

**TITLE 4****MUNICIPAL PERSONNEL**<sup>1</sup>**CHAPTER**

1. SOCIAL SECURITY.
2. TRAVEL REIMBURSEMENT REGULATIONS.

**CHAPTER 1****SOCIAL SECURITY****SECTION**

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**4-101. Policy and purpose as to coverage.** It is hereby declared to be the policy and purpose of this city to provide for all eligible employees and officials of the city, whether employed in connection with a governmental or proprietary function, the benefits of the system of federal old age and survivors insurance. In pursuance of said policy, and for that purpose, the city shall take such action as may be required by applicable state and federal laws or regulations. (Ord. of Dec. 2, 1957, as amended by Ord. of Feb. 2, 1981)

**4-102. Necessary agreements to be executed.** The mayor is hereby authorized and directed to execute all the necessary agreements and amendments thereto with the state executive director of old age insurance, as agent or agency, to secure coverage of employees and officials as provided in the preceding section.<sup>2</sup> (Ord. of Dec. 2, 1957)

**4-103. Withholdings from salaries or wages.** Withholdings from the salaries or wages of employees and officials for the purpose provided in the first section of this chapter are hereby authorized to be made in the amounts and at such times as may be required by applicable state or federal laws or regulations,

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<sup>1</sup>For personnel rules and regulations, see the employee handbook adopted by resolution May 9, 1994, available in the office of the recorder.

<sup>2</sup>Amendments and agreements to coverage of employees and officials are on file in the office of the recorder.

and shall be paid over to the state or federal agency designated by said laws or regulations. (Ord. of Dec. 2, 1957)

**4-104. Appropriations for employer's contributions.** There shall be appropriated from available funds such amounts at such times as may be required by applicable state or federal laws or regulations for employer's contributions, and the same shall be paid over to the state or federal agency designated by said laws or regulations. (Ord. of Dec. 2, 1957)

**4-105. Records and reports.** The recorder shall keep such records and make such reports as may be required by applicable state and federal laws or regulations. (Ord. of Dec. 2, 1957)

**4-106. Exemptions from coverage.** There is hereby excluded from this chapter any authority to make any agreement with respect to emergency part-time and all fee based employees and elective legislative officials or any employee or official now covered or authorized to be covered by any other ordinance creating any retirement system for any employee or official of said town. (Ord. of Dec. 2, 1957, as amended by Ord. of Feb. 2, 1981)

## CHAPTER 2

### TRAVEL REIMBURSEMENT REGULATIONS

#### SECTION

4-201. Reimbursement for travel.

4-202. Travel advance.

4-203. Miscellaneous travel expenses.

**4-201. Reimbursement for travel.** All officers and employees shall be reimbursed at a rate of thirty-two cents (\$.32) per mile for travel outside the town when conducting official business of the town except when a town-owned vehicle is used. Odometer readings, date, time departed, date and time returned, and total miles driven shall be submitted to the recorder for proper reimbursement. The mileage payment shall be charged to the appropriate line item in the town budget. All requests must be submitted on or before the last day of the month in which the expenses were incurred. Report shall be submitted on such forms as may be required by the town. When other forms of transportation are used, such as airplane, train, etc., a copy of the ticket will be submitted with the report. (Ord. of Dec. 3, 1979, modified)

**4-202. Travel advance.** When an official or employee of the town receives a travel advance, they shall submit the following information with their requests for reimbursement:

- (1) Copies of hotel or motel bill.
- (2) Registration receipts.
- (3) Charges for long distance calls, unless calls were official business.
- (4) Separate itemization of payment for meals of all officers and employees and for persons who were guests of the town. (Ord. of Dec. 3, 1957, modified)

**4-203. Miscellaneous travel expenses.** Miscellaneous charges for check-in and check-out will be reimbursed at a maximum rate of one dollar (\$1.00) for each check-in and check-out. Gratuities may be paid by the town official or employee at his discretion but shall be reimbursed at maximum rate of fifteen percent (15%) of the total bill. (Ord. of Dec. 3, 1979)