

FINANCE COMMITTEE MINUTES

DATE OF MEETING: November 15, 2016 at 6:00 p.m.

MEMBERS PRESENT: Camille Redman – Chair, Melonie Tilley, David Newberg, Cris Rogers and Terry Ferguson. Also present Dee Rentmeister, County Administrator.

MEMBERS ABSENT: None

SUMMARY OF DISCUSSION:

- Jay Peterson from Peterson Insurance Services was present to go over the renewal for workman's compensation and liability insurance with ICRMT for the coming fiscal year. This year ICRMT is also going to be covering the unemployment insurance. The workman's compensation renewal will be \$54,443 and liability will be \$113,197. These items will be acted upon at the full board meeting this week.
- Motion by Tilley, 2nd by Ferguson to approve last months' minutes. Voice vote, motion carried.
- Motion by Ferguson, 2nd by Rogers to approve the claims. Voice vote, motion carried.
- Sandy Schlosser, Supervisor of Assessments, was present to ask the committee to consider giving merit bonuses to her two employees in the amount of \$250.00 each. She believes that they deserve this bonus due to the fact that she now spends half of time in Piatt County and this requires them to work without a supervisor during that time. Committee felt that they couldn't single out just one office to consider bonuses. No action was taken.
- Committee reviewed the chief deputy benefit policy. Motion by Tilley, 2nd by Newberg to approve the benefit policy for the chief deputy position. Voice vote, motion carried.
- Ferguson informed the committee that work needed to be done on dock 4 ramp and security gate due to a recent ADA violation. Costs to correct the issues will not exceed \$5000.00. Motion by Ferguson, 2nd by Rogers to recommend to the full board to authorize work on the ramp and security gate on dock 4 to correct ADA violations at a cost not to exceed \$5000.00. Voice vote, motion carried.
- Motion by Tilley, 2nd by Ferguson to recommend to the full board to adopt the revised non-union wage schedule for fiscal 2017. Voice vote, motion carried.
- Committee reviewed several revisions to the FY2017 budget that will need to be made at the meeting on 11-21-16 prior to adoption. The actual line item changes will be voted on at the full board meeting on 11-21-16.
- Motion by Tilley, 2nd by Ferguson to recommend to the full board to adopt labor agreements with Telecommunications, Sworn Officers and Corrections. All agreements are for one year with a 2% increase in the wage schedule. Voice vote, motion carried.
- Committee reviewed/discussed changes to the county employee travel policy. Motion by Rogers, 2nd by Ferguson to recommend to the full board to adopt changes to the employee travel policy. Voice vote, motion carried.
- Several computer purchases will be before the full board on 11-17-16. All of these items are budgeted for in this years' budget.
- Ferguson informed the committee that when the sailboat association was doing work to tie into the water lines at the marina one of the t lines sprung a leak. The sailboat association will be responsible for repairs.
- Motion by Tilley, 2nd by Ferguson to adjourn at 6:45 p.m. Voice vote, motion carried.

COMMITTEE ACTION:

- Approve last months' minutes.
- Approve the claims.
- Approve the benefit policy for the chief deputy position.

Recommend to the full board to authorize work on the ramp and security gate on dock 4 to correct ADA violations at a cost not to exceed \$5000.00.

Recommend to the full board to adopt the revised non-union wage schedule for fiscal 2017.

Recommend to the full board to adopt labor agreements with Telecommunications, Sworn Officers and Corrections.

Recommend to the full board to adopt changes to the employee travel policy.

RECOMMENDATIONS TO THE FULL BOARD:

Recommend to the full board to authorize work on the ramp and security gate on dock 4 to correct ADA violations at a cost not to exceed \$5000.00.

Recommend to the full board to adopt the revised non-union wage schedule for fiscal 2017.

Recommend to the full board to adopt labor agreements with Telecommunications, Sworn Officers and Corrections.

Recommend to the full board to adopt changes to the employee travel policy.

DATE OF NEXT MEETING: December 19, 2016 at 6:00 p.m.

AGENDA FOR THE FINANCE COMMITTEE

Date and Time of Meeting: November 15, 2016 at 6:00 p.m. County Board Room

1. Call Meeting to Order
2. Persons Wishing to Address the Committee (If requesting action, also list below in section three)
 - a.
 - b.
3. Items for Discussion and Possible Action
 - a. Approve last months' minutes
 - b. Approve claims
 - c. Merit bonuses
 - d. Chief Deputy benefit policy agreement
 - e. ADA compliance work on dock 4 not to exceed \$5000
 - f. Adopt non-union wage schedule
 - g. Revisions to proposed 2017 budget
 - h. Adopt labor agreements with sworn deputies, corrections and telecommunicators
 - i. Adopt revisions to 38.265 – 38.273 – Employee travel policy
 - j. Set wage for part time corrections position
4. Items for Discussion Only (No Action Requested)
 - a.
5. Executive Session
 - a.
6. Motion to adjourn

Posted: November 9, 2015 at 3:45 p.m.

Revised : November 10, 2016 at 1:25 p.m.

By: Dee Rentmeister

State of Illinois)
) SS.
County of DeWitt)

DE WITT COUNTY SHERIFF'S OFFICE

BENEFIT POLICY FOR CHIEF DEPUTY POSITION

The following benefit policy for the DeWitt County Sheriff's Office applies to any party in the **CHIEF DEPUTY** position as appointed by the DeWitt County Sheriff and may not be amended or otherwise revised unless specifically approved by the DeWitt County Sheriff and the DeWitt County Board and does not constitute a contractual relationship between the DeWitt County Sheriff and the party so appointed to the position of Chief Deputy. Appointment to the position of the Chief Deputy is upon the sole and exclusive discretion of the DeWitt County Sheriff:

1. Duration:

This policy statement commences on **December 1, 2016** and continues for an indefinite term and may be unilaterally amended or revised by the DeWitt County Sheriff and DeWitt County Board.

2. Salary:

The annual salary for the Chief Deputy shall be sixty-one thousand nine hundred and fifty dollars (**\$61,950**) as approved by formal action of the DeWitt County Sheriff and DeWitt County Board with annual increases issued pursuant to the Labor Agreement in effect at the time, covering the DeWitt County Sheriff's Office and Illinois F.O.P. Labor Council, Patrol Bargaining Unit or any successor union thereafter. This policy statement commences on **December 1, 2016** and continues for an indefinite term and may be unilaterally amended or revised by the DeWitt County Sheriff and DeWitt County Board.

All salary payments made to the Chief Deputy shall be treated as wages for withholding and employment tax purposes as provided by law.

3. Benefits:

- (a) **Vacation.** The Chief Deputy shall be entitled to vacation benefits as provided for pursuant to the Labor Agreement in effect at the time between the DeWitt County Sheriff's Office and the Illinois F.O.P. Labor Council (Patrol Bargaining Unit) or any successor union thereafter.
- (b) **Sick Leave.** The Chief Deputy shall be entitled to sick leave benefits as provided for pursuant to the Labor Agreement in effect at the time between the DeWitt County Sheriff's Office and the Illinois F.O.P. Labor Council (Patrol Bargaining Unit) or any successor union thereafter.
- (c) **Holidays.** The Chief Deputy shall be entitled to Holiday and Personal Day(s) benefits as provided for pursuant to the Labor Agreement in effect at the time between the DeWitt County Sheriff's Office and the Illinois F.O.P. Labor Council (Patrol Bargaining Unit) or any successor union thereafter. However, any other provision to the contrary notwithstanding, if a Holiday is observed on a Sunday, the Chief Deputy shall have the following Monday off with pay, if a Holiday is observed on a Saturday, the Chief Deputy shall have the prior Friday off with pay.

- (d) **Vehicle.** The Chief Deputy shall have the exclusive and unrestricted use of an automobile, which the Sheriff shall provide. The make, model, and year of the vehicle shall be within the discretion of the Sheriff. The County shall provide vehicle insurance at no cost to the Chief Deputy. The Chief Deputy shall be the only authorized driver of the vehicle, and the Chief Deputy shall not permit other persons to drive the vehicle. The Chief Deputy shall not drive the vehicle outside of the State of Illinois unless otherwise agreed to by the DeWitt County Sheriff or in direct performance of his/her duties herein.
- (e) **Health Insurance and Life Insurance Benefits.** The Chief Deputy shall be subject to the same health insurance and life insurance benefits as are provided for by the County, pursuant to the Labor Agreement in effect at the time between the DeWitt County Sheriff's Office and the Illinois F.O.P. Labor Council (Patrol Bargaining Unit) or any successor union thereafter.
- (f) **Retirement Benefits.** The Chief Deputy shall be subject to the retirement benefits as are provided for by the County, pursuant to the Labor Agreement in effect at the time between the DeWitt County Sheriff's Office and the Illinois F.O.P. Labor Council (Patrol Bargaining Unit) or any successor union thereafter, and as required by State statute.

4. At-Will Employment:

It is expressly understood that this policy statement is not intended, either expressly or impliedly, to provide any guarantee of continued employment and/or work hours and should in no way be construed as an employment contract for the position of Chief Deputy. The Chief Deputy is an "employee at will" and is not guaranteed employment herein. Nor shall this policy statement create any rights in nature of an employment contract. Furthermore, unless specified within this policy statement, the DeWitt County Sheriff retains the right to unilaterally change or otherwise alter benefits related to employment as a Chief Deputy without additional compensation to the Chief Deputy.

5. Right of Reversion to Prior Rank:

Should the DeWitt County Sheriff elect to revoke appointment of Chief Deputy, the person holding such position has the right to revert back to his/her prior rank within the DeWitt County Sheriff's Office wherein any party holding such prior rank may be subject to layoff pursuant to the Labor Agreement in effect at the time with the DeWitt County Sheriff's Office and the Illinois F.O.P. Labor Council (Patrol Bargaining Unit) or any successor union at the time.

6. Duties. The Chief Deputy shall serve at the discretion and pleasure of the DeWitt County Sheriff, and shall perform the duties as may appear from time to time in any personnel manual promulgated by the DeWitt County Sheriff's Office, those imposed by law, and those customarily assumed by the Chief Deputy for the DeWitt County Sheriff's Office, including but not limited to:

- (a) Direct and indirect supervision of Sheriff's Office employees.
- (b) Review, approval, and implementation of new and revised departmental policies, procedures, rules, and regulations to increase the efficiency and effectiveness of the department.
- (c) Handling all personnel matters including evaluations, status reports, disciplinary investigations, discipline, performance improvement, commendations, and recommendations to the DeWitt County Sheriff regarding personnel matters.
- (d) Conduct meetings of department staff to discuss administration and/or changes in policies, procedures, regulations or programs within the department.

- (e) Attend official meetings of the DeWitt County Board or its committees, at the direction of the DeWitt County Sheriff as necessary, which meetings may be after hours, as required to answer questions, provide information, and request resources.
- (f) Supervise the preparation of the department budgets; submit and justify them before the DeWitt County Sheriff and DeWitt County Board.
- (g) Maintain appropriate contacts with County attorneys and other appropriate persons including the members and staff of the DeWitt County Board.
- (h) Coordinate appropriate department activities with other law enforcement departments and local, state, and federal agencies.
- (i) Any and all other duties and assignments directed by the DeWitt County Sheriff.
- (j) Shall be subject to personnel rules of the DeWitt County Sheriff's Office but **shall not be subject to overtime compensation** in that the Chief Deputy is exempt from overtime provisions as a management, supervisory position of the DeWitt County Sheriff's Office.
- (k) The Chief Deputy shall serve the DeWitt County Sheriff's Office faithfully, diligently and competently, and to the best of his/her ability, and the Chief Deputy shall use his/her best efforts to enhance and develop the DeWitt County Sheriff's Office, internal organization, operations, business affairs, interests and welfare. The Chief Deputy shall devote his/her full business time and attention to the business and affairs of the DeWitt County Sheriff's Office and the performance of his/her duties hereunder and **shall not be employed by any other entity** while serving the DeWitt County Sheriff's Office unless otherwise mutually agreed to by the DeWitt County Sheriff. Any such agreement shall be in writing and provide an express term of such secondary employment and indemnification of DeWitt County with regard to the Chief Deputy's performance of duties under such secondary employment.

7. Terms and Conditions Incorporated By Reference:

It is understood that the terms and conditions contained in any General Orders of the Department in effect at the time and other personnel rules and regulations shall apply herein as though specifically stated, unless it conflicts with the terms and conditions of this policy statement, wherein this policy statement shall take precedence.

8. Residency:

The parties fully understanding that as a condition of continued employment, the Chief Deputy shall reside and have their legal place of abode within the corporate boundaries of the County of DeWitt within twelve (12) months of initial appointment as Chief Deputy. Failure to do so or failure to maintain such residency shall result in the immediate removal of such appointment as Chief Deputy unless otherwise agreed to in writing by the DeWitt County Sheriff.

9. Disclosure of Confidential Information.

- (a) **Prohibition on Disclosure.** The Chief Deputy recognizes that he/she will generate and be exposed to Confidential Information (as defined below). The Chief Deputy agrees that during the term of said appointment and for a period of five years thereafter he/she shall hold in strictest confidence and shall not, other than as required by law, without the prior written consent of the DeWitt County Sheriff, use for his/her own benefit or that of any third party or

disclose to any person, firm, governmental entity or corporation, except the County, any Confidential Information.

(b) **Definition of "Confidential Information".** For purposes of this Agreement, "Confidential Information" shall mean all information, and all documents and other tangible items which record the following types of information relating to the County:

- (I) Financial information with respect to the County including, without limitation, budgets, revenue projections, reports and analyses;
- (II) Future plans for the County;
- (III) Proposed ordinances, resolutions, rules, and regulations not yet disclosed to the public;
- (IV) County contracts and agreements; and
- (V) Any and all non-public documents, records, and other information relating to the County, provided, however, that information shall not be deemed to be Confidential Information if it becomes generally known to the public other than as a result of the Chief Deputy's breach of the Agreement, or as a result of a breach by any other person under a legal, contractual or fiduciary obligation not to disclose such information, where he/she has reason to know such a breach has occurred.

(c) **Exception.** The Chief Deputy may provide Confidential Information (I) to department employees on a "need to know" basis with appropriate precautions taken to maintain confidentiality, and in such case he/she shall be responsible for any unauthorized further disclosure of such information by employees or (II) if legal counsel for the County or for the Chief Deputy reasonably advises him/her that disclosure is required by law, provided that the Chief Deputy gives notice to the County of such disclosure as far in advance as practical.

(d) **Return of Information.** The Chief Deputy (or if deceased, his/her personal representative) shall promptly, following a request therefore from the County, return to the County, without retaining copies, all tangible items which are or which contain Confidential Information.

10. Indemnification. The County shall defend, hold harmless, and indemnify the Chief Deputy against any claim of tort, professional liability, civil rights or other statutory violation, or any other legal action, whether groundless or otherwise, arising out of any alleged act or omission occurring in the course of his/her performance of his/her duties hereunder, provided that there shall be no defense, saving harmless, or indemnification for acts and omissions amounting to knowing violation of law, willful misconduct, or material violation of this policy statement. The Chief Deputy shall promptly give notice of any such claim to the County and shall notify it promptly of any threats to make such a claim. The County shall control any such litigation, including the selection of counsel, and may compromise, settle, or litigate any such claim or suit. Employee shall cooperate fully with the County in any such litigation.

11. Representations.

(a) **Chief Deputy Representations.** The Chief Deputy represents that:

- (ii) He/she maintains a valid and effective driver's license.
- (iii) He/she has knowledge of state and federal laws, statutes, and regulations (1) defining criminal activity and (2) pertaining to labor relations and employee rights commensurate with and relevant to the duties expected of and assigned to the Chief Deputy.
- (iv) He/she has knowledge of the functions of and relationships between departments and agencies commensurate with and relevant to the duties expected of and assigned to the Chief Deputy.

(b) **County's Representation.** The DeWitt County Sheriff and DeWitt County represents that this policy statement has been approved by the DeWitt County Sheriff and DeWitt County Board.

12. Miscellaneous.

(a) The Chief Deputy shall be responsible for maintaining a mobile phone and shall be reasonably available for consultation and/or call out appropriate under the circumstances.

IN WITNESS WHEREOF, the parties have executed recognition of this Policy Statement as of the date appearing herein.

(Chief Deputy)

Dated: _____

COUNTY OF DE WITT
Dated:

(DeWitt County Sheriff)

Dated: _____

Schedule I

Pay Grade	1	2	3	4	5	6	7	8	9	10
1820	10.08	10.39	10.70	11.02	11.35	11.69	12.04	12.41	12.78	13.16
1820	\$ 18,345.60	\$ 18,909.80	\$ 19,474.00	\$ 20,056.40	\$ 20,657.00	\$ 21,275.80	\$ 21,912.80	\$ 22,586.20	\$ 23,259.60	\$ 23,951.20
2080	\$ 20,966.40	\$ 21,611.20	\$ 22,256.00	\$ 22,921.60	\$ 23,608.00	\$ 24,315.20	\$ 25,043.20	\$ 25,812.80	\$ 26,582.40	\$ 27,372.80
1820	10.30	10.61	10.93	11.26	11.59	11.94	12.30	12.67	13.05	13.44
1820	\$ 18,746.00	\$ 19,308.38	\$ 19,892.60	\$ 20,493.20	\$ 21,093.80	\$ 21,730.80	\$ 22,386.00	\$ 23,059.40	\$ 23,751.00	\$ 24,460.80
2080	\$ 21,424.00	\$ 22,066.72	\$ 22,734.40	\$ 23,420.80	\$ 24,107.20	\$ 24,835.20	\$ 25,584.00	\$ 26,353.60	\$ 27,144.00	\$ 27,955.20
1820	10.82	11.14	11.48	11.82	12.18	12.54	12.92	13.31	13.71	14.12
1820	\$ 19,692.40	\$ 20,283.17	\$ 20,893.60	\$ 21,512.40	\$ 22,167.60	\$ 22,822.80	\$ 23,514.40	\$ 24,224.20	\$ 24,952.20	\$ 25,698.40
2080	\$ 22,505.60	\$ 23,180.77	\$ 23,878.40	\$ 24,585.60	\$ 25,334.40	\$ 26,083.20	\$ 26,873.60	\$ 27,684.80	\$ 28,516.80	\$ 29,369.60
1820	11.23	11.57	11.91	12.27	12.64	13.02	13.41	13.81	14.23	14.65
1820	\$ 20,438.60	\$ 21,051.76	\$ 21,676.20	\$ 22,331.40	\$ 23,004.80	\$ 23,696.40	\$ 24,406.20	\$ 25,134.20	\$ 25,898.60	\$ 26,663.00
2080	\$ 23,358.40	\$ 24,059.15	\$ 24,772.80	\$ 25,521.60	\$ 26,291.20	\$ 27,081.60	\$ 27,892.80	\$ 28,724.80	\$ 29,598.40	\$ 30,472.00

porposed wage schedule effective 12-1-16

FY 2017 Budget Revisions prior to adoption

100.500.5040 – change to \$66,950 (increase \$5000)

100.500.5070 – new line \$7,800 (increase \$7800)

100.510.5015 – change to \$560,235 (decrease \$15,141)

100.510.5020 – new line \$24,000 (increase \$24,000)

100.510.5025 – change to \$60,000 (decrease \$6,600)

100.515.5015 – change to \$275,000 (decrease \$108,632)

100.515.5020 – new line \$27,100 (increase \$27,100)

100.515.5025 – change to \$50,000 (decrease \$42,700)

100.515.5042 – change to \$0 (decrease \$87,659)

100.515.6021 – change to \$55,000 (decrease \$8860)

100.515.6071 – new line \$246,000 (increase \$246,000)

100.515.6402 – change to \$55,000 (decrease \$65,000)

220.000.9009 – change to \$168,000 (increase \$3000)

EMPLOYEE TRAVEL POLICY

§ 38.265 GENERAL TRAVEL POLICY.

Because some officers and employees of the county are required to travel during the course of their employment, it is necessary that established guidelines be followed. This policy affects business trips, but is also applicable to travel that directly relates to seminars, conventions and training courses. Officers and employees are encouraged to attend the closest site.
(Ord. passed 11-28-2011; revised 11-17-16)

§ 38.266 AUTHORIZATION FOR TRAVEL.

I. General Travel Reimbursement

(A) There are three basic criteria that must be met prior to reimbursement any travel for which reimbursement is to be requested from the county.

(B) These criteria are:

(1) *Need.* A definite need is identified that the travel is necessary;

(2) *Expenditure.* The proposed expenditure is budgeted and does not exceed the maximum amounts for travel, meals and lodging as set forth in the Employee Travel Policy; and

(3) *Approval.* A travel reimbursement form is submitted which identifies:

- (a) the estimated dollar amount of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (b) the name of the individual who received or is requesting the travel, meal or lodging expense;
- (c) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (d) the date or dates and the nature of the official business in which the travel, meal, or lodging expense was or will be expended.

II. Authorization for Travel Reimbursement Exceeding Maximum Amounts

(A) Any county officer or employee that seeks reimbursement that exceeds the maximum expense allowed for travel, meals, or lodging under the Employee Travel Policy, shall seek approval for such expenditure by roll call vote at an open meeting before the County Board or before such committee as may hereafter be authorized by the County Board.

(B) Criteria to be provided for authorization for reimbursement exceeding maximum amounts shall be the same as provided for General Travel Reimbursement.

(C) Whenever practicable, authorization under this section should be sought prior to incurring the expense.

(Ord. passed 11-28-2011; revised 11-17-16)

§ 38.267 TRANSPORTATION.

(A) All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements.

(B) Modes of transportation authorized for office travel include; automobiles, railroads, airplanes, buses, taxicabs and usual means of conveyance. County vehicles may be used when the most practical, upon approval.

(C) Arrangements on airplanes, trains and boats shall be the least costly reasonably available alternative.

(D) Chartered aircraft, boats, trains, buses or other conveyance shall be used only as the last resort or if proven to be the most economical for the circumstances. A full explanation for the use of the transportation must accompany the voucher.

(E) The rental of an automobile while on travel status is allowed, if the circumstances require. The most economical vehicle available that is for county business shall be obtained. Collision damage and personal accident insurance on rented vehicles are not reimbursable.

(F) Privately-owned vehicles may be used when the use conforms to division (A) of this section. Private vehicles used for county business must have adequate insurance coverage. Prior to the authorization, employees are required to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or the certification shall be noted on the travel voucher. Reimbursement for use of a private vehicle shall be on mileage basis and shall be at the rate of \$0.40 per mile, effective 12-1-2008.
(Ord. passed 11-28-2011)

§ 38.268 ROUTING OF TRAVEL.

(A) Travel shall be by the most direct route with the following exceptions: travel by less direct route saves time; less direct route is safer; or detour was necessary because of highway construction. Travel by other routes may be allowed when officially necessary.

(B) Distances between destinations shall be shown on the state highway map published by the Secretary of State. Where no mileages are available, odometer readings may be used. Mileage in and around a city of destination may be claimed as such.

(C) Individuals choosing to travel by an indirect route or interrupt travel by direct route shall bear all additional expenses. Reimbursement for expenses shall be on the most direct mileage unless deviation is authorized.

(D) Mileage reimbursement will be payable to the owner of the vehicle.

(E) Car pooling or use of county-owned vehicles should be encouraged.
(Ord. passed 11-28-2011)

§ 38.269 EXPENSES RELATED TO TRANSPORTATION.

(A) Reimbursement for the cost of automobile parking fees and tolls shall be allowed.

(B) When the use of a common carrier is a reasonable alternative, the mileage payment shall not exceed the cost of its use. A reasonable alternative exists when the cost of travel, taking into account both transportation times, meal expenses, would be less if a common carrier were used.

(C) (1) Where the nature and location of work at a temporary duty station are such that suitable meals cannot be procured there, the expenses of daily travel required to procure meals at the nearest available place shall be considered necessary transportation.

(2) A statement of the necessity for the delay travel shall be provided with a reimbursement voucher. (Ord. passed 11-28-2011)

§ 38.270 LODGING.

(A) Only commercial lodging may be reimbursed. Lodging allowances are as follows:

- (1) Downstate Illinois – Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago - \$70.00 per night;
- (2) Downstate Illinois – All other counties - \$60.00 per night;
- (3) Chicago Metro - \$190.00 per night;
- (4) Collar Counties - \$80.00 per night;
- (5) Out-of-State - \$90.00 per night
- (6) If a conference is held at a hotel and the governmental rate is more than the above listed maximum, approval must be obtained from the Finance Committee prior to travel.

(B) The county does not permit reimbursement for the use of employee owned or controlled housing while on travel status.

(C) Lodging expenses shall only be reimbursed for county employees.

(D) The county does not permit reimbursement for lodging within a 50-mile radius of Clinton.

(E) No lodging will be reimbursed for one-day seminars.

(Ord. passed 11-28-2011; revised 11-17-16)

§ 38.271 MEAL ALLOWANCE.

(A) A meal allowance of \$32 per day shall be paid with itemized receipts being submitted.

(B) Breakfast is payable when an employee is on travel status and leaves the county or residence, if reporting directly to the destination, at or before 6:30 a.m. in the amount of \$5.00.

(C) Lunch is payable when the employee is on travel status during the standard lunch hour in the amount of \$10.00.

(D) Dinner is payable when an employee is on travel status and arrives back in the county or at residence, if reporting directly from destination, at or after 7:00 p.m. in the amount of \$17.00.

(E) Reimbursement for the cost of meals for approved seminars or official meetings, which are billed separately from the registration fee for the seminar or meeting, will be allowed in full when approved in advance as an essential part of the employee's attendance.

(F) Meals when travelers are attending official meeting or seminar and meals are provided or the cost of meals is included in the registration fee are payable.

(G) Meals purchased for non-county employees while on travel status and in connection with county business are reimbursable in reasonable amounts. A statement specifying why, for whom and certifying that the claim does not include alcoholic beverages, shall be attached to the reimbursement voucher.

(Ord. passed 11-28-2011; revised 11-17-16)

§ 38.272 REIMBURSABLE EXPENSES.

(A) The cost of business related special expenses, if reasonable, shall be reimbursed with proper receipts.

(B) Examples are:

(1) Hire of room, exhibit space and setup for official business;

(2) Laundry and dry cleaning if on travel status for at least seven consecutive days;

(3) Storage and handling of baggage;

(4) Taxis, including reasonable tips not to exceed 15% of the total bill;

(5) Telephone calls on official business including calls of three minutes or less to announce safe arrival or delay/change in plans; and

(6) Telephone calls to secure lodging.

(Ord. passed 11-28-2011)

§ 38.273 NON-REIMBURSABLE EXPENSES.

(A) The cost of certain business related expenses are not allowable.

(B) Examples are:

(1) Alcoholic beverages;

(2) Coat check;

(3) Entertainment;

(4) Late check-in and room guarantee charges;

(5) Meals for other county employees or officers;

(6) Parking tickets or other traffic tickets; and

(7) Tips incurred beyond the accepted rate (15% of total bill).

(Ord. passed 11-28-2011)

TRAVEL EXPENSE REIMBURSEMENT FORM

Name and Job Title: _____

Department/Office: _____

Dates: _____

Nature of travel: _____

Meals Total: _____

Lodging Total: _____

Mileage Total: _____

ATTACH ALL RECEIPTS AND MILEAGE DOCUMENTATION

Date approved: _____