

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO. 4002                      ORDINANCE COUNCIL SERIES NO. \_\_\_\_\_  
COUNCIL SPONSOR BINDER/DAVIS                      PROVIDED BY: CAO  
INTRODUCED BY: MR. STEFANCIK                      SECONDED BY: MR. BURKHALTER  
ON THE 5<sup>TH</sup> DAY OF FEBRUARY, 2009

ORDINANCE TO AMEND ORDINANCE CS NO 05-1049, ADOPTED 2/3/05 WHICH ESTABLISHED THE "PERSONNEL POLICIES"; TO PROVIDE FOR AMENDMENTS REFLECTED HEREIN

WHEREAS, Ordinance CS No. 05-1049, adopted 2/3/05 established the "Personnel Policies" as required by Section 4-10 of the St. Tammany Parish Home Rule Charter;

THE PARISH OF ST. TAMMANY HEREBY ORDAINS that Ordinance CS No. 05-1049, adopted 2/3/05 which established the "Personnel Policies" be amended;

SECTION I: The "Personnel Policies" are hereby amended as follows:

**Amend Section titled Training and Travel - Subject: Travel to read as follows:**

**SUBJECT: TRAVEL**

**TRAVEL EXPENSES WHILE ON PARISH BUSINESS** It is the policy of the Parish to reimburse employees for reasonable and necessary expenditures made by employees while on official and authorized business. Mileage shall be reimbursed at a rate per mile equal to the allowable IRS rate and all other allowable expenses on an actual cost basis. Claims for reimbursement of travel expenses, other than mileage, shall be accompanied by original invoices and/or receipts showing proof of payment of such claims.

*Below are some General Principles related to Travel and Expense reimbursements. Other policies may be implemented by the Parish Council and Administration to remain consistent with statutory requirements and generally accepted accounting principles.*

1. All expense reimbursements presented are to be approved by signature of the Department Head prior to submittal for payment.
2. All expense reimbursements of Department Heads are to be approved by signature of the CAO prior to submittal for payment.
3. Requests for travel advances must be submitted ~~seven (7)~~ fourteen (14) days in advance of the travel date, and must be approved by signature of the Department Head (or CAO for Department Heads) prior to submittal.
4. All expense account reports detailing travel expenses must be submitted within thirty (30) days of the return to duty by the subject employee. Failure of the employee to submit proper documentation for the amount advanced within said 30-day period shall result in a garnishment of the employee's paycheck.
5. Special meals which are not a part of an employee's travel, but rather are incurred by the employee while performing Parish duties shall be reimbursed in full. When such an expense is incurred the employee must include the following information on the receipt; date, purpose of meal, all persons present for which the meal was incurred.

TRAVEL PRACTICES

1. The Department Head and the CAO shall approve in advance any request for out-of-state or overnight travel.
2. The employee, to the extent which is reasonable and practical, shall obtain lodging which is most economical (e.g. single room at a regular or discount rate).
3. If the employee elects to be accompanied by his or her spouse and/or children, the receipts for lodging and meal expenses shall be noted with the additional cost to be paid by the employee.
4. The cost of alcoholic beverages and bar tabs are not reimbursable expenses.
- ~~5. The employee is allowed a flat \$10.00 per day based on a 24-hour period for non-verified miscellaneous expenses (e.g. parking meter charges, pay telephone calls, bellman tips, soft drink machine use, etc.).~~
5. Mileage shall not be paid for commuting from an employee's residence to the work place. Mileage reimbursements for assignments within the Parish shall be subject to the CAO approval. The maximum mileage reimbursements to an employee who chooses to drive in lieu of air travel shall not exceed the lowest reasonable cost of an airline ticket to the same destination.
6. Reimbursement for meals shall be allowed only when the employee is attending a seminar or conference as a representative of the Parish, or when the employee's attendance at the an event is attendant to the duties and responsibilities of the employee. Reimbursement shall not be allowed for meetings which are of a social nature.
7. Parking fees shall be reimbursed for actual cost and receipts shall be presented whenever possible.

NON-REIMBURSED EXPENSES

1. Laundry, cleaning, or valet services (except whenever the period of travel exceeds seven days).
2. Tobacco.
3. Alcoholic beverages.
4. Entertainment.
5. Personal telephone calls to home (limited to one per day).
6. First class travel accommodations whenever economy or coach class accommodations are available.
7. Meals and lodging in lieu of other meals and/or lodging which are included in a conference registration fee.
8. Fines, forfeitures or penalties.
9. Rental vehicles, if previously approved by the CAO.
10. Expenses of a spouse, child, and/or other non-employee.
11. Loss or damage to personal property.
12. Barber, beauty parlor, shoe shine, or toiletries.
13. Personal postage.

REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SEVERABILITY: If any provision of this Ordinance shall be held to be invalid, such invalidity shall not affect other provisions herein which can be given effect without the invalid provision and to this end the provisions of this Ordinance are hereby declared to be severable.

ORDINANCE CALENDAR NUMBER: 4002

ORDINANCE COUNCIL SERIES NO. 09-

PAGE 3 OF 3

EFFECTIVE DATE: This Ordinance shall become effective fifteen (15) days after adoption.

MOVED FOR ADOPTION BY: \_\_\_\_\_, SECONDED BY: \_\_\_\_\_

WHEREUPON THIS ORDINANCE WAS SUBMITTED TO A VOTE AND RESULTED IN THE FOLLOWING:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

THIS ORDINANCE WAS DECLARED ADOPTED AT A REGULAR MEETING OF THE PARISH COUNCIL ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2009; AND BECOMES ORDINANCE COUNCIL SERIES NO. 09-.

\_\_\_\_\_  
JERRY BINDER, COUNCIL CHAIRMAN

ATTEST:

\_\_\_\_\_  
THERESA L. FORD, COUNCIL CLERK

\_\_\_\_\_  
KEVIN DAVIS, PARISH PRESIDENT

Published introduction: \_\_\_\_\_, 2009

Published adoption on: \_\_\_\_\_, 2009

Delivered to Parish President: \_\_\_\_\_, 2009 @ \_\_\_\_\_

Returned to Council Clerk: \_\_\_\_\_, 2009 @ \_\_\_\_\_

## ADMINISTRATIVE COMMENT

Reference No: 4002

Administrative Department: CAO

PURPOSE: To amend the Personnel Polies to allow

1. Added general language that allows for the Parish Council and Administration to adopt other administrative polices as needed which do not require authority under an ordinance.  
Examples: Authorization to pay luggage fees now being charged by airlines; setting policy on how expense reimbursements will be submitted.
2. Change time frame for request for travel advance from seven (7) days to fourteen (14) days. This allows time for the request to be checked and verified and avoids having to do a special check run if a problem is incurred.
3. Removes \$ 10.00 miscellaneous expense. IRS has advised that the maximum charge without a receipt is \$ 3.00.