

RESOLUTION 2015-R113

**A RESOLUTION APPROVING CHANGES TO THE PERSONNEL POLICIES
MANUAL FOR THE CITY OF BOERNE, TEXAS**

WHEREAS, the City of Boerne sets forth guidelines to promote consistent, equitable and effective practices by both employees and supervisors which will result in high quality public service to the citizens of Boerne; and

WHEREAS, from time to time, the City finds it necessary to amend these policies;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
BOERNE, TEXAS:**

that the City Council hereby adopts amendments, as specified in the attachment hereto, to the Personnel Policies Manual of the City of Boerne, Texas.

PASSED and APPROVED on this the ____ day of November, 2015.

APPROVED:

Mayor

ATTEST:

City Secretary

1.09 UNLAWFUL HARASSMENT

It is the policy of the City to provide and maintain a work environment which is free from any form of harassment and intimidation. The City prohibits and will not tolerate unwelcome conduct by any person, including City employees, vendors, customers, and any other person who enters the workplace. **Prohibited conduct** if the conduct is based on race, color, sex (including sexual harassment), religion, national origin, disability, or age, and if:

1. Submitting to the conduct or being subjected to the conduct is a term or condition of employment, including hiring, promotion, pay, fringe benefits, job training, classification, referral, and other aspects of employment; or
2. The conduct unreasonably interferes with an individual's performance on the job or it creates a hostile, offensive or intimidating work environment.

Harassment may include offensive jokes, slurs, epithets or name calling, physical assaults or threats.

Sexual harassment may also include unwelcome sexual advances, request for sexual favors and other physical, verbal or visual conduct of a sexual nature. It is illegal and against the City's policy for any worker, male or female, to harass another worker or to create a hostile work environment by either committing or encouraging:

- Physical assaults on another employee, including, but not limited to, rape, sexual battery, molestation, or attempts to commit these assaults; or
- Intentional physical contact that is sexual in nature, including, but not limited to, touching, pinching, patting, or brushing up against another employee's body; or
- Unwanted sexual advances, propositions, or sexual comments, including making sexual gestures, jokes, or comments made in the presence of any employee who has indicated that such conduct in his or her presence is unwelcome; or
- Posting or displaying pictures, posters, calendars, graffiti, objects, or other materials that are sexual in nature or pornographic.

1.10 REPORTING AND INVESTIGATING DISCRIMINATION OR HARASSMENT

Any employee that is subject to, is a witness to, or becomes aware of any conduct that might be considered a violation of this section must immediately report the incident to the Human Resources Department. Confidentiality of the report will be maintained as much as possible. However, absolute confidentiality cannot be promised as the report may be disclosed to persons who need the information to conduct an investigation or to take corrective action or both.

After an incident described by this section has been reported, the Human Resources Department will conduct an investigation, and when appropriate, local law enforcement officials will be involved to ensure the safety of employees. If it is determined that discrimination or harassment described by this section did occur, the City will take prompt corrective action to END the harassment or discrimination, RETURN lost benefits or opportunities to the employee, RESTORE a proper work place environment, and DISCIPLINE the harasser. An employee who is found to have engaged in conduct in violation of this section is subject to appropriate disciplinary action, including termination.

1.10.1 RETALIATION

A report of a violation of this section that is made in good faith will in no way be held against an employee. The City will not tolerate retaliation of any kind and in any manner. This protection extends not only to the person reporting a violation of this section, but also to those who serve as witnesses in investigations conducted under this section.

1.11 CHANGES TO THESE POLICIES AND EMPLOYEE SUGGESTIONS.

1.11.01 These personnel policies may be amended or revised, or new policies may be added, at any time, with or without notice, upon the approval of the City Council. In addition, the City Manager or his designee, will conduct an annual review of these policies. Employees will be notified by the Human Resource Department of any changes to the policies as soon as practicable.

1.11.02 Employees are encouraged to make constructive suggestions for improvements in these policies or in work procedures or conditions. Any employee who wishes to suggest a personnel policy change should submit his or her suggestion(s) to the City Manager for consideration. Employees are responsible for maintaining current knowledge and understanding of all personnel policy changes and for requesting clarification or assistance when needed.

1.12 SMOKING. In general, smoking and vaping is prohibited within city facilities. Smoking vaping are only permitted in designated exterior areas of city facilities. The City of Boerne does not permit the use of tobacco products, or vaping inside city vehicles, or inside city facilities.

1.13 SEARCHES. The City reserves the right to make general or random searches of all city property, such as lockers, closets, and desks, for alcohol, prohibited drugs, or drug paraphernalia without the consent of the employee. The use of privately owned padlocks or other locking mechanisms for city property is prohibited and such locking mechanisms will be removed.

Any materials brought into the workplace, such as personal effects, briefcases, vehicles, and so on, may be subject to search at any time if a reasonable suspicion exists that alcohol, prohibited drugs, or drug paraphernalia may be found. If the employee is available, he or she will be asked to consent to the search. If the employee does not consent, any attempt to conduct a search of materials brought into the workplace will not be continued. However, the employee's refusal to cooperate will be noted in his/her employee folder, together with a statement that reasonable suspicion existed to conduct the search. No search of materials brought into the workplace will be conducted in the employee's absence.

Any search will be conducted as privately as possible, involving only persons with a need to know and only with the authorization of the City Manager or his or her designee.

- Sweatsuits, windsuits or shorts of any type
- Short Skirts or dresses (more than 5 (five) inches above the knee)
- Skirts with revealing splits or slits
- Leggings (only permitted under dresses)
- Floppy shoes (i.e. flip flops, thongs or beach wear)
- Overalls
- Provocative or revealing attire (revealing bare back or midriffs)
- Lip, nose or any earrings on a visible part of the body (excluding ears)
- Lapel pins that may be deemed inappropriate by citizens/customers and the Supervisor or City Manager
- Athletic shoes (such as running, jogging, tennis, etc)
- Shoes not in good repair and/or inappropriate for safety environments

For clarifications regarding appropriate attire, please direct questions to your Department Director or the City Manager. Employees who report to work in unacceptable dress may be required to go home and change into acceptable clothing. Repeat offenders will be subject to the progressive discipline system, which includes suspension and termination. Should an exception become necessary for medical or other valid reasons, please visit with Human Resources Department for approval. The city reserves the right to change or cancel its business casual dress policy, as determined by the City Manager.

2.04.03 Casual Day. Casual day has been designated as every Friday of each month or the last working day of the week should a Holiday fall at the end of a week. Other inappropriate clothing as stated above will not be allowed. Although not mandatory, unless directed by the City Manager, it is encouraged for city employees to wear their "City shirts" on casual day. This is not an exception to the uniform policy for those employees whose positions require a uniform to be worn.

2.04.04 Identification Cards. Identification Cards are provided to our employees for identifying our employees to our citizens and to provide access to certain city facilities. These cards are the property of the City of Boerne and upon separation of employment, the identification card must be returned to the Human Resource Department.

2.05 UNIFORMS. Some City departments require employees to wear uniforms. In some cases, the City provides the uniform and pays for the maintenance costs. In all cases, the employees must keep their uniforms neat and clean. Employees who have been issued City uniforms must return these uniforms before leaving City employment **and are subject to final payroll deduction for the uniforms not returned.** No alterations are permitted to city purchased or leased uniforms.

2.06 SAFETY TOE BOOTS. Some city departments require employees to wear safety toe boots. The City will reimburse the employee up to a dollar amount decided upon by the City Manager and Finance Department for the safety toe boots. In the event the employee leaves the employment of the City of Boerne prior to the completion of their initial six month probationary period, the employee will refund the reimbursement to the City.

2.07 TIMELINESS AND ATTENDANCE.

2.07.01 Employees are to be punctual in reporting for work, keeping appointments, and meeting schedules for completion of work.

2.07.02 An employee who expects to be late for or absent from work must report the expected tardiness

3.00 USE OF CITY PROPERTY

3.01 GENERAL POLICY. The City attempts to provide each employee with adequate tools, equipment, and vehicles for the job being performed, and expects each employee to observe safe work practices, and safe and courteous operation of vehicles and equipment in compliance with all applicable regulations.

3.02 USE OF TOOLS, EQUIPMENT, PROPERTY, AND VEHICLES.

3.02.01 Employees who are assigned tools, equipment, vehicles, or any other city property by their departments are responsible for them and for their proper use and maintenance. The City of Boerne maintains separate policies on the Use of Internet, E-Mail, Personal Communication Devices and Social Networking.

3.02.02 City property, materials, supplies, tools, equipment, uniforms, and vehicles are purchased with taxpayer funds and are intended for the maintenance and operations of the City. No personal or political use of any city property, materials, supplies, tools, uniforms or equipment is permitted. Upon termination of employment, employees must return any city property in their possession. Failure to return all city property in the employee's possession may result in legal action by the City against the employee.

3.02.03 Some City of Boerne employees are permitted to drive city vehicles home in the evenings and on weekends and to return to their work site in the vehicle on their next regularly scheduled workday. Generally, this is done to enhance the employee's ability to respond to an emergency call by eliminating the need for the employee to drive first to the city vehicle's location and then to the work site. In these instances, the vehicle may not be used by the employee to conduct any kind of personal business unless the business is conducted while the employee is en route from his or her city work site to his or her home or vice versa. **(See policy on Take Home Vehicles)**. The City of Boerne does not permit the use of tobacco products inside any city vehicles or city buildings.

3.02.04 If an employee is in doubt about a circumstance, he or she must check with the appropriate department head or the City Manager before proceeding. Violations of this policy may result in discharge and possible prosecution.

3.03 VALID DRIVER'S LICENSE.

3.03.01 All operators of city vehicles are required to have the valid driver's license necessary for legal operation of that vehicle in the State of Texas, and to keep their supervisors informed of any changes of status in their licenses. Department heads or supervisors will conduct periodic checks of the driving records of all employees who operate city vehicles. An employee who is required to drive as an essential function of his or her job must maintain a driving record satisfactory to the City's general liability insurance carrier, or the employee will be restricted from driving and/or disciplined up to and including dismissal. Under most liability insurance policies, one offense that is certain to result in the employee's disqualification from coverage is a conviction for driving under the influence of alcohol or drugs. Employees should also be aware that the City conducts an annual examination of the driving records of all employees who operate city-owned motor vehicles to determine any violations of this policy.

3.03.02 Suspension or revocation of the driver's license of an employee whose position requires driving as an essential function may result in a demotion, restriction, or dismissal.

6.00 EMPLOYEE COMPENSATION AND ADVANCEMENT

6.01 PAYDAYS. The pay period for the City is biweekly; Each pay period ends at 12:00 midnight on the last Friday of the period. Paydays are the last working day of each period.

6.02 CHECK DELIVERY.

6.02.01 Paychecks will not be issued other than on the days set out above without the City Manager's approval.

6.02.02 The City offers and encourages all city employees to utilize direct deposit. Additionally, an employee may choose to have the direct deposit notification emailed. For those employees who do not select to use direct deposit, each department head, or someone authorized to do so in his or her absence, is responsible for picking up the paychecks for employees in that department from the finance department on paydays. Paychecks are distributed to individual employees by their department heads or by an individual delegated this responsibility within each department. Only the employee himself or herself, or someone with prior authorization from the employee, may receive the check in person.

6.02.03 No salary advances or loans against future salary will be made to any employee for any reason.

6.02.04 Employees must bring any discrepancy(ies) in their paychecks (such as overpayment, underpayment, or incorrect payroll deductions) to their supervisor's attention before cashing the check or upon discover of deposit. If the paycheck must be cashed before the error can be corrected, the employee should save the check stub for an earnings statement. If an employee does not understand how to figure his or her pay or how to read his or her check, help should be sought from the department supervisor or the finance department.

6.03 PAYROLL DEDUCTIONS.

6.03.01 The following deductions made from employees' pay checks are either required by federal or state law or approved and authorized by the City Council.

Required federal/state deductions:

1. Federal Social Security and Medicare;
2. Federal income taxes;
3. Court ordered child support; and
4. Any other deductions required by law.

Deductions approved by City Council:

1. Texas Municipal Retirement System contributions (regular full-time employees and covered part-time employees contribute and the City also contributes to each covered employee's account);
2. The portion not paid by the City of group health/medical and life insurance premiums for employees or dependents;
3. Requested deductions by the employee for a deferred compensation program;
4. Any other deductions authorized by the City Manager, **or established by policy;**

6.03.02 If there is a change in the employee's family status, address, or any other factor affecting his or her payroll withholding or benefits status, the employee is responsible for obtaining, completing, and returning to the finance department the appropriate forms for communicating these changes.

7.08 OVERTIME AND LEAVE TAKEN. If an employee is required to work extra hours during a work period (or workweek) in which he or she has used sick leave, vacation leave, or any other type of paid leave time (including scheduled holiday time off), the employee will be paid for the extra hours at one and one-half times the employee's regular rate of pay. All authorized, paid leave time hours taken will count as "hours worked" under the Fair Labor Standards Act (FLSA).

7.09 TIME REPORTING.

7.09.01 Employees must keep records of all hours worked and released time taken and, where appropriate, hours credited to particular projects. In the absence of electronic means, forms for this purpose are provided by the City.

7.09.02 Time records must be approved by the employee and initialed by the employee's department head. It is recommended that these forms be completed after each day's work in order to maintain an accurate and comprehensive record of the actual time spent on particular projects.

7.09.03 Each department head is responsible for ensuring that all hours worked and leave time taken are reported on the time sheets sent to the finance department as well as being recorded on the individual department's records.

7.10 "ON CALL" OR "STANDBY" TIME.

7.10.01 The vital nature of certain city services requires that some employees be available in an "on call" or "standby" status in the evenings and over holidays and weekends to ensure the continuity of those vital services. Employees on-call will receive a call for service. The employee is required to call back immediately. If the employee's presence is required, the employee must report to the trouble site within 20 (twenty) minutes of the call back. The employee who is on-call is not restricted to a specific location provided he or she can meet the 20-minute response time. **"On Call or Standby" time refers to nonexempt employees only.**

~~**7.10.02** When nonexempt city employees are assigned to be on-call for a particular week, the person(s) designated as on-call will automatically be paid for eight hours at the regular, straight-time hourly rate of pay for any on-call week and four additional hours at the straight-time rate for any holiday during the on-call period. Should there be a second employee in the same department also scheduled for on-call, but only as a back-up to the primary on-call employee, the second employee will automatically be paid six hours at the regular straight-time rate of pay for any on-call week and three additional hours at the straight-time rate for any holiday during the on-call period.~~

~~**7.10.03** If an employee is called in to work while on-call, the employee will be compensated at one and one-half times the regular hourly rate of pay for the number of hours actually worked that day, and the balance of the on-call hours will be paid at the regular, straight-time rate of pay. For example, if the employee is called in and actually works three hours on a Saturday or a Sunday, he or she will be paid for three hours at time and one-half and five hours at straight time. If the employee actually works eight full hours on a weekend, the entire eight hours would be at time and one-half, and all remaining overtime hours worked during the rest of the on-call week would be paid at time and one-half.~~

7.10.04 The on-call period begins at the end of the regular work period on Friday and ends the following Friday at the same time.

7.10.05 Refusal to report without sufficient justification or repeated non-availability for emergency service will result in disciplinary action, up to and including dismissal.

7.10.06 Each department's practice and criteria for payment of "On Call or Standby" time, and ~~All on-call~~ all such assignments are subject to the approval of the City Manager. The City Manager is hereby authorized to amend the standby policy from time to time to meet the financial, operational, and maintenance needs of the City.

7.11 WORKFORCE BREASTFEEDING POLICY

The City of Boerne recognizes that breast milk is the optimal food for growth and development of infants and encourage employees and management to have a positive accepting attitude toward working women who are breastfeeding. The City of Boerne promotes and supports breastfeeding and the expression of breast milk by employees who are breastfeeding when they return to work.

Lactation times shall be established for each employee based on her work schedule. If possible the lactation time is to run concurrently with any break time already provided. Employees shall be provided the use of a clean, comfortable space. A toilet stall shall not serve as the lactation area. The lactation area should be equipped with an electrical outlet and contains comfortable seating. Ideally the lactation area will be near the employee's work area. The employee should have access to a sink with hot water and a refrigerator for storage of expressed milk.

8.00 BENEFITS

8.01 HEALTH AND LIFE INSURANCE.

8.01.01 Active Employees. The City of Boerne makes available group health and life insurance coverage for regular full-time employees and regular part time employees in excess of 30 hours per week. Optional coverage for dependents is available. Premiums are deducted from the employee's paycheck.

8.01.03 Retiree Insurance. The City of Boerne makes available group medical, dental, and vision insurance for retirees who are Pre 65 and Post 65 based on:

- Eligible for retirement per the established criteria through the Texas Municipal Retirement System; and
- As an active employee currently participating in the health insurance program for a minimum of one year

Participation in coverage is optional to the employee who is retiring.

8.01.04 Coverage Available.

- The same medical, dental and vision plans offered to active employees, or
- Coverage through COBRA Continuation of Coverage; or
- Pre 65 Retiree Coverage plans offered to active employees; or
- Post 65 Retiree coverage plans;

8.01.05 Retiree Medical Contribution by the City ~~The employee elects coverage at the same medical plan(s) offered to active employees, the Continuum of Coverage, or the employee elects coverage for the under 65 Retiree Plan for Early Retirees the contribution will be as follows:~~

Years of Service in Boerne	City Contribution
20 years	\$425.00
25 years	\$510.00
30 years	\$635.00

~~The City's contribution offering is set at a maximum of 10 years for an early retiree (under the age of 65). No new enrollees are permitted in this coverage after October 1, 2015.~~

8.01.06 Pre 65 Retiree Subsidy by the City. Should the employee under the age of 65 retire, the employee may elect to continue the coverage as provided to all active employees at our active employee rate. If the employee has served 20 years or more with the City of Boerne and continues coverage, the employee qualifies for the Pre 65 subsidy shall be as follows:

Years of Service in Boerne	City Subsidy
20 years	\$220.00
25 years	\$260.00
30 years	\$330.00
35 years	\$350.00
40 years	\$375.00

The City's subsidy offering and the Pre65 coverage is set at a maximum of 5 years for a Pre 65 retiree. Please see Human Resources for additional information regarding participation and premium payments.

10.02 WORK DURING HOLIDAYS.

10.02.01 It is not always feasible to grant holidays at the scheduled time, especially for employees who are assigned shifts on an "around-the-clock" operation, **or are on a varied schedule.** With the approval of the City Manager, a department head who finds it a business necessity to do so may direct some or all employees of the department to report for work on a holiday.

10.02.02 The City's basic policy is that each regular employee receives a specified number of paid holidays per year, as set forth in these policies. In a department requiring around-the-clock operation, the department head:

1. May designate an alternate day off for the employee if the holiday falls on the employee's regular day off or if the employee is required to work all or any part of a holiday; or
2. With the approval of the City Manager, may pay an employee an extra or partial shifts day's pay, in addition to his or her pay for the holiday, for each holiday worked; or
3. With the approval of the City Manager, may pay an employee or a group of employees an extra day's pay, or partial shift based on scheduling, regardless of whether the holiday was worked.

10.03 HOLIDAY DURING VACATION. If an official holiday falls within a regular employee's vacation, the employee will be granted the holiday and not charged for a day of vacation.

12.00 DISCIPLINE

12.01 GENERAL. Some employee behaviors or actions that may result in disciplinary steps include, but are not limited to, the following:

- Insubordination.
- Absence Without Leave including absence without permission, failure to notify a supervisor of sick leave, and repeated tardiness or early departure.
- Endangering the Safety of the Employee and/or Other Persons through negligent or willful acts.
- Use of Alcohol or Drugs while on duty or in a city vehicle.
- Alcohol or Drug Abuse while on duty which may affect the performance or safety of the employee or other person(s).
- Unauthorized Use or Theft of Public Funds or Property;
- Conviction of a felony;
- Conviction of Official Misconduct, oppression, or perjury;
- Possession of Unauthorized Firearms or Lethal Weapons on their persons or in city vehicles, or in city buildings, other than a commissioned peace officer.
- Falsification of Documents or Records;
- Unauthorized Use of Official Information or unauthorized disclosure of confidential information;
- Unauthorized or Abusive Use of Official Authority;
- Violation of the city's ~~Sexual~~ **Unlawful** Harassment policy;
- Failure to Observe the City's Policies Regarding Communications with the public (see **Communications** section in **Employee Responsibility** chapter);
- Incompetence or Neglect of Duty;
- Disruptive Behavior which impairs the performance of others; or
- Other Violation of any of the Requirements of these Personnel Policies or any departmental policies not in conflict with these policies.

12.02 PROGRESSIVE DISCIPLINE.

12.02.01 The City Manager may take disciplinary action, including dismissal, affecting an employee at any time. The severity of the discipline depends upon the nature of the infraction. The City may, but not necessarily will, use a progressive discipline system as follows:

13.05.09 The City Manager shall affirm the dismissal unless it is found that it was unlawful, arbitrary, or not reasonably supported by substantial evidence presented at the hearing. If the finding is in the employee's favor, the City Manager may reverse the dismissal and reinstate the appealing employee with back pay and all benefits, or may substitute other appropriate disciplinary action. The City Secretary shall notify the appealing employee of the decision, and the reasons for the decision, by certified mail, return receipt requested, addressed to the employee's address of record. The City Manager's decision on the appeal is final.

13.06 DISABILITY. In cases of long-term disability where an employee is unable to return to work for a period of time which would cause an undue hardship to the City to hold the position open, and if no position is available which the employee could perform with a reasonable accommodation by the City, the employee will be separated from employment with the City.

13.07 DEATH. If a city employee dies, his or her estate receives all pay due and any earned and payable benefits as of the date of death.

13.08 CALCULATION OF SEPARATION PAY.

13.08.01 Upon separation from city employment, a regular employee who has completed at least six months of continuous employment will be paid for unused vacation leave up to the maximum allowable accumulation limit.

13.08.02 Payment for such leave balances will be included in the employee's final paycheck and will be calculated in the following manner:

1. The total work time and allowable vacation (see section on **Vacation Leave** to determine allowable vacation) and compensatory leave time for nonexempt employees will be calculated as a total number of hours for which compensation is due and paid at the employee's current regular hourly rate in effect at the time of termination.
2. For nonexempt employees any overtime hours worked during the employee's final pay period, which have not been compensated through any of the time-off methods described under the **Overtime Compensation** section in these policies, will be paid in the final paycheck at a rate of one and one-half times the employee's regular hourly rate for each overtime hour worked.
3. Compensatory time for nonexempt employees, which has been entered and carried on the employee's records at one and one-half times the number of hours worked, will be paid at the employee's regular straight-time hourly rate for the total number of hours on the employee's compensatory time record.

13.08.03 Unused sick leave will be canceled upon termination of employment, and the employee will not be compensated for it.

13.08.04 The employee will receive his or her final paycheck on the next regularly scheduled payday following his or her last day of employment. All federal, state, court ordered or authorized payroll deductions will be calculated.

13.09 DOCUMENTATION/EXIT INTERVIEWS. Reason(s) for a separation are stated in writing, signed

18.00 TRAVEL AND SUBSISTENCE

18.01 AUTHORIZATION REQUIRED

The City Manager or his/her designee may authorize travel leave and expenses for City business. Any employee traveling on official business shall communicate with their supervisor as to where they can be reached while traveling.

18.02 ALLOWABLE EXPENSES

18.02.01 REGISTRATION. The City will reimburse actual expenses incurred in registering for a conference, seminar, or meeting. A receipt must be furnished for reimbursement purposes. The City encourages advance payment of fees to take advantage of any discounts available. However, any recreation expenses included in the registration (i.e. golf, tennis, runs, etc) will not be reimbursed.

18.02.02 TRANSPORTATION. The department head/supervisor will be expected to select the mode of transportation that is most economical to the city considering cost and time consumed. Alternate routes, which are desirable because of personal affairs of the traveler, can be used, but only on the traveler's time and with the traveler bearing the additional cost of the alternate route. When travel is required for City business a City vehicle, or personal vehicle, should be used when such travel distances make this mode of transportation the most economical. Travel between an employee's residence and the employee's principal place of work is not eligible for reimbursement.

- ~~1. When an employee uses their personal vehicle, all travel mileage will be paid at the most recent IRS approved rate per mile plus parking fees. Should an employee travel in their personal vehicle beyond their principle place of employment to conduct business, the employee may be reimbursed for mileage from their principle place of work to the work site, and from the work site to their principle place of employment. The most direct route will be used for the reimbursement.~~
- ~~2. Travel between an employee's residence and the employee's principal place of work is not eligible for reimbursement.~~
- ~~3. When City vehicles are used, all expenses incidental to the use of such vehicle (parking, gasoline, oil, repairs, etc) shall be reimbursed. Receipts will be required.~~
- ~~4. When air travel is permitted, employees will book their flight as far in advance as possible. Air travel reimbursement shall be limited to "coach" fares. Additionally, if the employee's travel requires parking at the airport for twenty-four (24) hours or less, the employee will be reimbursed at the short term parking rates. If travel requires parking for twenty-five (25) hours or more, the reimbursement shall be at the long term parking rate. Original receipts will be required for reimbursement.~~
- ~~5. Reimbursement will be made for the use of rental cars, taxi or bus fares, etc., provided such expenses are necessary and reasonable. Approval to rent a car should be obtained prior to the trip whenever possible. Employees are expected to obtain the lowest possible rates for the cars, and shall sign and accept the liability/collision insurance agreement on the contract.~~
- ~~6. Alternate routes, which are desirable because of personal affairs of the traveler, can be used, but only on the traveler's time and with the traveler bearing the additional cost of the alternate route. Mileage and expenses incurred on alternate routes must be shown on the expense report that is turned in for reimbursement or for advance in funds request.~~
- ~~7. Employees may not utilize the city vehicle for transportation for any other individuals, (other than another employee) without the express permission of the City Manager.~~

1. Staff with Car Allowances

- a) For business travel over 75 miles roundtrip in distance, mileage will be reimbursed based on 30% of the current IRS statute rate. For example: 1) Round trip mileage to/from San Antonio airport is 60.6

miles – no reimbursement is due (less than 75 miles). 2) Round trip mileage to/from Austin airport is 187.0 miles – mileage for 187 miles is reimbursable at 30% of the current IRS statute rate.

2. Staff without Car Allowances

a) When an employee uses their personal vehicle, all travel mileage will be paid at the most recent IRS approved rate per mile plus parking fees. Should an employee travel in their personal vehicle beyond their principal place of employment to conduct business, the employee may be reimbursed for mileage from their principal place of work to the work site, and from the work site to their principal place of employment. Employee will include a mileage map noting the travel. The most direct route will be used for the reimbursement.

3. City Vehicle Used

a) When City vehicles are used, all expenses incidental to the use of such vehicle (parking, tolls, etc) shall be reimbursed. Receipts will be required. Employees may not utilize the City vehicle for transportation for any other individuals, (other than another employee) without the express permission of the City Manager.

4. Air Travel

a) When air travel is permitted, employees will book their flight as far in advance as possible. Air travel reimbursement shall be limited to “coach” fares. Additionally, if the employee’s travel requires parking at the airport for twenty-four (24) hours or less, the employee will be reimbursed at the short term parking rates. If travel requires parking for twenty-five (25) hours or more, the reimbursement shall be at the long term parking rate. Receipts will be required for reimbursement.

5. Alternative Transportation

a) Reimbursement will be made for the use of rental cars, taxi or bus fares, etc., provided such expenses are necessary and reasonable. Approval to rent a car should be obtained prior to the trip whenever possible. Employees are expected to obtain the lowest possible rates for the cars, and shall sign and accept the liability/collision insurance agreement on the contract.

18.02.03 MEALS. If travel requires an overnight stay, a maximum daily allowance for meals (per diem) will be provided based on the General Services Administration (GSA) guidelines for the location of travel. ~~When an employee claims the allowance, any meals provided by the conference will be deducted at the GSA approved rate.~~ Please meet with the Finance Department for the per diem rate for your location of travel. Receipts for per diem expenses are not required. If an employee is required to be away from their principal place of business for more than one-half day and an overnight stay is not required, a reasonable cost for the employee’s meals will be reimbursed if a receipt is provided. Total allowance for reimbursement for meals includes a maximum of twenty percent for gratuity. Half day seminars or errands which take four hours or less will not be eligible for meal reimbursement without prior approval from the department head.

18.02.04 LODGING. Employees are expected to make lodging reservations well in advance whenever possible, and to take other actions to ensure lodging is secured at a moderate rate. Reimbursement of lodging shall be limited to single rates unless two or more employees occupy a single room, or otherwise approved by the City Manager. It shall be the policy of the City to reimburse for only lodging that is economical and practical. Exceptions to this may be granted when least expensive hotel rooms are unavailable or where conferences are held in or nearby the hotel. Receipts for lodging must be provided to obtain reimbursement.

1. Reimbursement will not be made for personal telephone calls, alcoholic beverages, entertainment expenses, or other sundry items not relevant to the public purpose of the travel, except as provided in

Section 18.02.05 below.

18.02.05 ENTERTAINMENT. The City realizes that from time to time, it is **appropriate** ~~necessary~~ to entertain dignitaries, and state, federal, and business representatives whenever it may be deemed in the best interest of the City. Such expenses may be reimbursed at the discretion of the City Manager. Receipts will be required before reimbursement can be made. Whenever practical, prior authorization should be obtained from the City Manager.

18.02.06 WAGES WHILE ON TRAVEL. Travel time should follow the most **reasonable and** cost efficient method available. Travel time for non-exempt employees is computed by the hours necessary for travel and attendance to conduct city business/training. Employees are not compensated for eating or sleeping while traveling.

A. When a non-exempt employee is assigned to travel out-of-town on a one-day assignment, travel time is paid (as if the travel is part of the activity the employee was hired to perform on the workday in question).

B. When a non-exempt employee is assigned to travel out-of-town overnight, travel that occurs outside of the employee's regular working hours as a driver or a passenger in an automobile, or on an airplane/train/bus, is paid time. Travel away from home overnight is clearly work time when it cuts across an employee's regular work day (normal working hours) the employee is substituting travel for other duties.

C. Any work that an employee is required to perform while traveling must be counted as hours worked; this includes driving or assisting/helping the driver.

D. An employee required to operate a motor vehicle (car, pickup truck, dump truck, etc.) out of town in order to get to a work assignment away from the City, will be paid for travel to the location away from the employee's principal place of business or home whichever is less

E. Questions regarding specific circumstances for non-exempt employee travel should be referred to the Human Resources Department prior to travel.

18.02.07 DEPENDENT EXPENSES. There is no objection to a spouse/family accompanying an employee on an out of town business trip; however, the City will not be financially responsible for the spouse/family member of the employee. Any additional expenses incurred such as travel, lodging, meals, or any other miscellaneous expenses will be the sole responsibility of the employee. The City will not reimburse the additional expense. This provision is applicable only when a City vehicle is not used, unless approved in advance by the City Manager.

18.03 TRAVEL ADVANCES

Minimum, but sufficient cash advances may be drawn from the City by employees traveling on City business. **If an employee is requesting a cash advance:**

1. A Travel Advance **Request** form shall be filled out for all travel for City business. For meetings or trips outside the City, additional information or brochures should be attached to provide management an overview of the meeting/event.
2. The employee will fill out all information pertinent to the request, indicating purpose of travel, location, type of transportation, departure date and time, return date and time, estimated expenditures and funds required in advance. The report shall then be forwarded to the Department Head for approval.

3. The Department Head will review the request and **approve** ~~sign-off~~ if the trip is approved.
4. Upon Department Head approval the request will be forwarded to the Finance Department. Finance will note the departmental travel budget and approve if funding is available.

18.04 TRAVEL EXPENSE REPORTS

Follow policies for reimbursable expense.

1. As soon as an employee returns from a trip, or at least within five days of the date the travel was concluded, the employee will fill out all pertinent expenditure information, indicating what funds were expensed for the travel/trip. All applicable receipts must be included with the report, including registration, mileage map, and airfare.
2. If more than one employee attends the same trip/event, each employee is responsible for completing his/her own expense report. In such instances where employees dine together every effort should be made to separate the bill. If the bill cannot be separated, one designated employee should pay the full amount and obtain a receipt for the entire amount and document the employees' names that were present on the Travel Expense Report for reimbursement.
3. The employee will certify that the expenses are correct and will **approve** ~~sign-off on~~ the report. The report will be forwarded to their Department Head for approval.
4. The Department Head will review the report, approve sign off and forward the Travel Expenses Report to Finance for approval, processing and filing. Expenditures in question, must be approved by the City Manager or his/her designee.

18.05 EXCEPTIONS.

18.05.01 Employees who receive monthly automobile allowances are not eligible for mileage reimbursements for travel within the Boerne area, except as provided in section 18.02.02

18.05.02 When two or more employees travel in a single automobile, only one employee will receive per-mile or other automobile reimbursements.