



City Council Agenda Memo

Crest Hill, IL

Meeting Date:	July 8, 2024
Submitter:	Dave Strahl, Interim Human Resources Manager
Department:	Human Resources
Agenda Item:	Consideration of Revised Employee Handbook Language

Summary: Attached is an outline of current language and recommended revised language for several Employee Handbook sections. In addition, there is recommended language to be added to the Employee Handbook regarding the transfer of employees from one position to another. This policy had been approved by the City Council previously, but it is recommended that the language be memorized into the Handbook. Further additions include an extensive enhancement to the Information Technology policy with an employee acknowledgement of the policy. There is also a recommended revision to the Tuition Reimbursement policy that requires prior approval for a course of study and language stipulating that the city is under no obligation to continue to budget for future courses.

A memorandum is also attached for discussion purposes to address the divergence of policy regarding meal reimbursement as it relates to Police contract language. This memorandum contains the details of the existing language, the divergent application exposure of the language, and suggested revisions to the policy to maintain the intent of the policy. Human Resources staff will be present to foster any discussion regarding the proposed changes.

Recommended Council Action: Direction to the staff from the City Council as to which language changes are acceptable for inclusion in a revised Employee Handbook.

Financial Impact: Minimal depending on the policy changed.

Funding Source: Not applicable.

Budgeted Amount: not Applicable.

Cost: Minimal depending on the policy changed.

Attachments: Summary of changes to be discussed.

Summary of Proposed Handbook Changes

Current Language:

3.6 DRIVER'S LICENSE

An employee who will operate a City owned vehicle must possess a valid driver's license appropriate to the type of City vehicle(s) to be operated. Employees who are required to drive a vehicle for City business are expected to possess a valid driver's license at all times. Employees who are required to possess a valid driver's license as a job requirement must notify his Department Head immediately should the employee's license be suspended or revoked. Employees who are required to possess a valid driver's license and do not have one are subject to disciplinary action up to and including termination.

Revised Language:

3.6 DRIVER'S LICENSE

An employee who will operate a City owned vehicle must possess a valid driver's license appropriate to the type of City vehicle(s) to be operated. Employees who are required to drive a vehicle for City business are expected to possess a valid driver's license at all times. Employees who are required to possess a valid driver's license as a job requirement must notify his Department Head immediately should the employee's license be suspended or revoked. Employees who are required to possess a valid driver's license and do not have one are subject to disciplinary action up to and including termination. The City will periodically perform Driver's License confirmation checks to confirm applicable employee(s) have a valid Driver's License.

Current Language:

3.7 ANTI-NEPOTISM

To avoid conflicts of interest and the appearance of favoritism or bias and to enhance supervision, security and morale, the City prohibits the employment of relatives in a direct supervisory relationship. In addition, this policy bars the hiring or employment of an employee's relatives in any position that would:

Have the potential for creating an adverse impact on work performance; or

Create either an actual conflict of interest or the appearance of a conflict of interest, such as the relative having an auditing or control relationship to the employee's job.

"Relatives" (including blood/step/in-law) are defined as spouse, domestic partner, mother, father, sister, brother, child, uncle, aunt, niece, nephew, grandparent and grandchild.

Revised Language:

3.7 ANTI-NEPOTISM

The general public and employees must be assured that personnel procedures and hiring practices are based on qualifications rather than on political or family advantage. Therefore, immediate family members of a current municipal employee are prohibited from working in the same department for the City. To avoid conflicts of interest and the appearance of favoritism or bias and to enhance supervision, security and morale, the City prohibits the employment of relatives in a direct supervisory relationship. In addition, this policy bars the hiring or employment of an employee's relatives in any position that would:

Have the potential for creating an adverse impact on work performance; or

Create either an actual conflict of interest or the appearance of a conflict of interest, such as the relative having an auditing or control relationship to the employee's job.

As a general rule, immediate family member(s) and/or individuals involved in a personal relationship may not supervise each other to help minimize even the appearance of favoritism and/or conflict of interest.

Immediate family is defined as spouse, civil union partner, parents, stepparents, brother, sister, son, daughter, stepchild, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and any other members of the employee's household. Personal relationships include dating, engagement to be married, cohabitation within the same household and living in a romantic partnership (excludes platonic roommates sharing living expenses), having a romantic or sexual relationship. These issues will be addressed on a case-by-case basis at the discretion of the City Administrator.

Current Language:

3.9 APPOINTMENTS

The City Council shall approve all full-time employees as recommended by the hiring Department Head, with the exception of employees subject to the Civil Service Commission and Department Head appointments which are otherwise provided by Ordinance. Appointments of Department Heads shall be made by the Mayor with the advice and consent of the City Council.

Revised Language:

3.9 APPOINTMENTS

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~~Service Commission and Department Head appointments which are otherwise provided by Ordinance.~~ appointments of Department Heads and those appointments shall be made by the Mayor with the advice and consent of the City Council.

Current Language:

4.10 COMPENSATORY TIME OFF

Subject to departmental procedures and approval, a non-exempt employee may earn and take compensatory time off in lieu of overtime. Compensatory time off is allowed provided all of the following conditions are met:

1. The employee receives one and one-half (1 ½) time for all hours over forty (40) hours worked in a work week.
2. The employee agrees to compensatory time in lieu of overtime pay.
3. The employee must request and be granted approval by his supervisor prior to taking compensatory time off. Compensatory time must be taken in minimum increments of one (1) hour.
4. Employees may accumulate up to sixty (60) hours of compensatory time during a fiscal year.
5. All compensatory time in excess of forty (40) hours must be taken or paid out prior to the end of each fiscal year.
6. Employees shall be notified by the Department Head or his designee on a quarterly basis of the total number of compensatory hours accumulated.
7. Payment of compensatory time will occur in January, April, July, and October by check separate from employee's regular payroll check.
8. Payment of compensatory time will be at the employee's current rate of pay.
9. Upon termination of employment the employee shall be paid out any unused compensatory time.

Exempt employees are not eligible for compensatory time.

Revised Language:

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6. Employees shall be notified by the Department Head or his designee on a quarterly basis of the total number of compensatory hours accumulated.
7. Payment of compensatory time will occur in January, April, July, and October by check separate from employee's regular payroll check.
8. Payment of compensatory time will be at the employee's current rate of pay.
9. Upon termination of employment the employee shall be paid out any unused compensatory time.

Compensatory time is treated just as overtime, whereby the supervisor MUST approve the additional work past the normal workday prior to actually working the time. Exempt employees are not eligible for compensatory time.

Current Language:

4.12 CALL BACK

A call back is defined as an official assignment of work which does not continuously follow an employee's regularly scheduled working hours. Employees reporting back to a workstation, at a specific time, shall be compensated according to the relevant collective bargaining agreement.

Revised Language:

4.12 CALL BACK

A call back is defined as an official assignment of work which does not continuously follow an employee's regularly scheduled working hours. Employees reporting back to a workstation, at a specific time, shall be compensated according to the relevant collective bargaining agreement. Absent a collective bargaining agreement, the employee shall be paid for hours worked as defined by the type of

work needed. Work beyond the employee's work schedule may be considered overtime eligible.

Current Language:

5.8 POLITICAL ACTIVITY

In accordance with the State and Federal constitutions and with 65 ILCS 5/10-1-27.1, City employees have a right to engage in political activity through voluntary political contributions or voluntary political activities. However, employees may not participate in political activities while at work or on duty. This includes the display of political paraphernalia, merchandise, clothing, buttons etc. in the workplace and/or on the employee. Additionally, no employee may use or threaten to use the influence of their position to coerce or to persuade any person to follow any course of political action or to contribute or lend anything of value to a political organization or candidate for political office.

Revised Language:

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Current Language:

8.2 VACATION

"...All earned vacation time not used by the employee by the end of the calendar year shall be forfeited unless special dispensation is granted by the City Administrator..."

Revised Language:

8.2 VACATION

"...All earned vacation time not used by the employee by the end of the calendar year shall be forfeited unless special dispensation is granted by the City Administrator..." Any request for vacation carryover MUST receive written approval utilizing the Vacation

Carryover Request Form. The Request must be completed and approved prior to the January 1 deadline for forfeiture of vacation time.

Current Language:

8.6 EMERGENCY/BEREAVEMENT

A regular full-time employee may be granted up to three (3) paid days to attend to family emergencies or to attend the wake and/or funeral of an immediate family member. Immediate family members include spouse, domestic partner, mother, father, son, daughter, sister, brother, grandmother, grandfather, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, step-father, step-mother, step child, half-brother, half-sister, grandparents of employee's spouse or grandchildren, legal guardian or members of the employee's immediate household. One (1) paid day off may be granted to attend the funeral of an aunt or uncle. If more time is needed for long distance travel or to wrap up the decedent's affairs, additional paid or unpaid days may be granted upon submission of a written request, recommendation of the Department Head and approval by the Personnel Officer. Upon request documentation of death must be provided by the employee to the Personnel Officer.

Revised Language:

8.6 EMERGENCY/BEREAVEMENT

A regular full-time employee may be granted up to three (3) paid days to attend to family emergencies or to attend the wake and/or funeral of an immediate family member. The days off are inclusive of the particular event. There is NOT an option to utilize three days (3) for a funeral and three (3) days for a family emergency. Any additional time the employee may feel they need to attend to either a funeral or family emergency will be eligible for consideration of the use of other time accumulated time off. Immediate family members include spouse, domestic partner, mother, father, son, daughter, sister, brother, grandmother, grandfather, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, step-father, step-mother, step child, half-brother, half-sister, grandparents of employee's spouse or grandchildren, legal guardian or members of the employee's immediate household. One (1) paid day off may be granted to attend the funeral of an aunt or uncle. If more time is needed for long-distance travel or to wrap up the decedent's affairs, additional paid or unpaid days may be granted upon submission of a written request, recommendation of the Department Head and approval by the Personnel Officer. Upon request documentation of death must be provided by the employee to the Personnel Officer.

Current Language:

8.10 MILITARY LEAVE

The following procedures and guidelines will apply to employees who serve in the United States Uniformed Services and who are absent due to active military service or training. This policy/procedure also clarifies the continuation of benefits and compensation during the period of leave.

Revised Language:

8.10 MILITARY LEAVE

The following procedures and guidelines will apply to employees who serve in the United States Uniformed Services and who are absent due to active military service or training. This policy/procedure also clarifies the continuation of benefits and compensation during the period of leave. In order to continue as an employee and receive City wages and applicable benefits any military leave MUST be requested through providing written orders detailing the length of the deployment or training.

Current Language:

10.4 TUITION REIMBURSEMENT

The City supports employees who wish to continue their education in order to secure increased responsibility and growth in their professional careers with the City of Crest Hill. This growth can include continuing education courses, certification programs, completion of a GED, and any professional and technical education. In keeping with this philosophy, the City has established reimbursement for educational expenses incurred through various approved institutions of learning.

Any regular full-time employee who has been continuously employed for six (6) months or more (unless directed by the City) who enrolls in a job related course of study at an accredited junior college, college or university within the State of Illinois (or through an accredited online college or university program, whether in-state or out-of-state) may qualify to have the tuition and academic fees (including books) reimbursed by the City. The employee does not need to be registered in a degree program to be eligible for this benefit. Prior written approval must be obtained from the employee's Department Head and the Personnel Officer for each such course or program of study. The Department Head and the Personnel Officer have complete discretion in determining whether the course(s) is sufficiently related to the employee's work and would improve his performance to justify the tuition reimbursement. The Department Head and the Personnel Officer have the discretion to determine the number of courses that will be taken during any given period. Employees should provide a list of courses and estimated expenses during the preparation of the budget.

Because it is in the City's interests to ensure the employee receives maximum benefit from any such courses taken, tuition reimbursement will be paid at 100% only if the employee receives a Grade "A" or "B". Grade "C" or a "Pass" grade in a Pass/Fail course will be paid at 75%. The employee is responsible for paying the educational expenses upfront. All reimbursements will be made upon proof of payment and submission of the certified transcript of the grade. Any reimbursement paid under this program will be offset by Federal/State financial aid, scholarships, grants, etc. In addition, the employee must be actively employed at the time of reimbursement.

Employees who voluntarily terminate employment, or are terminated for cause will be required to refund the City the reimbursement they received on the following basis:

- a) Prior to one (1) year from the date of reimbursement, one hundred percent (100%) of the amount reimbursed.
- b) After one (1) year but prior to two (2) years from the date of reimbursement, seventy-five (75%) of the amount reimbursed.
- c) After two (2) years but prior to three (3) years from the date of reimbursement, fifty percent (50%) of the amount reimbursed.
- d) After three (3) years from the date of reimbursement (zero percent) 0% of the amount reimbursed.

Union employees will follow applicable provisions contained in the collective bargaining agreements.

Revised Language:

10.4 TUITION REIMBURSEMENT

The City supports employees who wish to continue their education in order to secure increased responsibility and growth in their professional careers with the City of Crest Hill. This growth can include continuing education courses, certification programs, completion of a GED, and any professional and technical education. In keeping with this philosophy, the City has established reimbursement for educational expenses incurred through various approved institutions of learning.

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a degree program to be eligible for this benefit. Prior written approval must be obtained from the employee's Department Head and the Personnel Officer for each such course or program of study to ensure the proposed course of study is job related. Furthermore, approval of a course does NOT guarantee future approval for future courses to complete a specific degree program. Continuation in any program is dependent on budgetary constraints and future individual approval(s) for each class. The Department Head and the Personnel Officer have complete discretion in determining whether the course(s) is sufficiently related to the employee's work and would improve his performance to justify the tuition reimbursement. The Department Head and the Personnel Officer have the discretion to determine the number of courses that will be taken during any given period. Employees should provide a list of courses and estimated expenses if a course of study is included as part of the request for consideration prior to the preparation of the budget. This course of study will include all related courses to complete the program and estimated expenses for each course. All requests **MUST be submitted in writing using the Tuition Reimbursement Application Form**. Any reimbursement will not exceed the average tuition cost for public universities in the state. This includes any on-line or remote classes. Reimbursement will NOT be considered for more than two classes/courses per semester.

Because it is in the City's interests to ensure the employee receives maximum benefit from any such courses taken, tuition reimbursement will be paid at 100% only if the employee receives a Grade "A" or "B". Grade "C" or a "Pass" grade in a Pass/Fail course will be paid at 75%. The employee is responsible for paying the educational expenses upfront. All reimbursements will be made upon proof of payment and submission of the certified transcript of the grade. Any reimbursement paid under this program will be offset by Federal/State financial aid, scholarships, grants, etc. In addition, the employee must be actively employed at the time of reimbursement.

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- d) After three (3) years from the date of reimbursement (zero percent) 0% of the amount reimbursed.

Union employees will follow applicable provisions contained in the collective bargaining agreements.

Current Language:

11.5 TECHNOLOGY RESOURCE POLICY

The City provides technology resources to its employees to assist them in performing their duties. These resources are to be used properly and professionally and include electronic networks and communication tools including:

- a) Desktop, laptop, and tablet computers
- b) Servers, networks, and printers
- c) Software
- d) Telephone, cellular phone, and voicemail
- e) Internet use and email
- f) Facsimile machines, scanners, and photocopiers.

Use of the City's technology resources is a privilege, and not a right. These policies and procedures cover computer and network security, electronic mail usage, Internet usage and the relationship of non-City owned computer equipment to the use of and connection to the City's system. Violations of the Technology Resource Policy will result in disciplinary action up to and including termination.

Technology resources must never be used to threaten, intimidate or intentionally embarrass another person. Employees may not send, receive, post or view images which contain nudity or are of a suggestive nature. Technology resources should not be used to disparage a person or group based on any protected status of that group or in any matter which could reasonably be considered to harass any individual or group. The City's technology resources may not be used for any personal commercial venture.

Employees should be aware that records of electronic communications on City technology resources are City-owned, with a limited expectation of privacy, and may be considered public information subject to disclosure under the Freedom of Information Act (FOIA) including; telephone numbers called, length and date of call, emails, text messages, voicemails, and any other digital files recorded using City technology. Additionally, communications transacted on personal devices pertaining to the transaction of public business may also be subject to disclosure under FOIA.

Revised Language:

11.5 TECHNOLOGY RESOURCE POLICY

New Title: Information Technology Resource Policy

PURPOSE AND SCOPE

The City of Crest Hill maintains an electronic mail and computer network system that is connected to the Internet. This system is provided by the City to assist employees in conducting official City Business and is not intended to be used as a public forum for general use. The purpose of this Policy is to outline the acceptable use of computer equipment and systems of the City. These rules are in place to protect the City and its employees, as well as to promote and ensure efficiency in operations and services provided by the City. Inappropriate use exposes the City to risks including virus attacks and compromise of network systems, information, and services. Inappropriate use also may expose the City to legal liability.

Effective information security is a team effort involving the participation and support of every City of Crest Hill employee who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

AUTHORIZATION FOR COMPUTER NETWORK ACCESS

APPLICABILITY

This policy is applicable to employee use of the City of Crest Hill Computer Network. For purposes of this Policy, the term "employee" refers to any and all full-time or part-time employees, interns, contract employees, and volunteers of the City. This policy governs use of all computers owned, leased, operated, or contracted by the City; the City's local and wide area network; and access to and use of the Internet, email system, word processing, newsgroup, instant messaging, bulletin board systems, servers, printers, City web site, and other networked equipment, and any and all other systems

or services through the City's local and wide area network, which shall be known collectively as the City's "Computer Network," or "Network." All references to use of the Computer Network or Network include, without limitation, use of the City email, Internet, word processing and other systems. This Policy's coverage of usage of the City internet access includes all activities thereon, including without limitation the use of search engines, blogging and other communication, and purchases and other transactions.

AUTHORIZED USERS

Authorized users of the Computer Network are employees who have an electronically signed acknowledgment on file and whose Network privileges are not revoked or suspended.

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY ACKNOWLEDGEMENTS

Each employee shall sign the Computer Network and Internet Acceptable Use Policy Acknowledgement prior to receiving access to the City's Computer Network. Authorization shall be granted through the written approval of the City Administrator or his designee on the Policy Acknowledgement form. An original, signed form, is to be turned in to the Human Resources Manager. Unless an employee's Computer Network privileges have been suspended or revoked, a signed approved Acknowledgement form shall remain valid so long as the user remains an employee of the City. If an employee's Computer Network privileges are suspended or revoked, the employee must submit a newly signed Acknowledgement form before access privileges will be restored. The City also may, from time to time, require execution of a new or revised Acknowledgement form, which may contain different or additional terms.

AUTHORITY TO INSPECT AND MONITOR CITY'S COMPUTER NETWORK USE

The City has the right to install and utilize filtering and/or blocking software on its Computer Network, thereby limiting the content of the material to which users have access, based on the City's legitimate concerns. The City has the right to monitor and supervise employees' use of the Computer Network with or without further notice to the users and to enforce the Computer Network and Internet Acceptable Use Policy and any other City policy. Security features, such as passwords, will not prevent monitoring of Computer Network usage or accessing information stored on the Network. The City may periodically audit the storage devices of all computers and the network and reserves the right to clear any and all data not related to City business.

PRIVACY

The Computer Network system hardware and software is City of Crest Hill property. Any electronic communications or files created on, stored on, or sent to, from, or via the Computer Network are property of the City. All incoming and outgoing email, instant messages, text messages, and also messages generated on employee password-protected, non-City personal email accounts accessed via the City Computer Network, may be imaged and stored on the City server. Employees should be aware that such messages and files can be recovered from the Network's backup system even after they have been deleted from a user's individual account. Likewise, e-mail files, downloaded Internet files, and Internet history, like any other file on a hard drive, can be retrieved and may be subject to public disclosure and/or City inspection. Consequently, employees do not have any expectation of privacy with respect to any messages, documents or files generated in any way on or through or received by the Computer Network. Use of the City's Computer Network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the employee for the City to access and inspect such files.

USE OF CITY COMPUTER NETWORK

ACCEPTABLE USE

The City's Computer Network shall be used for the purpose of conducting official City business. Employees may make incidental personal use of the Computer Network, provided that such use does not interfere with performance of job duties, is not disruptive to the work environment or conduct of City business, and is at all times in compliance with this Policy. All access to and use of the Computer Network shall be in compliance with this Policy, as well as other City policies such as, but not limited to, the City's anti-harassment and misconduct policies Department rules, and regulations, and federal, state, and local laws. All employees will be provided with a username and password to access the City's Computer Network. Any activity on the Computer Network shall be presumed to be attributable to the employee holding the username. It is the user's responsibility to keep his/her username and password private. Passwords must be kept secure at all times. Users are encouraged to not write passwords down. Employees may not, expressly or implicitly, hold themselves out to the public as a representative of the City in any correspondence or communication made through or to the Network (including communication made outside the City's email network as accessed through the City Internet) that is not business-related, and shall use disclaimers if appropriate to clarify when personal opinions are being expressed.

UNACCEPTABLE USE

Use of the City's Computer Network requires appropriate, efficient, ethical, and legal utilization of network resources. In addition to the prohibited uses below, use of the City's Computer Network is unacceptable under this Policy when it causes disruption to the orderly and/or efficient operation of the workplace or City business; interferes with the performance of an employee's work duties; threatens the integrity or efficient operation of the Computer Network; is offensive; violates the rights of others; is potentially damaging to the City, its employees or individuals; or is for any illegal purpose, or otherwise violates City policies and applicable law.

Unacceptable uses include, but are not limited to, the following:

1. Using the Computer Network for personal use in a manner that interferes with performance of work duties or is otherwise disruptive of the workplace or City business;
2. Using the Computer Network to solicit others for commercial ventures, or to advance religious or political causes, or otherwise using the Network for commercial, private, or personal gain, including gambling;
3. Using the Computer Network to participate in acts constituting ""prohibited political activities""- under the State Officials and Employees Ethics Act or "election interference" under the Election Code, or to participate in any political activities that create an appearance of impropriety under those laws or under any ethics policy of the City relating to political activities of City employees;
4. Intentionally using the Computer Network to access, transmit, create, display, post, process or otherwise possess obscene or offensive material and inappropriate text, language sounds, pictures or visual depictions, including, but not limited to, any files/ messages that contain sexual implications, pornography, racial slurs, or any other comment that offensively addresses someone's age, sexual orientation, religious beliefs, national origin, political affiliation, or disability;
5. Invading the privacy of City employees;
6. Compromising the safety or privacy of City employees or members of the public served by the City by disclosing personal addresses, telephone numbers, dates of birth or other personal information;
7. Submitting, posting, publishing or displaying libelous material;

8. Using the Computer Network to alter documents or records, create a forged instrument or otherwise commit forgery;
9. Intentionally using the Computer Network to access, create, transmit, post or process files or messages that contain viruses or that are potentially dangerous to the integrity of the Network, or otherwise attempting to destroy, corrupt or modify without permission computer files maintained by an individual on any computer or maintained on the server;
10. Using the Computer Network to send, receive, post, reproduce, or distribute copyrighted materials or confidential or proprietary information of the City;
11. Downloading and/or installing any software application from the Internet or elsewhere onto a City of Crest Hill computer without the prior written permission from your respective IT Coordinator or the City Administrator or his designee;
12. Accessing non-City business related ""streaming"" websites for video or audio such as, but not limited to, Internet radio stations or video services like YouTube or Hulu, without prior approval by the IT Department as those websites keep a constant connection open and have an impact on the overall network bandwidth for the City;
13. Accessing external peer to peer file-sharing networks, such as Limewire, Napster or Kazaa, without prior approval by the IT Department;
14. Port scanning or any form of security scanning unless authorized by your respective IT Coordinator;
15. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is part of the employee's normal job/duty;
16. Circumventing user authentication or security of any host, system, network, or account, including sharing or ""cracking"" of passwords;
17. Changing, disabling, or reconfiguring any computer, browser, or e-mail system settings unless authorized by your respective IT Coordinator;
18. Modifying, disabling compromising, or otherwise circumventing any antivirus, user authentication, or other security feature maintained on the Computer Network;
19. Using or disclosing another employee's password or disclosing your own password to any individual;

20. Failing to lock or secure workstations when the user will be away from the workstation for a significant period of time;
21. Using aliases, sending or posting anonymous messages, or otherwise misrepresenting an employee's job title, job description, or position;
22. Creating or sending email or other communications which purport to come from another individual (commonly known as ""spoofing""), or otherwise assuming an anonymous or false identity in communication with other individuals, businesses or organizations;
23. Changing and forwarding a message that originates from another person without clearly disclosing the exact nature of the changes and identity of the person who made the changes;
24. Forwarding a message that has been designated by its originator as privileged without proof of consent from the originator;
25. Signing up for non-City related email notifications or lists using a City email account;
26. Excessive use of City resources such as, but not limited to, printers, fax machines or telephones, for non-City related activities;
27. Using City of Crest Hill, Crest Hill Public Works, Crest Hill Police Department or any other Crest Hill logos or images for non-City related activities;
28. Intentionally destroying or corrupting City data;
29. Making any discriminatory, disparaging, defamatory, or harassing comments;
30. Taking any steps which threaten, or which may reasonably be interpreted to threaten, any person, group of persons, building or property with harm, regardless of whether the user intends to carry out such threat; and
31. Attempting to commit any action which would constitute an unacceptable use if accomplished successfully.

SOFTWARE INSTALLATION AND LICENSING

All software installed on any City-owned computer system shall be installed by the IT Department. All software shall be scanned for viruses prior to installation on either the City's computer network or any City-owned computer equipment. The City of Crest Hill does not condone the unlicensed use, distribution or duplication of copyrighted software. Proper licensing must be attained for all software installed on the City's

computer network or computer systems. Any unauthorized software or software that is not properly licensed is not allowed and will be summarily deleted.

CONFIDENTIALITY OF CITY INFORMATION

All employees must follow good operational security procedures and may not disseminate sensitive information including, but not limited to, pictures or data pertaining to City facilities, equipment, or procedures, employee lists and personal information, or other sensitive items without prior authorization by the City Administrator or his designee.

USE OF CITY E-MAIL

The purpose of providing e-mail to City employees is to facilitate communication and the exchange of information among elected officials, staff, residents, and those doing business with the City.

GENERAL USE

The email system is part of the Computer Network and, thus, use of the email system shall comply with all rules for use of the Computer Network as set forth in this Policy. Users are responsible for messages sent via their account. Users should not tamper with or obtain access to someone else's account without prior authorization of the City Administrator or IT Coordinator. Unauthorized use of an e-mail account is a violation of this Policy. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, malware, e-mail bombs, or Trojan horse code.

PASSWORDS

Users should not give out their individual e-mail password, and passwords should be changed on a regular basis in accordance with IT Department policy.

PROFESSIONALISM

Employees using the Computer Network are expected to communicate with courtesy and restraint with both internal and external recipients.

Electronic mail should reflect the professionalism of the City and should not include language that could be construed as profane, discriminatory, obscene, sexually harassing, threatening, or retaliatory. It is recommended that using all capital letters, shorthand, idioms, unfamiliar acronyms, and slang be avoided when using electronic mail, especially for external correspondence.

CONFIDENTIALITY

Subject to the City's right to store, retrieve and read any e-mail messages and monitor Computer Network usage in the implementation of this Policy, e-mail should be treated as confidential by employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail that is not sent to them. Any exception to this Policy must receive prior approval from the City Administrator or his designee. E-mail messages and the transfer of information via the Internet are inherently insecure. Any user that must transmit confidential information, such as bank or credit card information should contact the IT Department for assistance or use traditional paper means and paper mail system. All employees must follow good operational security procedures and may not disseminate sensitive information including, but not limited to, pictures or data pertaining to City facilities, equipment, or procedures, employee lists and personal information, or other sensitive items without prior authorization by the City Administrator or his designee.

SECURITY

Employees shall consider City security at all times while using the Network. If an employee thinks he/she has identified a security problem on the Computer Network and/or Internet, the user must notify his/her IT Coordinator. The employee shall not exploit the problem or demonstrate it to other users and must keep their account and password confidential. Any employee identified as a security risk may be denied access to the Computer Network. Any attempt to circumvent security, logging, or monitoring protocols will constitute a violation of this Policy.

ANTI-VIRUS SOFTWARE

The City's IT Department will install anti-virus software on all City owned computers and servers. All files not created on City equipment or downloaded from the Internet must be scanned with anti-virus software prior to use. Anti-virus software will be configured to automatically do so. Disabling or altering the installed anti-virus software is a serious security risk and is a violation of this Policy.

BACKUP POLICY

For the protection and reliability of the City's Computer Network, documents, and e-mail, instant or text messages sent or received on the City Computer Network and external personal email systems accessed through the Computer Network shall be stored on the City's computer network, which is backed up regularly. Notwithstanding these efforts, the City cannot guarantee that any data stored on its system will not be lost or damaged. If the user desires to store documents on disk, CD, DVD, USB drive, tape, local hard

drive, or any other media attached to a personal computer, it is the user's sole responsibility to make backup copies of the data, documents, or e-mail messages. The IT Department will periodically review current network backup selections with department heads in an attempt to ensure all vital information on the City's Computer Network is being backed up. All files related to work undertaken on behalf of the City will be maintained on the City network drives. Any files or data retained solely on the local drive will not be backed-up and may not be recoverable in the event of a computer failure.

DATA STORAGE

In order to provide efficient network usage and minimize the length of time it takes to run backups; all users will be allotted a certain amount of storage space on the network and e-mail system. Quotas may be enforced by the IT Department to ensure that users are not exceeding their allotted storage space. Each user will be provided with a secure folder on the network server to store data. The user's folder, based on his/her login account, will be secure from other users on the network to minimize unintentional modification of, or damage or unauthorized access to files. These secure folders are not confidential, however. The user's supervisor can request access to their employee's folders and files from the IT Department. Further, the City retains the right to monitor or retrieve email, instant and text messages and other communications, as well as folders and files from the employees' network drives for administrative purposes, including, but not limited to, enforcement of this Policy. Due to server storage space and the lack of confidentiality, files of a personal nature are prohibited from being stored on the City's computers or Computer Network. The City has no obligation to back-up or retrieve personal files for any user at any point in time.

PURCHASING COMPUTER EQUIPMENT OR SOFTWARE

All computer software and hardware purchased or licensed by the City of Crest Hill will be managed and approved by the IT Department. Peripheral devices including, but not limited to, PDAs, digital cameras, GPS units, printers, cell phones, etc. will also be managed and must be approved by the IT Department prior to use in conjunction with the Computer Network. Requests for procurement of computer related items should be directed to the IT Department and are subject to the City of Crest Hill's purchasing policies. Small, miscellaneous items needed throughout the year are budgeted for by the IT Department. Large ticket requests over \$500 must be submitted to your respective IT Coordinator at least 60 days prior to the date budgets are due to the City Finance department. These requests will be researched by the IT Department for feasibility, configuration options, compatibility and redundancy with existing systems. To maintain

a cost- effective environment, the IT Department will also coordinate the purchase of all "consumables" such as, but not limited to, printer toner, ink cartridges, blank CD and DVD media etc.

PERSONAL EQUIPMENT

Personal equipment not provided by the City, such as, but not limited to, laptop computers, desktop computers, firewalls, modems, remote access devices, or wireless routers, may not be connected to the City's Computer Network without prior written approval by the IT Department.

NETWORK ACCESS OUTSIDE CITY FACILITIES

At times, it may be necessary for employees to access the City's internal Computer Network from outside City facilities to conduct City business. Employees that have prior approval from the City Administrator or his designee may contact the IT Department to receive instructions on how to set up secure Virtual Private Network (VPN) access to the City's Computer Network. This entire Policy is in effect when connected to the City's computer Network from a remote location via a VPN.

1. It is the responsibility of employees with VPN privileges to ensure that unauthorized users are not allowed access to City of Crest Hill internal networks.
2. VPN use is to be controlled using either a one-time password authentication such as a token device (DUO) or a public/private key system with a strong passphrase.
3. When actively connected to the corporate network, VPNs will force all traffic to and from the PC over the VPN tunnel: all other traffic will be dropped.
4. Dual (split) tunneling is NOT permitted; only one network connection is allowed.
5. VPN gateways will be set up and managed by the City's Information Technology team.
6. All computers connected to City's internal networks via VPN or any other technology devices owned by the City and must use the most up-to-date anti-virus software that is the standard deployment.
7. VPN users will be automatically disconnected from City's network after thirty minutes of inactivity. The user must then log in again to reconnect to the network. Pings or other artificial network processes are not to be used to keep the connection open.

8. The VPN is limited to an absolute connection time of 24 hours.
9. Users of computers that are not City-owned equipment are not allowed to connect to the VPN.
10. Only Information Technology-approved VPN clients may be used.
11. In rare instances in which employees utilize VPN technology with personal equipment, users must understand that their machines are a de facto extension of City's network, and as such are subject to the same rules and regulations that apply to City-owned equipment, i.e., their machines must be configured to comply with Information Technology's Security Policies. The use of personal equipment to connect to VPN must obtain prior written approval from the IT Representative.

WIRELESS ACCESS

The City of Crest Hill provides public wireless access to the Internet in the City Hall. This access utilizes the City's connection to the Internet, but is segregated from the City's internal Computer Network and shall not be subject to this Policy. For applicable public use policy for wireless access, please contact the City Administrator or the IT Department.

NO WARRANTIES

- (a) The City makes no warranties of any kind, whether expressed or implied, for the service of providing the Computer Network and Internet to its users, and bears no responsibility for the accuracy or quality of information or services or the loss of data. The City will not be responsible for any damages any user suffers, including loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by users' errors, omissions, or negligence. Use of any information obtained via the Computer Network and Internet is at the user's own risk. The City specifically denies any responsibility for the accuracy or quality of information obtained through the Computer Network and Internet.
- (b) There is a wide variety of information available on the Internet. When accessing the Internet, an individual may unintentionally find some information on the Internet that he or she finds offensive or otherwise objectionable. Individual users should be aware that the City shall not be responsible for the content of information available on the Internet.

INDEMNIFICATION

The user agrees to indemnify the City for any losses, costs or damages resulting in the user's violation of this Policy, and hold the City harmless for any losses or damages

suffered by the employee in use of the Computer Network. For example, if a user submits his or her credit card information on a shopping website for a non- City related purchase and that information becomes compromised, the City shall not be responsible for any of the losses, costs, damages, attorney fees, unauthorized charges or other charges that may be incurred to correct the identity loss.

COOPERATION WITH INVESTIGATIONS

The City reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or parties alleging to be harmed by use of the Computer Network, and the City further reserves the right to report or turn over any evidence of illegal activity to the appropriate authorities.

ENFORCEMENT

Any employee who discovers a violation of this Policy shall notify his/her superiors through the established chain of command. The failure of any user to abide by this Policy or implementing rules and regulations may result in the denial, revocation, or suspension of the Computer Network privileges. Furthermore, any employee who violates the terms of the Policy may be subject to revocation or suspension of Computer Network privileges and disciplinary action up to and including termination of employment and/or other appropriate legal action.

POLICY MODIFICATIONS AND RULES AND REGULATIONS

The City Council may modify the provisions of this Policy and issue additional implementing rules and regulations at any time. The City Administrator also may promulgate implementing rules, regulations, and other terms and conditions of computer network use pursuant to and in accordance with this Policy. Notice of any such modifications or rules, regulations, or other terms and conditions of access by the City Administrator shall be promptly communicated to City employees by posting such modifications on the Computer Network or by posting in other conspicuous workplace location or distribution of written notice. The use of the Computer Network constitutes acceptance of the terms of this Policy, additional implementation of rules and regulations, and any modifications made thereto.

SPECIFIC DEPARTMENTAL REGULATIONS

In the event that specific City Departments, based on their unique functions and operational needs, have their own internal rules, regulations and/or policies regarding computer network use which are more restrictive than those set forth in this Policy,

such internal departmental rules, regulations and/or policies shall supersede and be given effect to the extent they cover the same subject matter and/or conflict with the provisions of this Policy.

Information Technology – Mobile Device

PURPOSE AND SCOPE

In order to promote a more efficient municipal staff, the City of Crest Hill has provided certain employees with mobile devices (cellular phones and tablets) provided and paid for by the City. These phones are for use by the employees in their official capacity as municipal employees. This policy defines and clarifies City regulations on the acquisition and use of such mobile devices.

ACQUISITION

Department Heads shall be responsible for determining which employees require mobile devices to be provided by the City of Crest Hill, with the consent and approval of the City Administrator. All mobile devices provided by the City of Crest Hill shall be purchased by the Information Technology Department utilizing standard purchasing policies and procedures.

DEVICES AND ACCESSORIES

The Information Technology Department will decide on a standard set of mobile devices to be deployed to employees. The City will provide the mobile device, a charger, and a case to protect the device. Employees shall be free to purchase and provide their own additional accessories at their own cost, without reimbursement, should the City not provide a desired accessory.

PERSONAL USE

Employees may use City-provided mobile devices for incidental personal use. Non-emergency personal use is to be kept to a minimum, with employees exercising discretion. Each mobile device user will be made aware of the voice, text, and data plan included with their phone and may be held responsible for any overages incurred beyond a reasonable amount due to personal use. The City reserves the right to review call and usage history on all mobile devices.

There may be mobile devices provided by the City of Crest Hill that can have additional software applications ("apps") installed. The Information Technology Department will purchase and manage certain applications, which it determines would be valuable to all users. If a user would like to request the City to provide a certain application, they may

contact the Information Technology Department and the Information Technology Department will determine the feasibility of that application. If the mobile device allows users to also install their own personal applications those may be done at the employees expense, without reimbursement. However, any installation of personal applications must meet the standards outlined in the technology policy and may be removed from the device based on the City's discretion.

The City has the right to erase or re-format the mobile devices at any time and will not be responsible for the loss of any personal data or applications.

SECURE COMMUNICATIONS

Employees should use discretion in relaying confidential information via cellular telephones or other mobile devices. Mobile devices may not be used to defame, harass, intimidate, or threaten any person. Employees are prohibited from using their mobile devices in any illegal, illicit, or offensive manner. All use of mobile devices must adhere to the IT Acceptable Use Policy.

LOSS OR DAMAGE OF MOBILE DEVICE

In the event any mobile device or other related equipment is damaged in the course of business under reasonable circumstances, the item should be brought to the Information Technology Department. Lost or stolen mobile devices must be reported to the Information Technology Department within 30 minutes so that any precautionary remote data wipes or device location can be attempted.

The City of Crest Hill will provide a 'rugged' case to protect all devices. It is the employee's responsibility to ensure that the provided cases are used at all times. Employees may be financially responsible for the device repair or replacement if:

- (a) Equipment is lost or damaged while in the care of an employee as a result of the employee's gross negligence
- (b) Equipment is damaged due to failure to adhere to maintenance or operational policies

Continued abuse of a City provided mobile device, excessive personal use of the mobile device or damage to the mobile device may disqualify an employee from being provided a mobile device.

SAFE USAGE

The City of Crest Hill requires all employees who use mobile devices to engage in safe usage practice. In particular, precautionary measures must be used if it is necessary to use a mobile device while driving and comply with all required regulations related to use of devices while driving; it is strongly recommended that a speakerphone or other hands-free device be utilized if such use is necessary. Employees should be aware that the use of cellular phones while driving may be illegal.

**Computer Network and Internet Acceptable Use Policy -
Acknowledgement**

I acknowledge that I have read and understand the policy on Computer Network and Internet Acceptable Use, and agree to comply with all the stated items. I, also, hereby consent that the City of Crest Hill, or its authorized representative(s), may monitor, review, and/or copy any information on the electronic data processing system including the Computer Network system, whether stored or in transit, at any time, and may, without further notice, disclose such information to any third party or parties, including law enforcement agencies. I am aware that violations of this policy may result in revocation or suspension of my Computer Network privileges, or subject me to disciplinary action, up to and including discharge from employment. I am also aware that the City of Crest Hill reserves its right to amend its policies with regard to Computer Network usage and shall provide adequate notice to employees of such amendments.

In addition, I agree to indemnify the City for any losses, damages, charges or fees incurred by the City and relating to, or arising out of, my use of the City's Computer Network in a manner that is in violation of the Computer Network and Internet Acceptable Use Policy. In consideration for use of the Computer Network, I hereby release the City, its Board members, employees and agents from any claims and damages arising from my use of, or inability to use, the City Computer Network.

Employee Name (Print): _____

Employee Signature - Date: _____

City Administrator Signature – Date: _____

Please submit the completed form to Human Resources.

New Language to be Added to Handbook:

Employee Transfer Placement Policy:

Employees who move from one wage range to another, whether the wage range is higher or lower than the existing hourly rate will be placed in the new range based on the number of years of service that matches the employee's tenure with the city. For example, an employee is currently working at Step 2 in Position A and the employee transfers to Position B which has a different salary range than Position A. The employee will be placed at Step 2 in Position B regardless of the hourly rate difference be it higher or lower than the current rate.

Such placement will recognize the number of years of service of the employee and will keep them on track for future step increases that match their years of service attributable to the position the employee is working. The employee would continue to move through the wage range based on the number of years of service and be eligible for any May 1 increases as stipulated in the CBA.

Tuition Reimbursement Application Form

Employee Name: _____

Department: _____ Date of Hire: _____

Name of School or Vendor: _____

Title of Class/Program: _____

Days/Times of Class/Program: _____

Course Description (Attach information from brochure, website, catalogue): _____

All Cost(s): _____

Describe this course/class/program will benefit your professional growth and applicability to your job duties at the city (attach additional pages as necessary): _____

Employee Acknowledgement: By submitting this form with my signature I understand the tuition reimbursement policy as outlined in the city handbook and understand that I accept the repayment policy as described in the handbook. I further acknowledge that city approval for any one request does not guarantee continued approvals for any course of study I may undertake.

Employee Signature: _____ Date: _____

Approvals – to be obtained prior to enrolling in any course(s):

☐ Approved ☐ Not Approved

Department Head Signature _____ Date _____

☐ Approved ☐ Not Approved

City Administrator Signature _____ Date _____

Comments:

Raymond R. Soliman
Mayor

Christine Vershay-Hall
Clerk

Glen Conklin
Treasurer

Ward 1
Scott Dyke
John Vershay

Ward 2
Claudia Gazal
Darrell Jefferson

Ward 3
Tina Oberlin
Mark Cipiti

Ward 4
Nate Albert
Joe Kubal



TO: Lisa Banovetz, Finance Director
FROM: Dave Strahl, Interim Human Resources Representative
SUBJECT: Meal Reimbursement Policy
DATE: December 28, 2023

Background:

The city employee handbook has a meal reimbursement policy that provides for meals to be reimbursed for extended overtime purposes or while on travel/training for city business. The current meal reimbursement policy is provided below:

Meals

Meals during the events that are not made available as a part of the registration fees are reimbursable. Meals while traveling, the day before or following the day in which the last official function is held may be reimbursable with prior approval. Employees are encouraged to attend all functions for which meals are provided as a part of the registration fee. Only meals occurring during work or travel time are eligible for per diem reimbursement.

The per diem schedule for breakfast, lunch and dinner is as follows:

Breakfast	\$10
Lunch	\$15
Dinner	\$25

When travel is required to a part of the country where the listed per diem rates may not be sufficient, the City Administrator may grant exception to this policy. Prior approval is required and receipts must be submitted with Travel and Expense Report. Failure to do so may result in reimbursement ineligibility.

CITY OF CREST HILL
20600 City Center Boulevard
Crest Hill, IL 60403
815-741-5100
cityofcresthill.com

Miscellaneous Expenses

Reasonable miscellaneous expenses such as taxi fares, parking, tolls, tips, etc. are generally reimbursable. Some expenses for the day immediately preceding the first official function and the day following the day in which the last function is held may be reimbursable with the approval of the Department Head.

Non-reimbursable expenses

Some travel expenses are not reimbursable. Some examples of non-reimbursable expenses include:

- a) Alcoholic beverages*
- b) Entertainment*
- c) Early check-in or late check-out charges, unless appropriate circumstance exist and are pre-approved by the Department Head.*
- d) Parking tickets or traffic tickets*
- e) Pay per view movies*
- f) Expenses incurred by a spouse, dependents and/or additional guests*
- g) Any non-work related charges*

Following an employee's return to work, the employee shall itemize expenses as required on the Travel and Expense Report. Completed purchase orders and Travel and Expense Reports must be submitted to the employee's Department Head within five (5) business days after the employee's return to work. All receipts must be submitted with the Travel and Expense Report including documentary evidence for expenses such as taxis and parking. When two (2) or more employees on City business jointly incur expenses, each participant, when practical, will pay and report individual expenses. Where this is not practical, the employee requesting reimbursement shall list the names or identify the group of other employees for who expenses being



reported have been incurred. If certain required receipts are not available, a statement signed by the employee documenting the amounts paid may be acceptable.

The meal reimbursement language as outlined in the Police union contract is as follows:

Meal Compensation:

Any Police Officer working sixteen (16) consecutive hours in a twenty-four (24) hour period will be eligible for a meal reimbursement up to eight dollars (\$8.00). Any Police Officer attending a training school where a break is given for a meal will be eligible for such a meal reimbursement in accordance with the City personnel policy if this training is given outside of the City of Crest Hill and the meal is not provided at the training. Any Officers attending overnight training will be reimbursed up to ten dollars (\$10.00) for breakfast, fifteen dollars (\$15.00) for lunch and twenty-five dollars (\$25.00) for dinner. A receipt, dated for the overtime period worked or training school attended, must be turned in to receive payment. Meal compensation for all training courses will provided according to the terms of the City personnel policy and only if the relevant meal is not provided by the training.

The purpose of the policy is to set the parameters for reimbursements to ensure such reimbursements are related to city business and no city funds are used for non-reimbursable expenses as provided in the policy. In order to confirm non-reimbursable expenses are not included in a reimbursement requests it is necessary that the city only process reimbursement requests that are provided by a third-party documenting payment. Such documentation must be the standard receipt of services or goods normally provided to other patrons and include contact information and dates of service. Handwritten receipts would not normally qualify as eligible since there is no verifiable information on a handwritten receipt. Furthermore, the receipt should be detailed enough to ensure no reimbursement is considered for items that are ineligible for reimbursement.

The policy does outline the ineligible expenses, it does not stress the critical nature of why official itemized receipts are necessary to confirm the policy is adhered to as part of the reimbursement request. Employees must



understand that if they want reimbursement, such reimbursement will be considered under the city's rules.

Conflicts of Policy:

The policy outlined in the police contract states, "Any officers attending overnight training will be reimbursed up to \$10 for breakfast, \$15 for lunch, and \$25 for dinner A (sic) receipt, dated for the overtime period worked or training school attended, must be turned in to receive payment. Meal compensation for all training courses will (sic) provided according to the terms of the City personnel policy and only if relevant meal is not provided by training."

Setting aside the poorly written policy, the reimbursement defaults to the city personnel manual regarding the informational details for reimbursement consideration. The reimbursement dollar limit is based on a receipt being provided. However, providing "a" receipt alone does not meet the consideration criteria in the personnel manual. The personnel manual does not specifically require an itemized receipt to ensure the prohibited items are not included for reimbursement consideration. The policy implies that provision but does not state it by way of listing the ineligible items. This would be an area to correct in the policy going forward.

The use of the terms reimbursement and per diem interchangeably create additional confusion since they actually mean different things. Reimbursement would be repayment up to a specific amount provided a detailed receipt is provided to ensure ineligible expenses are not submitted. This would be typical language for reimbursement purposes, unfortunately such language is not included in the current policy.

Per diem amounts are typically an amount provided in advance and are intended to cover all eligible expenses instead of reimbursement. Per diem allowances are to cover all charges and services related to the good/service it is intended for. For example, if there is a per diem per meal amount based on the number of meals, the employee would be expected to use the per diem amount to cover all related expenses of the meal. If the meal costs less than the per diem amount the difference remains with the employee. It is possible that the meal per diem amount may not be spent up to the limit on any particular meal and could be pooled to use for a meal over the individual



per diem amount. Regardless of the meal expenses, the per diem is all that will be considered the maximum amount available for meals.

Recommendations:

- Modify as necessary to clarify what is necessary to be submitted for a valid receipt, i.e. no handwritten receipts.
- Modify as necessary to clarify what is necessary to be submitted that constitutes an itemized receipt.
- Determine if the policy will be based on reimbursement or per diem rates. It is possible to provide reimbursement based on defined amounts. However, the use of the term per diem, if to be used should be clarified as to advances for meals at a future event and be the amount that is inclusive of all expense related to a specific expense.

Recommended Policy:

Travel/Meal Reimbursement Policy:

From time-to-time employees may be required to attend functions, seminars, meetings, or other training courses. Such training courses must be approved by the department head and costs related to out-of-town travel shall be reimbursed by the City in accordance with the following policies.

When an employee is on official business and required to be outside the corporate limits of the City pursuant to such official business, the employee shall be reimbursed for certain expenses in the following manner, unless alternative reimbursement terms are approved by the employee's department head:

- (a) Employees who are requested to travel seventy-five (75) miles or more from the City for training purposes or other City business, shall receive up to from the City fifty dollars (\$50.00) per diem to cover expenses connected with meals and



gratuities. If meals are included in the training or other City business, the cost of each included meal shall be deducted from the per diem based on the following schedule:
Breakfast - \$10.00; Lunch - \$15.00; Dinner - \$25.00.

The meal per diem schedule will also apply for direct reimbursements in instances in which the employee is at a required training event that is less than a full day in duration. In addition, these meal rates would apply in instances for training sessions within the seventy-five (75) range.

- (b) IRS rate for mileage incurred by a covered employee who uses their personal vehicle to travel from the City to training or other City business.
- (c) Employees shall be reimbursed for reasonable overnight lodging arrangements in cases of training or other required City business that is conducted seventy-five (75) miles or more from the City.
- (d) For travel destinations beyond five hundred (500) miles from the City, employees may request airfare (economy) and automobile rental (mid-size/standard car only).
- (e) Any out-of-pocket expenses such as tolls, emergency repairs, parking, etc. shall be reimbursed upon submission of itemized receipts illustrating the charges with dates and locations.

For an employee to be eligible for any of the above reimbursements, the employee must have prior approval from their department head to attend the training or business event. Meal expenses shall be paid upon submission of confirmation of the completion of training, if submitted on



a reimbursement basis. For purposes of this section, mileage is measured from the City's facility where the employee works to the location of the training or other business event, by the most direct route.

Miscellaneous Expenses

Reasonable miscellaneous expenses such as taxi fares, parking, resort fees, tolls, etc. are generally reimbursable provided such expenses are documented with itemized receipts that include dates and locations of expenses. Tips related to meals will be inclusive of the amount allotted per meal. Some expenses for the day immediately preceding the first official function and the day following the day in which the last function is held may be reimbursable with the prior approval of the Department Head.

Non-reimbursable expenses

Some travel expenses are not reimbursable. Some examples of non-reimbursable expenses include:

- a) Alcoholic beverages
- b) Entertainment
- c) Early check-in or late check-out charges, unless appropriate circumstance exist and are pre-approved by the Department Head.
- d) Parking tickets or traffic tickets
- e) Pay per view movies
- f) Expenses incurred by a spouse, dependents and/or additional guests
- g) Any non-work related charges, i.e. gym fees



Following an employee's return to work, the employee shall itemize expenses as required on the Travel and Expense Report. Completed purchase orders and Travel and Expense Reports must be submitted to the employee's Department Head within five (5) business days after the employee's return to work. All receipts must be submitted with the Travel and Expense Report including documentary evidence for expenses such as taxis and parking. When two (2) or more employees are on City business jointly incur expenses, each participant, when practical, will pay and report individual expenses. Where this is not practical, the employee requesting reimbursement shall list the names or identify the group of other employees for whose expenses being reported have been incurred. If certain required receipts are not available, a statement signed by the employee documenting the amounts paid may be acceptable.