

SECTION 1: **AMENDMENT** “Payroll Administration” of the Apple Valley Policies & Procedures is hereby *amended* as follows:

AMENDMENT

Payroll Administration

- A. PAY PERIODS. The Fair Labor Standards Act requires that wages be calculated on a periodic basis consisting of twenty-eight (28) days for employees working in public safety activities, such as Law Enforcement and Firefighters, and on a weekly basis for employees not working in public safety activities, unless an exception is granted by the Department of Labor.
- B. PAY DAYS. Apple Valley’s pay days are as follows.
 - 1. Employees will be paid on a bi-weekly basis for a total of 26 pay periods in a 12-month period. Volunteer Fire Fighters will be paid on a quarterly basis for a total of four (4) pay periods in a 12-month period.
 - 2. MINIMUM WAGE/SALARY. The Fair Labor Standards Act requires that Apple Valley pay an employee at least the minimum wage, currently seven dollars and twenty five ~~fifty~~ cents (\$7.25), as a gross wage/salary, minus the legally required pay deductions. This does not apply to volunteer firefighters for a nominal fee per 29 CFR 553.106. Nominal fees are set as follows: Per Call \$10, Per Weekend \$20/day, Per Weekday/Standby/Station Maintenance \$20/day, Drills \$5/drill. This is meant to relieve the firefighter/EMT of the expenses incurred for travel, meals, or other incidental incurred expenses for the provision of services.
- C. PAY DEDUCTIONS. Apple Valley is permitted to make deductions authorized by their employees. The following is a checklist of automatic payroll deductions:
 - 1. Itemized Deductions.
 - 2. Mandatory:
 - a. Social Security.
 - b. Federal Tax.
 - c. State Tax.

SECTION 2: **AMENDMENT** “Employment Classifications/Compensation” of the Apple Valley Policies & Procedures is hereby *amended* as follows:

AMENDMENT

Employment Classifications/Compensation

- A. GENERAL POLICY. Apple Valley will pay at least minimum wages and overtime to all employees except those who are specifically exempt from minimum wage and overtime under the Fair Labor Standards Act (FLSA) of 1938. Apple Valley will also provide equal pay to all employees doing similar work which requires substantially equal skill, effort, and responsibility and are performed under similar working conditions in accordance with the Fair Labor Standards Act of 1938 and the Equal Pay Act of 1963.
- B. EMPLOYMENT CLASSIFICATIONS. There are five classifications of employees within Apple Valley:
1. Full-time. An employee hired for an indefinite period in a position for which the normal work schedule is Thirty (30) hours per week or more. Full-time employees may or may not qualify for specific Apple Valley benefits.
 2. Part-time. An employee hired for an indefinite period in a position for which the normal work schedule is less than Thirty (30) hours per week. Part-time employees do not qualify for Apple Valley benefits.
 3. Temporary. An employee hired for a position which is required for only a specific, known duration, usually less than six (6) months. Temporary employees do not qualify for Apple Valley benefits.
 4. Seasonal. An employee hired for a position which is required only for the summer or winter months. Summer or winter only employees do not qualify for Apple Valley benefits.
 5. Volunteer. Individuals who serve in a non-compensated or nominal compensated position. Individuals do not qualify for specific Apple Valley benefits.
- C. EMPLOYMENT STATUS. To facilitate provisions of the Fair Labor Standards Act, employees shall also be classified as either exempt or nonexempt, with respect to eligibility for overtime payment. They shall be defined as:
1. Exempt. Positions of a managerial, administrative, or professional nature, as prescribed by Federal and State Labor Statutes shall be exempt from minimum wage and mandatory overtime payment regulations.
 2. Nonexempt. Positions of a clerical, technical, or service nature, as defined by Federal and State Labor Statutes, which are covered by provisions for minimum wage and mandatory overtime payment regulations.
- D. WORK WEEK.
1. Begins on Sunday morning at 12:00 a.m. (midnight).
 2. Ends on Saturday evening at 12:00 a.m. (midnight).
 3. Employees engaged in public safety activities, such as Law Enforcement and Fire Protection Departments: As directed by the Town Administrator, or designee.
- E. WORKDAYS.
1. Full Time: Monday - Friday.
 2. Part Time: As directed by the Town Administrator, or designee.
 3. Employees engaged in public safety activities, such as Law Enforcement and Fire Protection Departments: As directed by the Town Administrator, or designee.

F. WORK HOURS.

1. Full Time: 8:00 a.m. - 12:00 noon/1:00 p.m. - 5:00 p.m.
2. Part Time: As directed by the Town Administrator or designee.
3. Employees engaged in public safety activities, such as Law Enforcement and Fire Protection Departments: As directed by the Town Administrator, or designee.

G. ATTENDANCE. Employees shall be in attendance at their workstations during normal working hours.

H. BREAKS AND LUNCH PERIODS.

1. Full-time:
 2. Breaks: Two (2) optional fifteen (15) minute paid breaks during a standard work day. Breaks can not be used to extend the lunch period or shorten an employee's work hours.
 3. Lunch: One (1) hour unpaid lunch period during a standard work day.
 4. Part-time: As directed by the Town Administrator, or designee.
 5. Employee breaks and lunch periods will be taken at the discretion of the Town Administrator, or their supervisor, to ensure continuity in the flow of work.
 6. If employees choose to work through their paid breaks, it is their decision to do so, and no extra compensation will be given for the extra time worked.
 7. Employees engaged in public safety activities, i.e., Fire Department: As directed by the Fire Chief Town Administrator The fire chief will be directed by the Town Administrator.
- I. TIME SHEETS. Non-exempt Employees will complete and sign, as verification of accuracy, an Employee Time Sheet showing all hours worked, including overtime, and submit the time sheet to the Town Administrator, or designee, for examination and filing.

SECTION 3: **AMENDMENT** "Employee Code Of Conduct" of the Apple Valley Policies & Procedures is hereby *amended* as follows:

AMENDMENT

Employee Code Of Conduct

- A. PROFESSIONALISM. Apple Valley is a professional association whose purpose, among others, is to provide professional services to its citizens. Its employees must adhere to high standards of public service that emphasize professionalism and courtesy. Employees are required to carry out efficiently the work items assigned at their responsibility, to maintain good moral conduct, and to do their part in maintaining good relationships with their supervisors and fellow employees, the public, and other member employees and officials. A separate Ethical Behavior Policy Statement is incorporated as part of this manual.

- B. **PRIVILEGED INFORMATION.** Apple Valley employees involved with information of significant public interest may not use this privileged information for personal gain, nor to benefit friends or acquaintances. If an employee has an outside interest which could be affected by any Apple Valley plan or activity, this situation must be reported to the Town Administrator immediately. Each employee is charged with the responsibility of ensuring only information that should be made available to the general public is released as defined in the Government Records Access and management Act.
- C. **CONFIDENTIALITY.** Fellow employees have an unquestionable right to expect all personal information about themselves, their illness, their family and financial circumstances to be kept confidential. Every employee has an obligation to protect this confidence. Never discuss privileged information with others who are not authorized to receive it, either inside or outside the office.
- D. **GIFTS AND GRATUITIES.** Apple Valley employees are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan or item of monetary value from any person seeking to obtain business with Apple Valley, or from any person within or outside Apple Valley employment whose interests may be affected by the employee's performance or nonperformance of official duties. Apple Valley employees will not accept gifts or gratuities except under circumstances allowed by the Utah Employee Ethics Act 67-16.
- E. **ATTENDANCE.** Regular attendance and punctuality are essential to providing high quality work, service to customers, and to avoid extra work for fellow employees. Therefore, when the employee is going to be late or will not be able to report to work, the employee must notify their supervisor prior to the scheduled work time. If the employee is ill or has an emergency, they should notify their supervisor as soon as possible on each day of absence.
- F. **APPEARANCE.** Apple Valley reserves the right to expect its employees to present a favorable impression during any contact with the public. All employees are expected to maintain a neat and clean personal appearance. Standards of dress shall be appropriate to the job and the tasks to be accomplished.
- G. **SMOKING.** In compliance with the Utah Indoor Clean Air Act, smoking is not permitted in Apple Valley facilities or on the grounds surrounding said facilities. Apple Valley also prohibits smoking in Apple Valley owned vehicles.
- H. **PERSONAL USE OF APPLE VALLEY OFFICE ITEMS.**
1. **Computer Equipment (In General).**
 - a. Personal use of Apple Valley owned computer systems is permitted only when all of the following criteria are met.
 - i. The use offers an opportunity for the employee to increase the employee's job-related knowledge and skills.
 - ii. The employee is not compensated for the work performed, unless the employee has received prior written approval by the Town Administrator, or designee.
 - iii. The employee pays for the cost of consumables and other attendant expenses (diskettes, paper, computer on-line/access charges, etc.).

- iv. The employee uses the computer system after hours, or on the employee's personal time.
 - v. The employee does not use the computer system for permanent storage of data.
 - vi. Use does not conflict with the employee's Apple Valley responsibilities or normal Apple Valley business.
 - vii. The use has been approved by the Town Administrator, or designee.
 - b. All data stored on, and software developed on, Apple Valley owned computer equipment is the property of Apple Valley and may be viewed/reviewed by the Town Administrator, or designee, at any time.
 - c. No pornography or sexually explicit material shall be accessed, stored, or viewed/reviewed on Apple Valley owned computer equipment.
 - d. A separate IT and Computer Security Policy is hereby incorporated as part of this manual.
2. Postage Meters. No employee shall be allowed to use Apple Valley owned postage metering machines at any time for posting and mailing of any material of a personal nature.
3. FAX and Copying Machines. Any employee desiring to use Apple Valley owned FAX or copying machines for items of a personal nature may do so after paying for such use at the employee rate which is in effect at the time of use.
4. Telephone calls.
- a. Employees are expressly prohibited from making long distance telephone calls of a personal nature on Apple Valley owned telephones.
 - b. All employees will use Apple Valley owned telephones for local personal calls judiciously. Local telephone calls will be limited to necessity and must not disrupt the carrying out of employee responsibilities.
- I. PURCHASING. When procurement involves the expenditure of federal assistance funds, Apple Valley shall comply with all applicable federal laws and regulations, state laws, and Town ordinances and resolutions. For all purchases, please refer to current purchasing policies.
- J. TIMECARDS
- 1. All non-exempt employees of Apple Valley are required to maintain an accurate and legible record of all their hours worked for Apple Valley on time sheets/cards.
 - 2. Time sheets/cards will be signed and dated by the employee, and forwarded to the Town Administrator, or designee, as directed for review and payment.
- K. DEBIT CARDS. Apple Valley debit cards shall be used for official business only and shall not be used for the personal convenience of an employee.
- 1. It is the cardholder's responsibility to:

- a. Make only authorized purchases as prescribed by the Town purchasing policy and approved budget.
 - b. Retain receipts for all transactions.
 - c. Keep the credit card and corresponding account information secure.
 - d. Immediately report any lost or stolen credit card and/or account information to the Town.
 - e. Sign the back of the issued card.
 - f. Return the card upon termination.
 2. It is accounts payable responsibility to:
 - a. Reconcile the credit card statement upon its arrival.
 - b. Report fraudulent charges or any discrepancies in the credit card statement in a timely manner.
 3. Prohibited credit card purchases:
 - a. Any merchant, product, or service normally considered to be inappropriate use of Town funds.
 - b. Purchase of items for personal use or consumption.
 - c. Alcohol
 - d. Any use not in conformity with the purchasing policy.
- L. OUTSIDE ACTIVITIES. Apple Valley employees shall not use Apple Valley owned property in support of outside interests and activities when such use would compromise the integrity of Apple Valley or interfere with the employee's duties. Specifically, an employee who is involved in an outside activity such as a civic organization, church organization, committee unrelated to Apple Valley business, public office, or service club, shall:
1. Pursue the outside activity on the employee's own time.
 2. Pursue the outside activity away from Apple Valley offices.
 3. Discourage any phone, mail or visitor contact related to the outside interest at Apple Valley offices.
 4. Arrange for annual leave or compensatory time off in advance to pursue the outside interest during business hours.
 5. Except as provided in paragraph 8, not use data processing equipment, postage metering machines, copiers, other Apple Valley owned equipment or supplies for the outside interest.
- M. POLITICAL ACTIVITY.
1. An employee shall not be coerced to support a political activity, whether funds or time are involved.
 2. An employee shall not engage in political activity during work hours, unless on approved leave.
 3. An employee shall not use Apple Valley owned equipment, supplies or resources, and other attendant expenses (diskettes, paper, computer online and access charges, etc.) When engaged in political activity.
 4. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
 5. An employee shall not use the employee's title or position while engaging in political activity.

N. SECONDARY EMPLOYMENT.

1. Apple Valley employment is primary.
 - a. Employment with Apple Valley shall be the employee's primary employment. Apple Valley employees are permitted to engage in secondary or outside employment under the following guidelines. Outside employment must not be of a type that would reasonably give rise to criticism or suspicion of conflicting interests or duties.
 - b. Employees are required to provide written notification to the Town Administrator, or designee, using the Employee's Notice of Secondary Employment before starting any secondary or outside employment. This notification should include the following information:
 - i. The employer's name, business name, and business address.
 - ii. A general overview of the type of business engaged in by the secondary employer.
 - iii. The specific duties engaged in by the employee at their secondary employment.
2. Apple Valley's approval process.
 - a. The Town Administrator, or designee, shall review the information contained in the Employee's Notice of Secondary Employment and determine whether the employee's secondary employment is approved or denied. Factors to consider include, but are not limited to, the following:
 - i. That the secondary employment reasonably articulates some factor or factors which could negatively impact their employment with Apple Valley. For example, that the secondary employment could reasonably be expected to be too physically or mentally draining on the employee.
 - ii. That the secondary employment could invoke a conflict of interest with their employment with Apple Valley.
 - iii. That the secondary employment is immoral or unethical.
 - b. This decision shall be communicated in writing to the employee, using the same Employee's Notice of Secondary Employment. The employee:
 - i. Shall abide by that decision.
 - ii. May appeal the decision to the Town Council, whose decision shall be final.
 - iii. May voluntarily resign their employment with Apple Valley.

SECTION 4: **AMENDMENT** "Employee Hiring" of the Apple Valley Policies & Procedures is hereby *amended* as follows:

AMENDMENT

Employee Hiring

- A. EMPLOYMENT. Job Descriptions defining the essential functions of the vacant position shall be drafted and adopted before the vacancy is posted or otherwise advertised internally or externally.
- B. RECRUITMENT. All recruitment shall be conducted in accordance with Apple Valley's equal opportunity guidelines.
 - 1. Internal Promotions. It is Apple Valley's policy to give first consideration to current agency employees desiring to fill an open job position.
 - 2. External Advertising.
 - a. Only the Town Administrator, or designee, is authorized to place advertisements and respond to inquiries from employment agencies and/or job applicants.
 - b. Each Job Opening Notice should contain a statement indicating that Apple Valley is an equal opportunity employer.
 - c. Job Opening Notices may be advertised in the appropriate media, including the Department of Workforce Services should be utilized whenever possible, and through any other channels the Town Administrator deems appropriate, on at least three (3) separate days.
 - d. All Job Opening Notices must specify the name and the office of the person from whom Job Applications are to be obtained, the name and office of the person to whom completed applications are to be returned, and the deadline for filing an application.
 - e. Advertisements may state that job applicants residing in Apple Valley or the surrounding area will be given hiring preference.
- C. SELECTION.
 - 1. Nepotism. It is the policy of Apple Valley to comply with the provisions of Utah's Anti-Nepotism Act, Utah Code 52-3-1.
 - 2. Employment of Minors. It is the policy of Apple Valley that no one under the age of fourteen (14) shall be hired for any position.
 - 3. Job Applications. All interested job applicants shall complete a Job Application.
 - a. All applications and resumes received for the job opening will be forwarded to the Town Administrator, or designee. Upon receipt, each application and resume will be marked with the date it was received and placed in an applicant's file for at least one (1) year.
 - b. Job applications shall be signed by the job applicant and the truth of all information contained therein shall be certified by the job applicant's signature. The job applicant shall provide a copy of required certified educational transcripts either with the application or upon hire.
 - 4. General Aptitude Test Battery (GATB). When necessary, job applicants may be required to take the GATB. If administration of the GATB is deemed

- necessary, it may be administered by the Department of Workforce Services.
5. Other Tests. Job Applicants may be required to take other tests which Apple Valley deems necessary for a specific position. Job applicants for certain positions may require skills for which a known level of competence must exist such as mathematics or timed typing tests. When Apple Valley uses other ability tests, Apple Valley shall make reasonable accommodations for disabled applicants.
 6. Job Applicant Disqualification. An application may be rejected for, but not limited to, the following reasons. When the Job Applicant:
 - a. Does not meet minimum qualifications established for the position.
 - b. Is physically or mentally unable to perform the essential duties and responsibilities of the position with, or without, reasonable accommodation(s) (determined only after a conditional offer of employment, pending the results of a medical examination, has been extended to a job applicant).
 - c. Has falsified a material fact or failed to complete the application.
 - d. Has failed to timely file the application.
 - e. Has an unsatisfactory employment history or poor work references.
 - f. Has failed to attain a passing score if an examination is required.
 7. Reference Checks. To facilitate references checks, written permission shall be obtained from the applicant using the Applicant's Consent to Release Information Form. Apple Valley may contact the references for each job applicant and ask job-related questions, which include similar questions for each job applicant checked, using Telephone and Written Reference Check Questionnaires.

D. PLACEMENT

1. Job Offers. After a job applicant is approved by Apple Valley, the Town Administrator shall notify the successful job applicant of their conditional selection through a written Job Offer Letter. The written conditional Job Offer Letter shall clearly state the job description, salary conditions, and any provisional conditions of employment (i.e., successfully passing drug/alcohol tests). Additionally, the written conditional Job Offer Letter shall clearly state that the offer is not accepted until the candidate signs the written conditional Job Offer Letter and returns it to Apple Valley by the requested date. The original Job Offer Letter is then filed in the employee's file and a copy is given to the new employee during orientation. Written conditional Job Offer Letters should also include the following:
 - a. A clear statement of the job description.
 - b. The employee's starting salary. Starting salary offers for exempt positions shall be figured for a specified period, such as a two (2) week period. Starting salary offers for non-exempt positions shall be figured at an hourly wage.
 - c. The employee's job title.
 - d. The employee's supervisor.
 - e. Any relocation commitments, if applicable.

- f. Apple Valley at-will employment policy.
 - g. The employee's starting date.
 - h. The length of the employee's probationary period.
 - i. Notice that employment is contingent upon passing a background examination, drug tests, medical/physical examinations, etc.
- 2. Job Rejection Letters. Within five (5) working days after the job offer has been accepted, non-selected job applicants may be notified. The Town Administrator, or designee, may send a Job Rejection Letter to each job applicant who was not selected for a job opening.
- 3. Medical Examinations. Once Apple Valley has extended a conditional job offer to the job applicant, a medical interview or examination may be conducted by a health professional chosen by Apple Valley to determine a job applicant's ability to fulfill essential job-related requirements. Only the Town Administrator may authorize such interviews or physical examinations. All costs for required medical interviews or physical examinations will be borne by Apple Valley. The prospective employee must sign a written release of this information to Apple Valley.
- 4. Reinstatements. Employees who are reinstated into Apple Valley may maintain their original anniversary date for seniority purposes as well as for those benefit programs governed by the anniversary date. The policy will be as follows:
 - a. Layoffs. Employees who terminate because of reduction in work force will maintain their original anniversary date for seniority purposes if they are re-employed by Apple Valley within one (1) year after date of termination.
 - b. Voluntary resignations. Employees who voluntarily terminate their employment with Apple Valley may maintain their original anniversary date, subject to Town Administrator and/or Town Council approval, if they are re-employed by Apple Valley within six months after date of termination.
- 5. Hiring New Employees.
 - a. Required for All Employees: The Town Administrator, or designee, is responsible for having new employees fill out all pre-employment forms, benefit applications, enrollment forms and providing basic information on Apple Valley's policies concerning pay, vacation, holidays, and sick leave, benefits, parking and work hours during the employee's first day of work.
- 6. Orientation. Newly hired Apple Valley employees shall complete all required paperwork and receive an orientation on their first (1st) day of work.
 - a. In accordance with the Immigration Reform and Control Act of 1986, all new employees shall provide proof of identity and employment status by completing an Employment Eligibility Verification Form. The employee must sign under penalty of perjury that they are a U.S. citizen, a lawful permanent resident alien, or an alien otherwise authorized for U.S. employment.

- b. All new employees shall complete and sign a Form W-4 Federal Withholding Statement.
- c. All new employees should be given a tour of the workplace with a brief overview of company rules and benefits. The employee should complete a New Employee Orientation Form, that's been modified to meet the particular needs of Apple Valley.

7. Probationary Period.

- a. All new employees shall be subject to a ~~90~~~~+80~~-day probationary period. During this period, probationary employees may be terminated with or without notice for any or no reason without any right to due process, notice, explanation, or appeal in connection with said termination.
- b. Probationary periods begin on the first day of employment and continue for ~~90~~~~+80~~ days. Management will provide guidance to probationary employees, so they understand work requirements.
- c. An employee on probation shall have a performance evaluation at the end of the probationary period. This performance evaluation may be used to provide information to both the employee and management regarding the employee's performance. Management reserves the right to extend the initial probationary period for an additional ~~90~~~~+80~~ days on the basis of this performance evaluation. A performance evaluation and the results of such evaluation shall not obligate management to a particular course of action relative to the probationary employee nor shall it create any property/due process rights for the probationary employee relative to their job/position.

E. VOLUNTEERS.

- 1. ~~A~~-Court Ordered Community Service Volunteer Labor may be authorized at the discretion of the Town Administrator. Background checks may be required.
- 2. The Town Administrator, with approval of the Town Council, may establish volunteer programs.
- 3. The Town Administrator shall develop guidelines for use of volunteers.
- 4. Prior to accepting any volunteer services, the Town Administrator and the volunteer shall sign a Memorandum of Understanding Agreement defining the nature and terms of the volunteer services.
- 5. A volunteer shall be provided the protections as an employee of Apple Valley for:
 - a. Workers' compensation benefits for compensable injuries sustained by the volunteer while acting in the scope of employment.
 - b. Operating Apple Valley owned vehicles or equipment when the volunteer is properly licensed to do so.
 - c. Liability insurance coverage offered employees.
- 6. Volunteer service experience will be recognized for determining minimum qualifications for an employment position with Apple Valley.

SECTION 5: **AMENDMENT** “Reimbursable Expenses” of the Apple Valley Policies & Procedures is hereby *amended* as follows:

AMENDMENT

Reimbursable Expenses

- A. GENERAL POLICY. With prior approval, legitimate expenses will be reimbursed by Apple Valley to the employee. Receipts should be required to reimburse the employee. Reimbursement may be in the form of petty cash, an addition to a paycheck, or a separate check. Records must be kept reflecting the amount of reimbursement each employee has received.
- B. TRAINING AND CONFERENCES. If required to attend training seminars, conferences, briefings, or gather information; an employee will be compensated, in addition to paying any tuition or fees, at the rate of one and one-half times their regular work day pay if hours worked exceed forty (40) hours in that week.
- C. TRAVEL POLICY.
 - 1. All travel outside of the Apple Valley limits during Apple Valley work hours shall be authorized by the Town Administrator. 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.
 - 2. Travel for legitimate Apple Valley purposes in Apple Valley vehicles may be authorized when the use of the vehicle does not detract from the operational needs of Apple Valley. Overnight use of Apple Valley vehicles for travel purposes shall be authorized by the Town Administrator.
 - 3. If travel is outside the range of service of Apple Valley’s repair shop, travel costs in conjunction with the use of Apple Valley vehicles shall be paid by the employee with receipts being kept for reimbursements.
 - 4. 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, 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 Apple Valley by the employee as a verification of attendance no matter what the form of payment.
 - 5. 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 based upon this record. The mileage rate will be consistent with

- the established rate used for Internal Revenue Service travel deductions .
6. 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.
 7. The amount of ~~fifty nine~~ ~~twenty-eight~~ dollars (\$~~59~~~~28~~.00) shall be granted as the maximum daily per diem allowance for Apple Valley employees engaged in travel on the 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, 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.
 8. Travel that requires less than a full day shall be compensated by the following specific per diem allowances:
 - a. Breakfast: Six dollars (\$~~15~~~~6~~.00) maximum, when departing before 7:00 a.m.
 - b. Lunch: Eight dollars (\$~~20~~~~8~~.00) maximum.
 - c. Dinner: Fourteen dollars (\$~~24~~~~14~~.00) maximum, when returning after 7:00 p.m.
 - d. These amounts may be either an advance, after submission and approval of travel request, or reimbursed after presentation of receipts.