

Section 3.14 Reimbursement Policy

Purpose

The objective of this policy is to establish a procedure for billing travel, meeting and professional development expenses to the Village of Ridgeway. This policy is applicable to all Village of Ridgeway Personnel charging travel, meeting and/or professional development expenses to the Village of Ridgeway. Reimbursement reports must be turned into the Village Clerk/Treasurer and will be reimbursed through payroll. The Village Board reserves the right to reject any or all expense reports. Exceptions to these may be granted by the Village Board if extenuating circumstances exist. Employees on Village business may take family members or other persons with them on the trip at their own expense. In the case of a rejection by the Village Board the previously paid reimbursement will be withheld from the next payroll.

Documentation

The employee must complete and sign the Mileage and Expense Reimbursement Form which is found in the back of this manual provided by the Village Clerk/Treasurer. Travel must be pre-approved by the Village ~~Board~~Clerk in advance. The form must be approved by the ~~employee's Department Head, Supervisor or Village President~~Village Clerk/Treasurer.

Automobile Travel

Employees are encouraged to use Village owned vehicles when traveling on Village business if vehicles are available. Mileage for the use of an employee's personal vehicle on official Village business shall be reimbursed at the allowable IRS rate. (See the Village Clerk/Treasurer-Treasurer for the current rate.) Employees who utilize their personal vehicles on travel assignments are responsible to carry liability insurance on said vehicle of no less than \$100,000 bodily injury per person, \$300,000 bodily injury per occurrence and \$50,000 property damage. The Village's insurance coverage will be secondary to the employee's insurance coverage. The mileage reimbursement for attending authorized functions shall begin and end at the Village Hall. Elected Officials and employees will not be reimbursed for mileage incurred to attend scheduled Board meetings. Employees will not be reimbursed for mileage incurred driving to or from the Village Hall for work, unless it is more economical to leave from home. All mileage shall be documented showing date, destination, reason and mileage.

Meals

Meal expenses for an employee when on Village business outside of the employee's normal work environment or in the course of Village business are eligible for reimbursement. This also includes time when the employee is staying overnight out of Village on official Village business. Allowance will be as follows, Breakfast - \$8.00 leave before 7:00 am. Lunch - \$10.00 leave before 11:00 am. Dinner - \$20.00 leave before 6:00 pm or return from travel by 6:00 pm. Meal allowance will not be given if meal cost is included in registration.

Lodging

Reimbursement is provided if for official Village business. The maximum allowance for lodging will be defined by IRS guidelines. Except for extenuating circumstances, no reimbursement will be allowed for lodging if location of meeting or business activity is within a reasonable driving distance from home. Overnight lodging shall be based on cost, with consideration given to accessibility in conduction of business. Conference/Convention stays will be allowed at the site of conference/convention.

Educational Programs

Reimbursement is provided including registration fees and related materials if applicable to employment with the Village of Ridgeway and pre-approved by the Village Board.

Article IV EMPLOYEE BENEFITS (per Ordinance 1.06)

Section 4.01 Federal and State Tax implications

Employees should be aware that certain benefits, like tuition reimbursement or cell phone reimbursement, may be subject to State and/or Federal tax. The Village assumes no responsibility as to items taxed or as the amount of such taxes.

Section 4.02 Vacation Leave

Leave Schedule

An employee is considered full-time if he or she works the equivalent of thirty-two (32) hours per week. All full-time village employees shall be entitled to paid vacations starting at the beginning of each year in accordance with the following:

One to three years:	2 weeks
Four to seven years	3 weeks
8 years and up	4 weeks

During the first year of employment, an employee is allowed two (2) weeks of vacation or annual leave. This vacation may only be taken after the employee has successfully completed six (6) months of employment and with supervisor approval.

In appropriate circumstances, as determined in the sole discretion of the Village Board, the Village Board may waive the requirement that an employee complete six (6) months of employment prior to using vacation. For example, if an employee was hired January 1st, he or she could not take vacation until July 1st, without special permission from the Village Board. The employee would have from July 1st to December 31st to use their vacation.

Vacation may be taken by the day or divided into hours. The Village Clerk/Treasurer must be notified by each employee or official of the intent to take vacation time.

If an employee leaves employment prior to completing a full year, vacation will be prorated. If the employee has used more vacation than he/she has earned on a prorated basis, that amount shall be deducted from the employee's final check. If the employee has not used as much vacation as he/she has earned on a prorated basis, any remaining amount is lost.

Unused

All current year unused time must be used by March 31 of the following year or lose all remaining hours from the previous year.

Section 4.03 Sick Leave

Full-Time Employees