

TITLE 4**MUNICIPAL PERSONNEL****CHAPTER**

1. PERSONNEL REGULATIONS.
2. TRAVEL REIMBURSEMENT REGULATIONS.

CHAPTER 1**PERSONNEL REGULATIONS****SECTION**

- 4-101. Purpose.
- 4-102. Administration.
- 4-103. Personnel rules and regulations.
- 4-104. Records.
- 4-205. Right to contract for special services.

4-101. Purpose. The purpose of this chapter is to establish a system of personnel administration in the City of Gallaway that is based on merit and fitness. The system shall provide a means to select, develop, and maintain an effective municipal work force through impartially applying personnel policies and procedures free of personal and political considerations and regardless of race, color, gender, age, creed, national origin, or disability. (2003 Code, § 4-201)

4-102. Administration. The personnel system shall be administered by the city recorder, who shall have the following duties and responsibilities:

(1) Exercise leadership in developing an effective personnel administration system subject to provisions in this chapter, other ordinances, the city charter, and federal and state laws relating to personnel administration;

(2) Recommend to the board of commissioners policies and procedures for recruiting, appointing, and disciplining all employees of the municipality subject to those policies as set forth in this chapter, the city charter, and the municipal code;

(3) Fix and establish the number of employees in the various city departments and offices and determine the duties, authority, responsibility, and compensation in accordance with the policies as set forth in the city charter and code, and subject to the approval of the board of commissioners and budget limitations;

(4) Foster and develop programs for improving employee effectiveness, including training, safety, and health;

(5) Maintain records of all employees, subject to the provisions of this chapter of the city code, which shall include each employee's class, title, pay rates, and other relevant data;

(6) Make periodic reports to the board of commissioners regarding administering the personnel system;

(7) Recommend to the board of commissioners a position classification plan and install and maintain such a plan upon approval by the board of commissioners;

(8) Prepare and recommend to the board of commissioners a pay plan for all municipal government employees;

(9) Develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the employment needs of the municipal government;

(10) Be responsible for certification of payrolls; and

(11) Perform such other duties and exercise such other authority in personnel administration as may be prescribed by law. (2003 Code, § 4-202)

4-103. Personnel rules and regulations.¹ The city recorder shall develop rules and regulations necessary for effectively administering the personnel system. The rules and regulations shall become effective after approval by the board of commissioners. Amendments to the rules and regulations may be recommended for adoption by the city recorder. Such amendments or revisions of the rules shall become effective after approval by the board of commissioners. Nothing in the personnel rules and regulations document shall be deemed to give employees any more property rights in their job than they already possess. The city reserves the right to alter or change any or all of these rules without prior notice to employees. (2003 Code, § 4-203)

4-104. Records. The city recorder shall maintain adequate records of the employment record of every employee as specified herein. (2003 Code, § 4-204)

4-105. Right to contract for special services. The board of commissioners may direct the city recorder to contract with any competent agency for performing such technical services in connection with the establishment of the personnel system or with its operation as may be deemed necessary. (2003 Code, § 4-205)

¹The personnel manual for the City of Gallaway (and amending resolutions) may be found in the recorder's office.

CHAPTER 2

TRAVEL REIMBURSEMENT REGULATIONS

SECTION

- 4-201. Enforcement.
- 4-202. Travel policy.
- 4-203. Travel reimbursement rate schedule.
- 4-204. Administrative procedures.

4-201. Enforcement. The Chief Administrative Officer (CAO) of the city or his designee shall be responsible for the enforcement of these travel regulations. (2003 Code, § 4-401)

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 city 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 city. 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 CAO. Under certain conditions, entertainment expenses may be eligible for reimbursement.

(3) Authorized travelers can request either a travel advance for the projected cost of authorized travel, or advance billing directly to the city 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 city. It will be the responsibility of the CAO 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 city business for which travel was authorized; and

(b) Actual, reasonable, and necessary under the circumstances. The CAO 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 city or misuse city travel funds is subject to legal action for recovery of fraudulent travel claims and/or advances.

(9) Mileage and motel expenses incurred within the city aren't ordinarily considered eligible expenses for reimbursement. (2003 Code, § 4-402)

4-203. Travel reimbursement rate schedule. Authorized travelers shall be reimbursed according to the federal travel regulation rates. The city's travel reimbursement rates will automatically change when the federal 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. (2003 Code, § 4-403)

4-204. Administrative procedures. The city adopts and incorporates by reference--as if fully set out herein--the administrative procedures submitted by MTAS to, and approved by letter by, the Comptroller of the Treasury, State of Tennessee, in June 1993. A copy of the administrative procedures is on file in the office of the city recorder. (2003 Code, § 4-404)