



Agenda Item: 4

Date: January 11, 2010

Subject: Employee Policy and Procedures Manual (PL – HR 001) Update

Staff Contact: Lynne Yost, Human Resources Coordinator

Recommended Board Action:

Approve further update to the Employee Policy and Procedures Manual (PL - HR 001) for recommended change in meal allowance reimbursement requirement.

Discussion:

Included with this report is an updated section of the Employee Policy and Procedures Manual, specifically Section 11.2, "Meal Allowance—Non-Travel Status," in redline version for the Board's review and approval. This update is being recommended as a result of staff's review of the current meal allowance reimbursement process. All other sections of the manual remain current after the review and update completed in October 2009.

After reviewing prior meal allowance use, staff is recommending a change in the policy to provide a meal allowance after an employee has worked at least 2 hours beyond normal working hours or at least 4 hours in the event of an emergency call out. Although the District is not required to comply with California law on meal breaks, the District has opted to use the law as a guide for determining when an employee would be eligible for a meal break and reimbursement.

Staff is also recommending a new Meal Allowance Procedure (see Miscellaneous District Issues – General Manager's Report) that will allow a meal allowance stipend of \$15 per meal, including taxes and gratuities, to be added to the employee's taxable pay. Utilizing a stipend reimbursement will 1) eliminate the need to use petty cash, 2) include the stipend amount in the District's automated payroll system, and 3) eliminate audit review questions and issues that have come up in the past. If the policy update is approved, the General Manager will approve the new procedure. If the policy update is not approved, the procedure will undergo further review.

Fiscal Impact:

None or negligible since the District currently provides meal reimbursements.

Strategic Plan Alignment:

Customer Service – 3.A. Operate in an open and public manner.

Customer Service – 3.B. Attract and retain a well-qualified staff with competitive compensation, effective training, and professional development to ensure safe, efficient and effective job performance.

The recommended change aligns with the above principles in that it confirms the new procedure for all employees in an open and public manner.

Chapter 11

Miscellaneous

11.1 Employee Business Expenses

Employee requests to incur budgeted business expenses and to obtain travel or other advances must be approved by the Department Superintendent/Manager. If the business or travel expense is unbudgeted, then General Manager approval is also required.

Spouses and dependents may accompany an employee on business trips, subject to Department Superintendent/Manager and General Manager approval, provided that the employee pays the spouses' and dependents' expenses.

The following expenses are permissible business related expenditures: personal vehicle expenses, hotel expenses, meal/incidentals, and common carrier travel.

Reimbursement for approved expenses is obtained by submitting an expense report with appropriate receipts to the Department Superintendent/Manager which is then forwarded to the Finance Department for review and approval in accordance with District policy.

11.1.1 Overtime or Additional Compensation for Non-Compulsory Attendance at Seminars, Conferences or Special Training

No overtime or additional compensation will be paid for travel time or attendance at non-compulsory seminars, conferences, or special training sessions.

11.1.2 Overtime or Additional Compensation for Compulsory Attendance at Seminars, Conferences or Special Training

Overtime or additional compensation for attendance or travel time involved at compulsory seminars, conferences, or special training sessions for employees will be considered on a case-by-case basis by the General Manager. No overtime or additional compensation will be provided to management employees.

11.2 Meal Allowance—Non-Travel Status

A meal allowance is provided for employees authorized to work at night or on weekends beyond normal working hours (currently 8:00 a.m. to 4:30 p.m.). Authorized work must extend beyond the normal working hours a minimum of two (2) hours, or in the case of an emergency call out (after hours, weekends or holidays) for a minimum of more than four (4) hours, to qualify for meal allowance.

Chapter 11

Miscellaneous

11.1 Employee Business Expenses

Employee requests to incur budgeted business expenses and to obtain travel or other advances must be approved by the Department Superintendent/Manager. If the business or travel expense is unbudgeted, then General Manager approval is also required.

Spouses and dependents may accompany an employee on business trips, subject to Department Superintendent/Manager and General Manager approval, provided that the employee pays the spouses' and dependents' expenses.

The following expenses are permissible business related expenditures: personal vehicle expenses, hotel expenses, meal/incidentals, and common carrier travel.

Reimbursement for approved expenses is obtained by submitting an expense report with appropriate receipts to the Department Superintendent/Manager which is then forwarded to the Finance Department for review and approval in accordance with District policy.

11.1.1 Overtime or Additional Compensation for Non-Compulsory Attendance at Seminars, Conferences or Special Training

No overtime or additional compensation will be paid for travel time or attendance at non-compulsory seminars, conferences, or special training sessions.

11.1.2 Overtime or Additional Compensation for Compulsory Attendance at Seminars, Conferences or Special Training

Overtime or additional compensation for attendance or travel time involved at compulsory seminars, conferences, or special training sessions for employees will be considered on a case-by-case basis by the General Manager. No overtime or additional compensation will be provided to management employees.

11.2 Meal Allowance—Non-Travel Status

A meal allowance is provided for employees authorized to work at night or on weekends beyond normal working hours (currently 8:00 a.m. to 4:30 p.m.). Authorized work must extend beyond the normal working hours a minimum of two (2) hours, or in the case of an emergency call out (after hours, weekends or holidays) for a minimum of four (4) hours, to qualify for meal allowance.