

TOWN OF ST. JOHN, LAKE COUNTY, INDIANA

ORDINANCE NO. 1235

BEING AN ORDINANCE AMENDING ORDINANCE #997, THE SAME BEING AN
ORDINANCE ESTABLISHING A PERSONNEL POLICY FOR THE TOWN OF
ST. JOHN, LAKE COUNTY, INDIANA, AND REPEALING ORDINANCES
IN CONFLICT THEREWITH

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, did originally adopt Ordinance #997, the same being an ordinance establishing a Personnel Policy for the Town of St. John, Lake County, Indiana, and superseding a prior Personnel Policy for the Town of St John, Lake County, Indiana; and

WHEREAS, the Town Council of the Town of St John, Lake County, Indiana, is informed that it does not have in place an official travel policy for the Town, and therefore, finds that the Personnel Policy Ordinance of the Town of St John, the same being Ordinance #1032, as amended, should be amended to include such a travel policy; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, has reviewed the travel policy recommendations and requirements set forth by the State Board of Accounts; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, has determined it necessary and appropriate to establish an official travel policy for the Town: and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, having reviewed and considered all recommendations, and being duly advised, now concurs that it is advisable, necessary, appropriate, and in the best interest of the residents of the Town of St John to establish an official travel policy for the Town of St John, and accordingly amends the Personnel Policy Ordinance of the Town of St John to include the same below in its entirety.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of St John, Lake County, Indiana, that the Personnel Policy Ordinance of the Town of St. John shall be amended as follows and the following shall be known as the TOWN OF ST. JOHN TRAVEL POLICY.

SECTION ONE: That a Travel Policy for the Town of St. John, Lake County, Indiana, is hereby established. The policy shall hereafter be referred to as the "Town of St. John Travel Policy".

SECTION TWO: The following policy shall be used in providing or reimbursing Town Council Members, the Clerk-Treasurer, Members of Boards and Commissions, Appointed Officials and/or Town Employees for travel accommodations when such travel has been authorized and budgeted. Such persons shall hereafter be referred to as Town Officials.

1. Out-of-state Travel

- A. All out-of-state travel (excluding the Chicago Metropolitan Area) shall be pre-approved by the Town Council or Town Manager

2. Registration Fees

- A. All registration fees, for employees, up to and including \$300.00 shall be pre-approved by the Department Head. All registration fees over and above \$300.00, for employees, shall be pre-approved by the Town Manager. All registration fees for any Department Head, other than the Clerk-Treasurer, shall be pre-approved by the Town Manager. All registration fees for the Town Manager, up to and including \$300.00, shall be pre-approved by the Town Council President. All registration fees for the Town Council, the Clerk-Treasurer, or the Town Manager, over and above \$300.00, shall be pre-approved by a majority of the Town Council.
- B. Any employee registering for conferences, seminars and other similar meetings or functions related to Town affairs should register far enough in advance to take advantage of any discounts that may be offered.
- C. The cost of registration or similar fees for conferences, seminars and other similar meetings or functions related to Town affairs will be provided for or reimbursed. The approval process policy of the Town for attendance as such business events, meetings and functions will be followed, including specific approval authorization and claim docket processing. Arrangements for these affairs should be made by a designated person using a Town credit card, or by billing the individual directly. All reimbursements must be requested, submitted and documented by original detailed receipts.

3. Transportation

- A. Travel by commercial airlines, rail service, bus, or similar common carrier mode will be provided for at the prevailing "coach" or "tourist" rate when authorized and supported by original receipts. Advanced bookings are required, when feasible, to secure the lowest rates available.
- B. Taxi fare and/or the cost of other local (public) conveyance will be provided for or reimbursed when supported by original receipts.
- C. Parking fees and tolls will be reimbursed when supported by original receipts.
- D. The use of personal automobiles for Town Travel is permitted and will be reimbursed at the maximum IRS rate for personal automobile/vehicle use provided the travel has been authorized, in advance, by the Town Council or Town Manager and that the proper mileage claims have been submitted.
- E. When a personal automobile is used in lieu of common carrier transportation for travel distances over three hundred (300) one-way miles, as authorized, in advance, by the Town Council or Town Manager, the first six hundred (600) miles will be reimbursed at one-half (1/2) the maximum IRS rate.

- F. Town vehicles for transportation shall be used whenever necessary and practical, however, when a Town vehicle is not available the Town Official may lease or rent, on a daily or weekly basis, a vehicle when authorized by the Town Council or Town Manager.

4. Lodging

- A. Lodging shall be provided for or reimbursed when supported by original receipts in the following manner, and as approved at the direction of the Town Council.
 - I. Single occupancy will be provided at the actual cost.
 - II. Double occupancy will be provided at actual cost when both parties are eligible for reimbursement.
 - III. Double occupancy will be provided at the single occupancy rate when only one (1) party is eligible for reimbursement unless room is a one-rate charge.
- B. Reimbursement for lodging costs shall include room costs, associated local taxes, and necessary, business-related telephone charges. One personal phone call shall be allowed daily, at a reasonable expense. Any other charges made to the room are the responsibility of the Town Official.

5. Meals

- A. Meals will be reimbursed when supported by original receipts, up to a maximum as follows: breakfast, \$10.00, lunch, \$15.00, and dinner, \$25.00.
 - I. One-day seminar up to and including within fifty (50) miles; breakfast and lunch.
 - II. One-day seminar over and above 50 miles; breakfast, lunch, and dinner.
 - III. Over night stay; breakfast, lunch, and dinner.
 - IV. The cost of meals shall include the gratuities and taxes. Such gratuities should be reasonable and should not exceed twenty percent (20%).
- B. When separate checks are not available, a Town Official may claim reimbursement for other Town Officials up to the maximum amount provided for in the preceding section multiplied by the number of Town Officials provided that each Town Official is identified by name and that an original receipt is provided. Payment for meals for any individual will not be made to more than one (1) individual.

- C. Guest meals are allowable provided that the guest is a part of Town business as permitted, in advance, by the Town Council. The guest meal cost shall not exceed the total meal expenditure as provided in Item A. above.

6. Non-Allowable Expenses

- A. Meals and lodging included in the registration fee.
- B. Personal phone calls, other than that identified in Item 4, B.
- C. Expenses of a spouse or other non-employee.
- D. Laundry, cleaning, or valet service.
- E. Tobacco, alcoholic beverages, personal postage.
- F. Room service, in-room movies.
- G. Fines, forfeitures, or penalties.
- H. Loss or damage to personal property.
- I. Barber shop, beauty shop, shoeshine, or toiletries.

SECTION THREE: That a violation of this travel policy shall constitute a violation of the Town's Personnel Policy Ordinance with appropriate disciplinary measures to be determined by the town Council based upon the fact and circumstances of the case and the severity of the offense.

SECTION FOUR: That to the extent that any portion of the Town's Personnel Policy Ordinance conflicts with the terms of this travel policy, the terms set forth in this Ordinance and the travel policy of the Town of St John shall control.

SECTION FIVE: That all existing Ordinances, or parts thereof, in conflict with the provisions of this ordinance, are hereby deemed null, void, and of no legal effect, and are specifically repealed.

SECTION SIX: If any section, clause, provision or portion of this Ordinance shall be held to be invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Ordinance.

SECTION SEVEN: That this Ordinance shall take effect, and be in full force and effect, from and after its passage by the Town Council of the Town of St. John, Lake County, Indiana.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF ST. JOHN,
LAKE COUNTY, INDIANA, THIS 28th DAY OF February, 2002.

Aye: 5 Nay: 0

TOWN OF ST. JOHN, LAKE COUNTY,
INDIANA

Kristie L. Aldridge
KRISTIE L. ALDRIDGE, President

Michael S. Forbes
MICHAEL S. FORBES, Vice-President

Jerome J. Rudy
JEROME J. RUDY, Member

Kathleen J. Willman
KATHLEEN J. WILLMAN, Member

William M. Winterhaler
WILLIAM M. WINTERHALER, Member

ATTEST:

Judith L. Companik
JUDITH L. COMPANIK, Clerk-Treasurer