

Personnel Policies

Resolution No. 750

July 9, 2008

HR-3-07. Travel

Purpose: To establish a policy for travel reimbursement expenses and to define in-travel status.

HR-3-07. Travel

- A. Travel reimbursement is not a payment but an employee's reimbursement of travel expenses for travel assigned by the City and shall not be considered wages. The following guidelines apply:
1. Reimbursement is for approved travel only which was for business reasons.
 2. When possible, the use of the most economical mode of transportation should be used and not the employee's convenience.
 3. The use of city vehicles should be considered before an employee is authorized to use their personal vehicle. The supervisor must approve the use of an employee's personal vehicle prior to travel.
 4. Mileage reimbursement shall be the amount authorized by the federal government under the Internal Revenue Service in the computation of mileage reimbursement. Employees claiming mileage reimbursement must submit log form to supervisor for approval and then forward it to the Finance Department.
 5. The lodging allowance and meal per diem shall be determined in advance in a schedule approved by the Finance Director and the City Administrator.
 6. Travel arrangements including per diem, lodging, and transportation advance or reimbursement must be approved in advance by the Department Head, the City Administrator, and the Finance Director.
 7. Employees are allowed reimbursement of one call home per day when out of town in business.
 8. Employees shall not purchase, request advance or reimbursement for alcohol products from City funds.



OFFICE OF THE
MAYOR
CITY OF SAN LUIS

Resolution

RESOLUTION NO. 750

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, REPEALING THE CURRENT PERSONNEL POLICIES OF THE CITY OF SAN LUIS; DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT ENTITLED "CITY OF SAN LUIS PERSONNEL POLICIES" DATED JULY 1, 2008; AND AMENDING THE PERSONNEL POLICIES OF THE CITY OF SAN LUIS, ARIZONA; BY THE ADOPTION OF THE "CITY OF SAN LUIS PERSONNEL POLICIES" DATED JULY 1, 2008; ESTABLISHING EFFECTIVE DATES; REPEALING ANY CONFLICTING PROVISIONS; AND PROVIDING FOR SEVERABILITY

Whereas, pursuant to Resolution No. 504 of the City of San Luis, Arizona the Mayor and Council adopted personnel policies to govern the employees within the classified service of the City of San Luis effective as of September 12, 2002; and

Whereas, the City Council desires to amend said policies;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the City of San Luis, Arizona, as follows:

Section 1: That certain document entitled "City of San Luis Personnel Policies" dated July 1, 2008, three copies of which are on file in the Office of the City Clerk of the City of San Luis, Arizona, is hereby declared to be a public record, and made a part hereof as though fully set forth again in full.

Section 2: The "City of San Luis Personnel Policies" dated September 12, 2002, as adopted by Resolution No. 504 of the City of San Luis, and as amended by subsequent resolutions, are hereby repealed in their entirety..

Section 3: That certain document entitled "City of San Luis Personnel Policies" dated July 1, 2008 is hereby adopted to replace the "City of San Luis Personnel Policies" dated September 12, 2002 as well as any and all amendments thereto.

Section 4: That this resolution, and the "City of San Luis Personnel Policies" dated July 1, 2008, shall be effective and in force from and after July 1, 2008.


Section 5: In the event of a conflict between the provisions of this resolution, or the "City of San Luis Personnel Policies" dated July 1, 2008 being adopted by reference herein, and any other ordinance, resolution, regulation, or policy of the City of San Luis, the conflicting provisions are hereby repealed, superseded, and replaced, and the provisions of this resolution and/or the "City of San Luis Personnel Policies" dated July 1, 2008 shall govern.

Section 6: If any section, subsection, sentence, clause, phrase, or portion of this resolution, or the "City of San Luis Personnel Policies" dated July 1, 2008 being adopted by reference herein, is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this resolution or said policies.

PASSED AND ADOPTED by the Mayor and Council of the City of San Luis, Arizona, this 9th day of July, 2008.

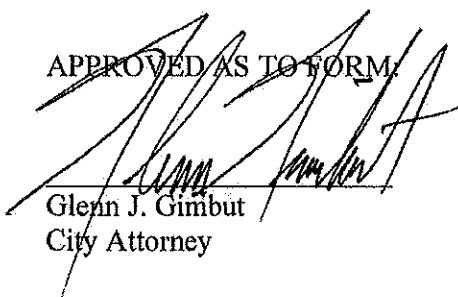

Juan Carlos Escamilla, Mayor

ATTEST:



Sonia Cuello, City Clerk

APPROVED AS TO FORM:



Glenn J. Gimbut
City Attorney