally, and that all rules, laws, methods, and procedures be applied in a uniform manner to all citizens.
- (4) I will not accept or solicit anything of value from any party other than my employer unless acceptance of something of value is totally unrelated to my performance of my duties;
- (5) I will not use information received in connection with my duties for my own personal gain unless such information can be known by ordinary means to any ordinary citizen;
- (6) I will not accept an assignment for which a predetermined finding or report is expected;
- (7) I will not speak or act in any manner or engage in any practice that is dishonest, fraudulent, deceptive, or in violation of law or generally accepted standards of morality;
- (8) I will not engage in the use of alcohol or non-prescription controlled drugs while on duty, or report for duty while under the influence of such substances and understand that I may be required to undergo a drug test in accordance with the provisions in this Manual; and
- (9) I will not use City tools, equipment, uniforms, or vehicles for my private purposes or for personal financial gain."

Violation of this Code is grounds for disciplinary action, up to and including termination.

B. STANDARDS OF CONDUCT

B-1 No employee shall:

- (1) accept or solicit any gift, favor, service, or thing of value, including the promise of future employment, which might reasonably influence the employee in the discharge of official duties:
 - (a) from any person, group, or business entity who has a contract or other business relationship or has a substantial interest in any business entity that has a contract or other business relationship with the City; or
 - (b) from any person, group, or business entity who has a personal financial interest in any proposed action, resolution, or decision upon which such employee must act or make a recommendation.
- (2) disclose any confidential information gained by reason of the position of the Employee concerning the property, operations, policies, or affairs of the City, or use any confidential information to advance any personal interest, financial or otherwise.
This sub-paragraph (2) shall not prohibit the disclosure or use of confidential information, when required or permitted by law, including the City Code.
- (3) use their position or office or City property, facilities, personnel, equipment, or supplies:
 - (a) for purposes unrelated to the interests of the City;
 - (b) for private advancement or gain;
 - (c) to secure privileges or exemptions; or
 - (d) to grant or give any favor, service, consideration, treatment, advantage, or thing of value to any person, group, or business entity beyond that which is available to individual members of the public.
This sub-paragraph (3) shall not prohibit such use that is available to the public generally.
- (4) act or make recommendations on any matter in which the Employee has a financial interest.
- (5) represent, directly or indirectly, any person, group, or business entity:
 - (a) before the City or any committee of the City; or
 - (b) before a board or commission that has legal jurisdiction over the City;
 - (c) so long as all relevant details are disclosed to the City, the restrictions in (5) above do not prohibit:
 - (i) an Employee from appearing before the City to represent that person's own interest or property;
 - (ii) an Employee from appearing before the City to address employment matters; or
 - (iii) an Employee from bringing any lawful claim or lawsuit against the City.

An officer or employee of the City shall not have financial interests in the profits of any contract, service, or other work performed by the City or personally profit directly or indirectly from any contract, purchase, sale, or service between the City and any person or company. Any contract to which the City is a party and in which the Employee has a direct or indirect financial interest and in which the employee has acted or made a recommendation in violation of the provisions of this policy shall be voidable or rescindable at the option of the City at any time within a period of (1) year from the date such contract is approved or executed, whichever is later. The term "contract" means any agreement with or claim, account, or demand against the City.

Failure to promptly report to the Employee's immediate supervisor or to the City Council of the City in the case of the City Administrator, any gift of anything of value in excess of \$50, which would not have been given or offered to the Employee or any member of the Employee's immediate family had the Employee not been employed by the City may result in disciplinary

action.

B-2 Each employee shall:

- (1) Report to the City Administrator any arrest for a Class B Misdemeanor or higher offense under Texas law (to include all felonies and state jail felonies), any offense under Federal law, any offense under the law of another state that carries a possible punishment of jail or prison time, or any drug or alcohol-related arrest, within 72 hours of such arrest.
- (2) Report to the City Administrator any conviction or the entering a period of deferred adjudication (placed on probation) for a Class B Misdemeanor or higher offense under Texas law (to include all felonies and state jail felonies), any offense under Federal law, any offense under the law of another state that carries a possible punishment of jail or prison time, or any drug or alcohol-related arrest, within 72 hours of such court action.
- (3) Report any changes to the status of the employee's driver's license to the City Administrator, when such employee is required to have a driver's license as part of his or her employment qualifications, immediately upon having knowledge of such change if the employee learns of such change while on duty (and immediately cease the operation of any city motor vehicle) or immediately upon reporting to work for the employee's next shift if the employee learns of such change while not on duty.
- (4) Annually show the employee's driver's license to the City Administrator or department head, when such employee is required to have a driver's license as part of his or her employment qualifications, and upon request, provide documentation from the state which has issued the license of the current status of the driver's license. The City Administrator will establish an appropriate procedure for this process including a determination as to whether the City or the employee will bear any costs for obtaining documentation from the state when necessary.

C. PERSONAL APPEARANCE

All office employees are expected to dress in appropriate office attire. Employees working in an office environment and as frontline personnel should maintain a professional, well-groomed appearance. Neatness and cleanliness of all individuals are essential. Uniforms are provided for full-service employees who work outside, which should be worn each day and maintained to present a clean and neat appearance. When provided by the City, the City Marshal and police officers should be in official uniform when on duty.

D. HEALTH AND SAFETY

It is the policy of the City to make every effort to provide for all employees a work environment which is free from recognized hazards likely to cause death or serious physical harm.

The City will furnish safety equipment required as part of the job. Each employee will be responsible for the care and maintenance of issued equipment. Upon leaving City employment, the equipment must be returned to the City Administrator.

Unsafe working conditions shall be reported immediately to the City Administrator who shall

promptly inform the Mayor and City Council.

Each employee is expected to observe all posted safety warning signs or posters and to conduct oneself in a safe manner.

Any accident, regardless of the nature or extent must immediately be reported in writing to the City Administrator or City Clerk.

Smoking is prohibited on city property and is not permitted in city vehicles.

E. POLITICAL ACTIVITY

City government is a public trust. Each employee may participate in the political activities of his/her choice. Care should be taken to insure that the City, as an organization, is not associated in any manner or fashion with any personal political activities of an individual employee. The use of City resources for personal political purposes is strictly prohibited.

While in uniform or on active duty, an employee may not take an active part in his or another person's political campaign for an elective position. For the purposes of this section, a person takes an active part in a political campaign if the person:

- (1) makes a political speech;
- (2) distributes a card or other political literature;
- (3) writes a letter;
- (4) signs a petition;
- (5) actively and openly solicits votes;
- (6) acts as a worker at the poles;
- (7) actively and openly makes or solicits donations;
- (8) attempts to influence the vote or political action of any city employee, whether superior or subordinate; or
- (7) makes public derogatory remarks about a candidate for an elective position.

Additionally, no employee may use his or her city title or position in an endorsement for any political election, use city time or resources for political purposes, or accept political paraphernalia while on duty or on city property. Anything not prohibited above is permitted, to include the following: (1) engaging in the organizational efforts of partisan elections; (2) demonstrating their political preference in partisan or municipal elections by displaying political paraphernalia representative of their political preference, so long as the employee is off duty, not in uniform, and not in a city facility, and does not use his city position or title; (3) participating in the dialogue of community forums in any election; (4) endorsing the candidate of their choice in any elections so long as the employee is off duty, not in uniform, and not in a city facility, and does not use his city position or title;

(Amended, Resolution No 1906R.05, April 9, 2019)

An employee may not be required to contribute to a political fund or to render a political service to a person or party. An employee may not be removed, reduced in classification or salary, or otherwise prejudiced for refusing to contribute to a political fund or to render a political service.

F. USE OF TELEPHONES

City telephones are for conducting City business. Excessive personal telephone calls, whether city phone or cell phone by an employee are not permitted and may result in a reprimand on abuse. Employees may not make personal long distance calls except in an emergency. Personal long distance calls must be logged, reported to the City Clerk, and reimbursed to the City.

All supervisory personnel and service personnel must have a telephone number at which they can be reached during off duty hours. No reimbursement shall be made to the employee for use of this phone.

G. EMPLOYEE PURCHASES

No employee may make purchases on behalf of the City without approval by the City Administrator, City Clerk or Finance Coordinator, or designated City official. Purchases made without approval may become the responsibility of the employee making such purchases.

H. DRUG/ALCOHOL-FREE WORKPLACE

1. General

- (a) All City buildings and facilities are to remain drug and alcohol free. The Mayor and/or City Council may allow certain exceptions for alcohol served at specified official social functions.
- (b) No employee may consume, or be under the influence of, alcohol or illegal drugs while at City facilities or on duty. Medication prescribed by a licensed physician when used as prescribed is excluded from this prohibition.
- (c) No employee may manufacture, distribute, dispense, possess, sell, purchase, or use a controlled substance on City property or while on duty.
- (d) Any employee who is found through drug or alcohol testing to have in his or her body system a detectable amount of an illegal drug(s) or alcohol will be subject to discipline up to and including termination. Depending on the circumstances of the case and the employee involved, the employee may be offered a one-time opportunity to enter and successfully complete a rehabilitation program that has been approved by the city. During rehabilitation, the employee will be subject to unannounced drug or alcohol testing. Upon return to work from rehabilitation, the employee will be subject to unannounced drug or alcohol testing for a period of sixty (60) months. Any test that is confirmed as positive during or following rehabilitation will result in termination. These terms are described in detail below.
- (e) For all employees, if prescription drugs must be taken such drugs must not affect an employee's ability to perform the employee's work. If an employee is required to take medication prescribed by a physician or other licensed practitioner and the prescribed drug

could affect the ability of the employee to perform the employee's work or could present a safety risk to the employee or coworkers, notification must be provided to the employee's Supervisor before work commences. If a prescribed drug could result in a drug or alcohol test result indicating that the employee is under the influence of drugs, the employee should notify his/her supervisor before work commences.

2. Drug or Alcohol Testing

- (a) The city may perform drug or alcohol testing:
 - (1) of any employee who manifests "reasonable belief" behavior;
"Reasonable belief" means a belief based on facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his or her job duties due to drug or alcohol impairment. Such inability to perform may include, but is not limited to, decreases in the quality or quantity of the employee's productivity, judgment, reasoning, concentration and psychomotor control, and marked changes in behavior. Accidents, deviations from safe working practices, and erratic conduct indicative of impairment are examples of "reasonable belief" situations.
 - (2) of any employee who is involved in an accident which results or could result in the filing of a workers' compensation claim;
 - (3) of any employee who performs duties in a safety sensitive position;
 - (4) of any employee who is subject to drug or alcohol testing pursuant to Federal or State rules, regulations or laws; or
 - (5) on current employees who are candidates for transfer, promotion or assignment to any safety sensitive position. An employee's refusal to consent to testing will disqualify an employee from such transfer, promotion or assignment.
- (b) An employee's consent to submit to drug or alcohol testing is required as a condition of continued employment and the employee's refusal to consent may result in disciplinary action, including termination, for a first refusal or any subsequent refusal.
- (c) An employee who is tested in a "reasonable belief" situation will be suspended pending receipt of written tests results and whatever inquiries may be required.
- (d) Appeal of a Drug or Alcohol Test Result
 - (1) An applicant or eligible employee whose drug or alcohol test is reported positive will be offered the opportunity of a meeting to offer an explanation. The purpose of the meeting will be to determine if there is any reason that a positive finding could have resulted from some cause other than drug or alcohol use. The city, through its health and/or city management officials, will judge whether an offered explanation merits further inquiry.
 - (2) An employee whose drug or alcohol test is reported positive will be offered the opportunity to:
 - (i) obtain and independently test, at the employee's expense, the remaining portion of the specimen that yielded the positive result;
 - (ii) obtain the written test result and present it to an independent medical review at the employee's expense; and

- (3) During the period of an appeal and any resulting inquiries, the pre-employment selection process for an applicant will be placed on hold, and the employment status of an employee may be suspended. An employee who is suspended pending appeal will be permitted to use any available annual leave in order to remain in an active pay status. If the employee has no annual leave or chooses not to use it, the suspension will be without pay.

3. Rehabilitation and Employee Assistance

- (a) Rehabilitation assistance in lieu of termination may be offered:
 - (1) to any employee who has requested rehabilitation assistance prior to any notification of a pending test and/or provided that the request is unrelated to an identification of the employee as a violator of this policy; or
 - (2) to any employee who has violated this policy, provided that the violation does not involve selling or transferring illegal drugs, or serious misconduct.
- (b) An employee who is in rehabilitation will be suspended, except that when indicated by the circumstances of the case and the written recommendation of a licensed physician or recognized rehabilitation professional, an employee may be permitted to work while undergoing rehabilitation on an outside-of-work basis. The written recommendation must include a statement to the effect that the employee's presence in the workplace will not constitute a safety hazard to the employee, co-workers or others.
- (c) An employee whose rehabilitative therapy involves drug maintenance, hospitalization or detoxification will not be considered for the exception from suspension.
- (d) An employee who is in rehabilitation or who has completed rehabilitation will be allowed to return to work upon presentation of a written release signed by a licensed physician or recognized rehabilitation professional. The release must include a statement to the effect that the employee's presence in the workplace will not constitute a safety hazard to the employee, co-workers or others.
- (e) Rehabilitation assistance given by the city will be:
 - (1) limited to those medical benefits that may be available in the employee's medical benefits plan;
 - (2) obtained through a rehabilitation program that has been pre-approved by the city; or
 - (3) obtained by the employee during times that will not conflict with the employee's work time, except that the employee may use any available sick leave or annual leave to be absent from the job with pay.
- (f) The city will provide to any employee, upon request and at no cost to the employee, information concerning local resources that are available for the treatment of drug and alcohol related problems.

- (g) Rehabilitation assistance will be offered only once during an employee's employment. The employee, upon return to the workplace, shall agree to random testing thereafter. Subsequent positive test results shall result in termination.

4. Inspections and Searches

- (a) The city may conduct unannounced general inspections and searches for drugs or alcohol on city premises or in city vehicles or equipment wherever located. Employees do not have a reasonable expectation of privacy in storage devices provided by the City, or located on City property, including desks, lockers, tool boxes, closets, etc.
- (b) Search of an employee and his or her personal property may be made when there is reasonable belief to conclude that the employee is in violation of this policy.
- (c) An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination, even for a first refusal.
- (d) Illegal drugs, drugs believed to be illegal, and drug paraphernalia found on city property will be turned over to the appropriate law enforcement agency and full cooperation given to any subsequent investigation. Substances which cannot be identified as an illegal drug by a layman's examination will be turned over to a forensic laboratory for scientific analysis.
- (e) Other forms of contraband, such as unauthorized firearms, explosives, and lethal weapons, will be subject to seizure during an inspection or search. An employee who is found to possess contraband on city property or while on city business will be subject to discipline up to and including termination.
- (f) If an employee is the subject of a drug-related investigation by the city or by a law enforcement agency, the employee may be suspended pending completion of the investigation.

5. Confidentiality

All information relating to drug or alcohol testing or the identification of persons as users of drugs and alcohol will be protected by the city as confidential unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the persons in question.

All laboratory reports or alcohol and drug test results will be maintained by the City as confidential documents in a confidential medical file that is separate from the employee's personnel file. Test results and lab reports may be revealed to City management on a need-to-know basis. Disclosure may also be made as required by state or federal law, when the information has been placed at issue in a dispute between the employee and the City, when the information is needed by medical personnel for the diagnosis or treatment of the employee who is unable to authorize disclosure, or when the information is authorized to be disclosed by the employee.

THE IMPLEMENTATION OF THESE PROCEDURES SHOULD NOT BE CONSTRUED AS PREVENTING, LIMITING, OR DELAYING THE CITY FROM TAKING DISCIPLINARY ACTION, INCLUDING IMMEDIATE DISCHARGE, IN CIRCUMSTANCES WHERE THE CITY DEEMS SUCH ACTION APPROPRIATE.

4. TRAVEL AND EDUCATION

A. TRAVEL AND REIMBURSEMENT

This policy statement is effective for all regular employees, members of the City Council and members of the various committees appointed by the City Council and the term employee as used herein shall include all such persons.

(Amended, Resolution No. 1806R.05, May 8, 2018)

1. Approval required.

All requests for travel must be submitted in writing and signed by the employee. The submission of a signed request for travel and/or the acceptance of funds for travel shall constitute permission for the City to recover unused funds or any reimbursements the City is entitled to obtain from the employee under this policy by all lawful means, including but not limited to garnishment of the employee's paycheck or stipend.

All travel must be approved in advance by the City Administrator. Once approved, any changes to travel schedules, including the days or number of days to travel should be approved by the City Administrator.

Funds for travel, per diem and lodging may be advanced in reasonable amounts for scheduled trips. No advance will be made if a previous advance has been outstanding more than 60 days.

2. Mileage and other Travel Means.

The City will reimburse each employee for mileage for City-related travel in a personal automobile from point to point at the standard rate established by the Internal Revenue Service. There is no reimbursement for travel to and from work.

Should any travel by means other than personal automobile be used, the employee shall use the lowest cost accommodations available consistent with the travel schedule. Use of any class above standard coach must be justified in writing.

Transportation of non-work-related persons in City owned vehicles is strictly prohibited unless approved by the immediate supervisor or City Administrator. The use of City vehicles for personal travel that is not related to City business is strictly prohibited.

3. Accommodations.

Should travel require an overnight stay, a moderately priced accommodation shall be sought.

Hotel accommodations will be tax-exempt. The City will reimburse for said accommodations at actual cost upon submission of a receipt. Upon approval by the City Clerk, an advance for the correct amount may be issued to the hotel/motel for payment upon arrival.

4. Per Diem.

Meal allowance per diem shall be provided under the rate established by the Internal Revenue Service. Meal allowances for out-of-town travel that does not involve an overnight stay are subject to prior approval by the City Clerk or City Administrator. Employees must submit receipts for meal reimbursements.

5. Reimbursements to Employees.

It is the policy of the City to reimburse employees for all reasonable costs incurred while traveling on official business, however, excessive and unreasonable costs incurred will not be reimbursed. Expenses for spouse or family travel will not be reimbursed by the City. Reimbursement will be determined under these considerations:

- (1) whether the expense is a necessary expense; and
- (2) whether the amount is reasonable and prudent.

All travel expenses must be documented with receipts attached to the travel report. Failure to attach receipts or a letter of explanation for lack of the receipt may result in no liability by the City for the undocumented expenses incurred.

It is the policy of the City to reimburse employees for mileage and related expenses such as tolls and parking incurred for the purpose of conducting official City business when the employee uses his or her personal vehicle. The mileage reimbursement rate is inclusive of all expenses associated with the employee's use of his or her vehicle. Reimbursable mileage does not include travel between the employee's residence and place of employment.

(Added, Resolution No. 1806R.05, May 8, 2018)

The City Administrator will establish protocols for the use of personal vehicles for official use under this policy. The City Administrator may provide for exceptions to this policy for employees undertaking large numbers of short official use trips, such as running multiple errands on a daily or weekly basis and establish a method of reimbursement that streamlines the reimbursement process as is appropriate to the specific situation.

(Added, Resolution No. 1806R.05, May 8, 2018)

6. Reimbursements to City.

It is the responsibility of every employee to check that the amount of reimbursements and expenses paid pursuant to this policy do not exceed actual and allowable reimbursements and expenses. If an employee discovers that the City has paid or reimbursed the employee for expenses and reimbursements in excess of actual costs, it is the responsibility of the employee to contact the City Administrator within 2 business days and return the overpayment as directed.

Once authorization for travel has been made and the City has advanced funds to the employee or committed to make payments that it cannot recover such as reservations for airplane, hotel or rental car reservations or seminar fees, it is the employee's obligation to undertake the travel for the authorized purpose. In the event that the employee is not able to undertake the travel, the employee must notify the City Administrator or Mayor within one business day. If the City has advanced funds to the employee, all such funds must be immediately returned to the City. It will be the responsibility of the employee to cancel or ensure that any and all reservations, seminar fees and the like are canceled, and to request refunds. If the reservations cannot be canceled without a fee or expense or a full refund cannot be obtained, the employee must reimburse the City for all costs that are incurred and the amount of all funds that are not refunded. If any funds are refunded or paid to the employee rather than the City, the employee must turn over such funds to the City within one business day.

If the employee cancels the travel due to an emergency situation, the employee may request an exception to the obligation under this section to reimburse the City for the City's expenses for reservations and fees that cannot be refunded. The City Council will consider and make the determination on the employee's request. If the request is submitted by a member of the City Council, that member shall abstain from voting on the request.

B. EDUCATIONAL OPPORTUNITIES

Each employee is encouraged to improve and continue the training necessary for the performance of work assignments.

Regular, full-service employees may be eligible to receive a portion of tuition for training directly related to their employment. This training must be taken through a recognized and accredited training institution and approved in advance by the City Administrator. Reimbursement for training will be based on length of employment, relationship of training to current or new position, and subject to the availability of training funds.

The City may occasionally require an employee to attend special classes, seminars or training sessions directly related to work assignments, or classes considered in the best interests of the efficient and economical operation of City services. Additionally, employees may submit requests to attend classes, seminars and other training sessions for such purpose, which may be approved by the City Administrator or the Mayor, if the requestor is a member of the City Council. In such instances, special leave with pay will be granted and all costs will be borne by the City.

If any training involves travel or requires the City to pay registration or other costs in advance, the employee must also comply with all of the provisions regarding travel and reimbursement in Section A above, to include but not be limited to the reimbursement provision in Subsection A 6.