

B. Per Diem/Reimbursement Guidelines and Procedures

In the event a private automobile is used, reimbursement shall be at the current IRS rate, subject to the City's vehicle reimbursement policy.

The City shall reimburse for meals at the prevailing U.S. General Services Administration (GSA) per diem amount (dependent on the location of the conference). No receipts will be required by the City to justify this reimbursement. The employee may request the per diem in advance; however, if the travel is cut short for any reason, the employee will be expected to reimburse the unused portion of the advance to the City. A Per Diem Request Form must be completed by the employee and approved by the department director prior to the first day of the business related trip. The form is available in the Employee Manual Appendix C.

Employees are responsible for letting their department director know if meals are provided as part of the fee for an overnight conference. In the instance where some of the meals are provided and others are not, employees will only be reimbursed or granted per diem for the cost of the meals that are not provided.

Meal reimbursement only occurs in the event that the official business requires overnight lodging.

In all cases where a reimbursement is due the employee, a written travel expense reimbursement request must be submitted. The department director must approve the reimbursement. Proper documentation (i.e., itemized receipts) is required for all reimbursements.

For questions or additional guidance on this policy, consult the department director or Finance Director.

8.16 Take Home Vehicle Use Policy

The City Manager may authorize certain positions or individuals to take home a City-owned vehicle, which shall be in the sole discretion of the City Manager. Assignment of take-home vehicles shall be based on the location of the employee's residence, the nature of the employee's job, whether the employee performs work outside of regular business hours, the employee's employment status, and available resources. Nothing in this policy shall create or imply any obligation by the City to allow an employee to take home a City-owned vehicle. Vehicle assignments may be changed, revoked, or suspended at any time. Individual department directors may have additional policies to

address specific vehicle and duty assignments in addition to the policies set forth herein.

A. Use of Vehicles

A vehicle may be assigned to an employee as a take home vehicle when resources permit, and it is deemed appropriate based on the employee's job description, essential functions, and employment status.

The time spent traveling to and from work from the employee's home does not constitute working time. The employee is considered off the clock between the time they leave their work assignment to drive home until they arrive for their next shift at a bona-fide work assignment. In the event an employee with a take home emergency vehicle is dispatched to a location requiring the use of lights and siren while traveling to or from work, the employee shall be considered to be working as of the time of the dispatch.

The City will comply with the Internal Revenue Service's regulations regarding the reporting of income for employees whose use of a take home vehicle is considered taxable income. The employee is responsible for complying with all IRS regulations and any other regulatory requirements regarding employer provided vehicles. If applicable, taxable fringe benefits will be withheld for personal use.

B. Employee Responsibilities

Employees assigned a City vehicle to take home as part of their job shall:

1. Possess a valid driver's license. Employees shall report any suspensions or revocations of their license and any changes to driving privileges as soon as practicable and before any subsequent use of a City vehicle.
2. Possess a valid commercial driver's license or special class license, if applicable.
3. Notify the City Manager or authorized designee of any citations or arrests for motor vehicle-related violations or offenses as soon as practicable.
4. Obey all traffic laws.
5. Operate City vehicles in a safe, courteous, and responsible manner at all times. Any indication of improper use may result in revocation of take home authorization, disciplinary action, which may include termination of employment. The term "improper use" as used herein includes, but is not limited to:

- Speeding;
 - Reckless operation;
 - Driving a City vehicle under the influence of alcoholic beverages, and/or other controlled substances;
 - Discourteous use of the vehicle or action by an employee while in a City vehicle;
 - Violation of any City or State vehicle or traffic regulation;
 - Distracted driving per 8.20, Section C of the Safe Driver Standards Policy.
6. Perform vehicle inspections and comply with any preventive maintenance programs.
 7. Legally and appropriately park the vehicle; any parking tickets must be reported to the employee's Department Head or authorized designee and the cost shall be the responsibility of the employee. When at the employee's home, the vehicle should be parked in the employee's garage, driveway, or other safe and secure location.
 8. Follow all state and local laws, including the use of a seat belt by the driver and all passengers when the vehicle is in motion.
 9. Maintain the interior of the vehicle free from litter and debris.
 10. Safeguard City-issued equipment associated with their assigned vehicles.
 11. Refrain from distracted driving, including, but not limited to, the use of a cell phone or similar device while operating a City vehicle.
 12. Refrain from smoking in any City-owned vehicle or allowing passengers to smoke.
 13. Refrain from operating a City vehicle when their ability to do so safely has been impaired by illness, fatigue, injury, alcohol, illegal drug uses, or prescription medication.

Only authorized assignee or other authorized City employees shall operate the assigned City vehicle, except in the case of an emergency.

C. Inspection

All City vehicles are subject to inspection and/or search at any time by the City Manager or authorized designee without notice and without cause. No employee authorized to take home a City vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

D. Security and Unattended Vehicles

Unattended take home vehicles should be locked and secured at all times to safeguard any City equipment prior to parking or leaving the vehicle.

E. Keys

Employees assigned a take home vehicle shall be issued keys for that vehicle. Employees shall not duplicate keys or share them with any person except another employee authorized to use that vehicle. The loss of a key shall be promptly reported in writing to the employee's department director or authorized designee.

F. Accessories and/or Modifications

There shall be no modifications, additions, or removal of any equipment or accessories from the City's take home vehicle without written permission from the City Manager or authorized designee.

G. Prohibited Activities

The City owned vehicle may not be used for:

1. Stopping at a bar, tavern, or restaurant, other than to purchase food;
2. Going to any location to purchase alcohol or illegal drugs, as defined in Section 8.23 herein, except as a part of authorized law enforcement activities or other activities specifically authorized by the City;
3. Use of the City automobile for personal gain or in a personal business use;
4. Use of an automobile to engage in any criminal activity or for any criminal purpose;

5. Use of an automobile in violation of any express limitation of permitted use imposed by the City, or its official, officer, or employee who is granting permission to use the automobile.

H. Damage, Abuse, and Misuse

If a City vehicle is involved in a traffic accident or otherwise incurs damage, the involved employee shall promptly notify their department director or authorized designee. Any traffic accident report shall be filed with the agency having jurisdiction, with a copy provided to the City Manager or authorized designee.

Damage to any City vehicle that was not caused by a traffic accident shall be immediately reported during the shift or workday in which the damage was discovered and documented in memorandum format, which shall be forwarded to the City Manager or the authorized designee. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

I. Take-Home Vehicle Agreement

Employees must sign a take-home vehicle agreement and are required to adhere to this Vehicle Use Policy.

8.17 Expense Reimbursement

Prior to incurring any expenses on behalf of the City, an employee must first secure written authorization through a requisition from their department director. In order to be reimbursed for authorized expenses, an employee must submit receipts that have been approved by the department director.

8.18 Workers Compensation

The Workers' Compensation Law provides for a no-fault insurance plan that is supervised by the State of Ohio and is paid in its entirety by the City. This law was designed to provide benefits for an injury that may be suffered in connection with employment. Under the provisions of the law, an employee who is injured while at work is eligible to apply for Workers' Compensation benefits. An Ohio Worker's Compensation Identification Card is issued to each injured employee; this card contains the City's policy number the City's managed care organization name and number, and the pharmacy benefits manager phone number. Injured workers will receive their claim number by