

RESOLUTION 1362

A RESOLUTION AMENDING THE CITY OF LANDER POLICY AND PROCEDURE MANUAL AS IT PERTAINS TO ON CALL PAY AND TRAVEL REIMBURSEMENT

WHEREAS, pursuant to Section 12-3-6 of the Lander Municipal Code, the Mayor, subject to the approval of the Council, may establish regulations and policies concerning all city personnel; and

WHEREAS, the City of Lander has reviewed the City of Lander Policy and Procedure Manual and found a need to amend the section of the policy pertaining to On Call and Travel Reimbursement; and

WHEREAS, the City employees will be given a copy of the updated On-Call and Travel Reimbursement sections in the City of Lander Policy and Procedure Manual which shall read:

On-Call

At times, City employees may be assigned by their supervisor to On-Call Status, where an employee is waiting to be engaged in job-related tasks. On-Call is defined as time employees must be available and be able to report to work within 40 minutes of receiving a call, where liberty is only slightly restricted, and not under the influence of drugs or alcohol, where the employee is free to use the time however he or she wishes.

If the employee must remain on the City of Lander's premises so they cannot use the time freely, time is compensable on an hour-for-hour basis and shall not be considered On-Call time, but rather time worked.

The supervisor will try to give adequate notice when requiring the employee to be On-Call. Any employee who does not follow these on-call requirements will be subject to appropriate discipline, up to and including termination.

The employee shall record any actual hours worked on the official time record for the specific date the hours were incurred to be paid. Employees are compensated for on-call hours (on a yearly average) as part of their regular pay.

Travel Reimbursement

A Travel approval form shall be required to be completed and signed by a department supervisor prior to any employee incurring expenses on behalf of the City of Lander. If a variance exists, reimbursement may be made after approval of the additional expense. The City of Lander reimburses and pays actual expenses for travel. All expenses, if possible, should be paid using a City of Lander credit card. Meals will be paid only if not included in the travel plans (i.e. dinner will not be paid if you are attending a conference that provides dinner as part of the registration). Meals will be reimbursed in the actual amount incurred for each meal (not per day), but shall not exceed the federal General Service Administration (GSA) amounts for the destination including any Tip, nor shall any amounts be reimbursed for alcoholic beverages. Employees shall retain detailed or itemized receipts for all meals requesting reimbursement or purchased with a City of Lander credit card. Items not substantiated by sufficient receipts may not be reimbursed or allowed. Any expenses over the allowable amounts shall be reimbursed to the City by the employee. Airline or car rental expenses may be charged to the City credit card if approved in the Travel Approval Form. City vehicles should be used for travel when available. If a city vehicle is not available, upon approval, an employee may drive their personal vehicle for work related travel and be reimbursed mileage in accordance with the current GSA mileage rate.

Whenever possible, air travel should be purchased competitively and economy class. Cancellation charges or fees will be considered employee expenses and said funds should be reimbursed to the City absent circumstances beyond the employees' control.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LANDER, WYOMING:

- 1. The updated On-Call and Travel Reimbursement provisions set forth above are hereby adopted and shall replace any previous On-Call or Travel Reimbursement policies in the City of Lander Policy and Procedure Manual or employee handbook.
- 2. This Resolution shall take effect immediately upon adoption and shall apply to the July 2025 pay period.

PASSED, APPROVED AND ADOPTED the ____th day of JULY, 2025.

THE CITY OF LANDER,
A Municipal corporation

BY: _____
Missy White, Mayor

ATTEST:

Rachelle Fontaine, City Clerk

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

CERTIFICATE

I, Rachelle Fontaine, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Lander by a unanimous vote at a regular meeting held on July ____, 2025, and that the meeting was held according to law; all council members were present; and that the said Resolution has been duly entered in the resolution book of the City of Lander.

Rachelle Fontaine, City Clerk