

## TITLE 4

### MUNICIPAL PERSONNEL

#### CHAPTER

1. MISCELLANEOUS PERSONNEL REGULATIONS.
2. TRAVEL REIMBURSEMENT REGULATIONS.

#### CHAPTER 1

### MISCELLANEOUS PERSONNEL REGULATIONS<sup>1</sup>

#### SECTION

- 4-101. Business dealings.
- 4-102. Eligibility for office.
- 4-103. Employee drug and alcohol testing policy.
- 4-104. Personnel policies and regulations.

**4-101. Business dealings.** Except for the receipt of such compensation as may be lawfully provided for the performance of his municipal duties, it shall be unlawful for any municipal officer or employee to be privately interested in, or to profit, directly or indirectly, from business dealings with the municipality. (1996 Code, § 4-201)

**4-102. Eligibility for office.** An employee of the Town of Petersburg shall be qualified to run for elected office, or shall be qualified to be appointed to a vacancy, on the Petersburg Board of Mayor and Aldermen. (Ord. #2015-7, March 2016)

**4-103. Employee drug and alcohol testing policy.** (1) It is the intent of the Town of Petersburg to provide all employees a safe and drug-free work environment. It is the policy of the Town of Petersburg that the use of illegal drugs and/or alcohol will not be tolerated. Compliance with this policy is a condition of employment.

(2) The following conduct is prohibited:

(a) Being on duty for the town while under the influence of drugs or alcohol;

(b) Engaging in the manufacture, sale, distribution, use, or unauthorized possession of illegal drugs at any time;

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<sup>1</sup>Municipal code references

Code of ethics: §§ 1-405, 1-407, 1-408 and 1-409.

(c) Refusing to take or failing a drug test administered under this policy; and

(d) Using alcohol within four (4) hours prior to reporting for duty or while on-call for duty.

(3) Using alcohol within eight (8) hours following an accident if the employee's involvement has not been ruled out as a contributing factor in the accident.

(4) This policy does not prohibit the appropriate use of legally prescribed medication that does not adversely affect the mental, physical or emotional ability of the employee to safely perform his duties.

(5) All town property, including vehicles, desks, containers, files and lockers (with or without locks) may be subject to inspection at any time without notice.

(6) This policy applies to all full-time, part-time, temporary, and volunteer employees of the town. The policy may require drug testing prior to employment and based upon reasonable suspicion. The policy also requires alcohol testing based upon reasonable suspicion.

(a) Pre-employment testing. All applicants for employment with the police or fire department who have received a conditional offer of employment with the town must pass a drug test before receiving a final offer of employment.

(b) Reasonable suspicion testing. All employees of the town must submit to a drug and/or alcohol test where there is a reasonable suspicion to believe the employee is under the influence of drugs or alcohol. "Reasonable suspicion" may be based on direct observation of symptoms of drug or alcohol use such as impaired motor skills, loud or uncontrollable language and behavior, information provided by a reliable and credible source, and deterioration of job performance over a period of time. An on-the-job accident may particularly give rise to "reasonable suspicion" if the occurrence was at least in part a result of the employee's actions and the employee further exhibited behavior that he or she was under the influence of drug or alcohol. Reasonable suspicion testing shall be conducted as soon as possible after a determination is made that a reasonable suspicion exists for drug and/or alcohol testing.

(7) Urinalysis will be used for drug testing and either urinalysis or a breath analysis may be used for alcohol testing. Laboratory and collection sites shall be determined by a request for proposals in accordance with the town's purchasing policy. Laboratory and collection sites shall adopt collection and chain-of-custody procedures to be used to ensure reasonable consistency, specimen integrity, proper identification, and individual privacy. All employees shall be required to sign a consent form prior to being tested.

(8) Individual alcohol and/or drug test results maintained pursuant to this policy shall be considered confidential by the town and its representatives to the extent it is appropriate, feasible and permissible under applicable law.

(9) Failure to comply with the provisions of this policy or a positive alcohol and/or drug test may be used as grounds for disciplinary action up to and including termination. However, this policy does not preclude any disciplinary action for behavior and conduct that occur in connection with suspected alcohol and/or drug use.

(10) Any employee convicted of violating a criminal drug statute shall inform his or her supervisor of such conviction (including pleas of guilty and nolo contendere) within five (5) days. Such conviction and/or failure to so inform the town may be used as grounds for disciplinary action up to and including termination.

(11) All employees shall be given a copy of this policy and shall sign a statement indicating that they have received and read the policy. (Ord. #96-4, Dec. 1996)

**4-104. Personnel policies and regulations.**<sup>1</sup> The city council, by ordinance or resolution, may establish and revise a system of personnel rules and regulations for the Town of Petersburg.

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<sup>1</sup>Administrative ordinances and resolutions are available in the office of the recorder.

## CHAPTER 2

### TRAVEL REIMBURSEMENT REGULATIONS

#### SECTION

4-201. Enforcement.

4-202. Travel policy.

4-203. Travel reimbursement rate schedules.

**4-201. Enforcement.** The Chief Administrative Officer (CAO) of the mayor or his or her designee shall be responsible for the enforcement of these travel regulations. (1996 Code, § 4-301, modified)

**4-202. Travel policy.** (1) In the interpretation and application of this chapter, the term "traveler" or "authorized travel" means any elected or appointed municipal officer or employee, including members of municipal boards and committees appointed by the mayor or the municipal governing body, and the employees of such boards and committees who are traveling on official municipal business and whose travel was authorized in accordance with this chapter. "Authorized traveler" shall not include the spouse, children, other relatives, friends, or companions accompanying the authorized traveler on town business, unless the person(s) otherwise qualifies as an authorized traveler under this chapter.

(2) Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the town. Reimbursable expenses shall include expenses for transportation; lodging; meals; registration fees for conferences, conventions, and seminars; and other actual and necessary expenses related to official business as determined by the mayor.

(3) Authorized travelers can request either a travel advance for the projected cost of authorized travel, or advance billing directly to the town for registration fees, air fares, meals, lodging, conferences, and similar expenses.

Travel advance requests are not considered documentation of travel expenses. If travel advances exceed documented expenses, the traveler must immediately reimburse the town. It will be the responsibility of the mayor to initiate action to recover any undocumented travel advances.

(4) Travel advances are available only for special travel and only after completion and approval of the travel authorization form.

(5) The travel expense reimbursement form will be used to document all expense claims.

(6) To qualify for reimbursement, travel expenses must be:

(a) Directly related to the conduct of the town business for which travel was authorized; and

(b) Actual, reasonable, and necessary under the circumstances. The mayor may make exceptions for unusual circumstances. Expenses considered excessive won't be allowed.

(7) Claims of five dollars (\$5.00) or more for travel expense reimbursement must be supported by the original paid receipt for lodging, vehicle rental, phone call, public carrier travel, conference fee, and other reimbursable costs.

(8) Any person attempting to defraud the town or misuse town travel funds is subject to legal action for recovery of fraudulent travel claims and/or advances.

(9) Mileage and motel expenses incurred within the town are not ordinarily considered eligible expenses for reimbursement. (1996 Code, § 4-302, modified)

**4-203. Travel reimbursement rate schedules.** Authorized travelers shall be reimbursed according to the state travel regulation rates. The town's travel reimbursement rates will automatically change when the state rates are adjusted.

The municipality may pay directly to the provider for expenses such as meals, lodging, and registration fees for conferences, conventions, seminars, and other education programs. (1996 Code, § 4-303)