

Resolution No. R23-3

January 4, 2023

**RESOLUTION TO APPROVE UPDATES TO RICH
COUNTY'S PERSONNEL POLICY 3-400**

WHEREAS, the County keeps a Personnel Policy Manual to address employment with the County; and

WHEREAS, the County provides a uniform allowance for County employees required to wear a special uniform; and

WHEREAS, the County would also like to approve a partial allowance for similar part-time employees.

BE IT THEREFORE RESOLVED, the Rich County Board of Commissioners amends Personnel Policy 3-400.

BE IT FURTHER RESOLVED, that the County Clerk shall keep update the Personnel Policy Manual and provide a copy of this amended policy to each Department Head to then provide to their employees.

This resolution shall be effective on the date it is adopted.


APPROVED and signed this 4th day of January, 2023.

BOARD OF RICH COUNTY COMMISSIONERS



William Cox, Chairman

ATTEST:



Rich County Clerk

RESOLUTION OF RICH COUNTY TO AMEND POLICY 3-400

Attachment

RESOLUTION OF RICH COUNTY TO AMEND POLICY 3-400

Commissioner Bill Cox voted yes

Commissioner Jonathan Lee voted yes

Commissioner Simeon Weston voted yes

Policy 3-400 Mileage, per diem, and other reimbursements.

Section 1. Purpose.

This policy governs mileage, per diem, and other reimbursement of employment expenses.

Section 2. Mileage.

An employee using a private vehicle to conduct county business shall be reimbursed at the Standard Mileage Rate set by the IRS. The employee submitting the expense shall document the mileage for each trip. The report must be signed by the employee and countersigned by a supervisor or department head.

Section 3. Per Diem.

An employee attending a conference or training for the county that requires them to be away overnight or out of the county for ten (10) hours or more (including travel time) will be reimbursed \$40 per day for meals. An itinerary should be submitted with the request for per diem. If the event provides an included meal or if the itinerary for an overnight stay includes a partial day, the per diem amount will be reduced as set out below.

Breakfast:	\$10
Lunch:	\$12
Dinner:	\$18

Employees may be authorized to receive a cash advance to cover per diem expenses. Such advances must be requested in writing and be approved by the department head. The written request must include an itinerary. Once approved, the employee will be issued a per diem allowance prior to travel.

Section 4. Other expenses.

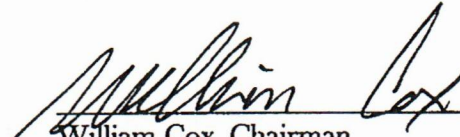
For all other authorized job-related expenses, an employee may be reimbursed by the County. The employee must provide a receipt or other valid proof of payment signed by the employee and countersigned by a supervisor or the department head.

Section 5. Uniform allowances.

All Rich County personnel who are required by the County to wear a special uniform will be given a uniform allowance. The purpose of the uniform allowance is to enable such employees to purchase and maintain the uniform required by their position. A reasonable allowance will be recommended by the department head with final approval by the Board of County Commissioners. Uniform allowance may vary from one department to another depending on department's requirements. Part-time employees will be given a uniform allowance of up to 50% that of an equivalent full-time employee.

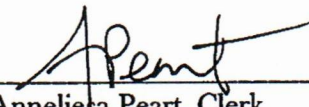
Dated this 4th day of January, 2023.

Board of County Commissioners:



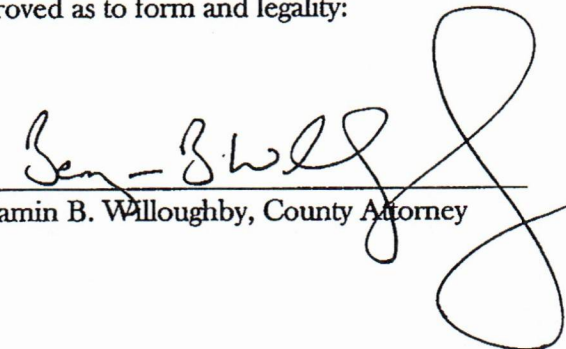
William Cox, Chairman

Attest:



Anneliesa Peart, Clerk

Approved as to form and legality:



Benjamin B. Willoughby, County Attorney

Policy 3-400 Mileage, per diem, and other reimbursements.