

**VILLAGE OF MOKENA
PERSONNEL POLICY MANUAL**

Public Works employees shall be provided a uniform allowance and shall wear work uniforms and safety equipment as approved upon recommendation of the Public Works Director.

If, in the course of duty, uniform items are damaged, the employee may request a replacement to his/her allotment. The employee is to turn-in the damaged item for inspection by the supervisor and Department Head as necessary. If it is determined that the damage to the uniform item was caused by employee negligence, the item shall be replaced at cost to the employee.

If the type of damage is determined to have been caused during normal work operations, a replacement to the allotment will be made.

All Public Works Personnel are to report for work and work in Village-issued uniforms. All uniform items are the property of the Village and upon the termination of employment, are to be returned to the appropriate Department prior to receiving a final check. Personnel shall refrain from wearing their Village uniforms during off-work hours.

8.2.2 Loss Reimbursement

Employees suffering damage to or loss of personal belongings as a result of an on-the-job accident should report that immediately to their Department/Division Head. Determination of payment for costs incurred as a result of such accident shall be made by the Village Administrator with the recommendation of the Department/Division Head. Such action will be determined on a case by case basis.

8.2.3 Auto Assignment/Allowance

Employees in the Village's service will not be assigned a Village-owned vehicle unless it is determined necessary by the Village Administrator that one of the following applies:

1. The nature of the employee's work requires that the majority of his/her time is spent in field activities requiring extensive travel throughout the Village.
2. The nature of the employee's work requires that he/she is on call twenty-four (24) hours a day and is expected to respond on short notice.
3. The nature of the employee's work requires that he/she be readily available, or requires travel within the metropolitan Chicago area or the State of Illinois.

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4. Village vehicles, although assigned to particular individuals, are to be kept available for use by other Village employees when not in use by the individuals to whom they are assigned.
5. The Village Administrator may establish standard monthly auto allowances in lieu of a Village Vehicle Assignment for selected positions when it serves the Village's interest.

8.2.4 Travel Expense

An employee who is authorized and required to travel outside the locality of his/her residence and normal place of work for the good of the Village shall be reimbursed for travel expenses.

The Village Administrator shall develop a form itemizing all travel related expenses and the Department Head shall review and approve all travel requests. Department Heads shall be responsible for seeing that travel request forms are in the proper order and within budget and other operating guidelines or practices. Upon return from travel, the employee shall be reimbursed for expenses on the presentation of receipts or other appropriate documentation or representation of expenses.

1. All expenses, such as accommodations, subsistence and lodging expenses shall be paid within appropriate monetary limits as follows:
 - a. An employee is expected to make hotel or motel reservations well in advance and to take other actions to ensure that lodging is secured at reasonable costs.
 - b. Reimbursement for lodging shall be limited to the minimum number of nights required to conduct the assigned Village business. If an employee voluntarily arrives early or stays late, all additional expenses shall be borne by the employee.
 - c. Reimbursement for meals and tips to wait persons, shall be for the actual cost incurred for each day, per person, where travel consumes part of the days.
 - d. Miscellaneous expenses for parking, taxi, tolls, bag check and holding, telephones, etc. shall be reimbursed at actual cost.
 - e. To the degree practicable, Village issued charge cards shall be utilized in lieu of cash in these circumstances.
2. Transportation expenses shall be reimbursed as follows:
 - a. Air travel shall be made in the most economical fashion possible where available.