

**SECTION 1:****AMENDMENT** “Travel Policy” of the Apple Valley Water & Sewer District is hereby *amended* as follows:

AMENDMENT

Travel Policy

**TRAVEL POLICY**

- A. All travel outside of the Apple Valley limits during ~~District Apple Valley~~ work hours shall be authorized by the ~~Town~~ Administrator or Board Chairman. A log of all such travel exceeding a thirty (30) mile radius of Apple Valley shall be kept. This log shall include the reason for the trip, the time the employee departed, and the time the employee returned, and vehicle used.
- B. Travel for legitimate Apple Valley purposes in ~~District Apple Valley~~ vehicles may be authorized when the use of the vehicle does not detract from the operational needs of ~~the District Apple Valley~~. Overnight use of ~~District Apple Valley~~ vehicles for travel purposes shall be authorized by the ~~Town~~ Administrator or Board Chairman.
- C. If travel is outside the range of service of ~~the District Apple Valley~~'s repair shop, travel costs in conjunction with the use of ~~District Apple Valley~~ vehicles shall be paid by the employee with receipts being kept for reimbursements.
- D. All hotels or other sleeping accommodations and airplane or other travel accommodations shall be arranged in advance for overnight trips and paid in advance of the trip. If such payment in advance is not possible, ~~the District Apple Valley~~ shall reimburse to the employee the cash amount of the cost of such sleeping and travel accommodations after receiving the appropriate receipts to verify that the employee has expended their own money for such purposes. Failure to produce a receipt in such circumstances will necessitate the withholding of reimbursement. Receipts for hotel accommodations shall be turned into ~~the District Apple Valley~~ by the employee as a verification of attendance no matter what the form of payment.
- E. Use of an employee's personal vehicle may be authorized when circumstances warrant. The employee shall keep track of the mileage associated with the approved travel and submit a request for reimbursement to the ~~Town~~ Administrator or Board Chairman based upon this record. The mileage rate will be consistent with the established rate used for Internal Revenue Service travel deductions (~~currently fifty five (55) cents per mile~~).
- F. All registration fees, etc., will be paid in advance by check. If this is not possible, the employee will be reimbursed for their own expenditure for registration fees, etc. after presentation of a valid receipt in conjunction with previously authorized travel.
- G. The amount of ~~fifty-nine twenty-eight~~ dollars (\$~~5928~~.00) shall be granted as the maximum daily per diem allowance for ~~District Apple Valley~~ employees engaged in travel on the ~~District Apple Valley~~'s behalf. No per diem shall be authorized for spouses of employees or others traveling with the employee at their own expense

(Please note: the ~~Town~~ Administrator or Board Chairman, however, may authorize the cost of a double rather than a single hotel room to accommodate the travel of a spouse with an employee). Receipts shall not be required for per diem advancements or compensation unless the employee requests reimbursement above the authorized amount.

H. Travel that requires less than a full day shall be compensated by the following specific per diem allowances:

1. Breakfast: ~~Fifteen~~~~Six~~ dollars (\$~~15~~~~6~~.00) maximum, when departing before 7:00 a.m.
2. Lunch: ~~Twenty~~~~Eight~~ dollars (\$~~20~~~~8~~.00) maximum.
3. Dinner: ~~Twenty-Four~~~~Fourteen~~ dollars (\$~~2~~~~4~~.00) maximum, when returning after 7:00 p.m.
4. These amounts may be either an advance, after submission and approval of travel request, or reimbursed after presentation of receipts.

**SECTION 2:**            **AMENDMENT** “Introduction” of the Apple Valley Water & Sewer District is hereby *amended* as follows:

#### AMENDMENT

Introduction

WELCOME Welcome to the Big Plains Water ~~and Sewer~~ Special Service District. To answer some of the questions you may have concerning the District and its policies in relation to employment, we have prepared this handbook. Please read it thoroughly and retain it for future reference. **THIS HANDBOOK IS PROVIDED FOR GENERAL GUIDANCE ONLY. THE POLICIES AND PROCEDURES EXPRESSED IN THIS BOOK, AS WELL AS THOSE IN ANY OTHER PERSONNEL MATERIALS WHICH MAY BE ISSUED FROM TIME TO TIME, DO NOT CREATE A BINDING CONTRACT. THE DISTRICT DISCLAIMS ANY CONSTRUCTION OF THIS HANDBOOK AS, OR IMPLICATION OF, AN EMPLOYMENT CONTRACT.** This handbook should not be construed to limit the District's right to discharge employees or to create any other obligation or liability on the District. The District reserves the right to unilaterally change or make exceptions to the policies and procedures stated in the handbook at any time for any reason. No supervisor, manager, or representative of the District other than the Chairman has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to the foregoing. Any actual employment agreement must be in writing and signed by the Chairman. We have avoided the use of specific gender pronouns wherever possible. However, where such avoidance would lead to awkward sentences, we have used the masculine pronoun. This use should be considered to refer to both genders. The word "employee" may be interchangeable with "volunteers" or "board members". We wish you success in your position and hope that your employment relationship with the District will be a rewarding experience. **MISSION STATEMENT AND VALUES**  
**“To provide safe and clean drinking water to the District residents as well as fire protection that meets State standards”** District employees make up a team committed to the mission of the District enhanced with objectives like the following: **Integrity:** We are committed to having the courage to do the right thing. We nurture trustworthiness and honesty.

**Excellence:** We are committed to ensuring high standards of performance, providing quality services in a courteous and timely manner. **Stewardship:** We are committed to the residents within the District boundaries. **Partnership:** We are committed to promoting a spirit of teamwork by strengthening participation and cooperation. **Innovation:** We are committed to finding new and better ways to serve the public.