

PERSONNEL RULES & REGULATIONS MANUAL

SECTION 500 WORK RULES

Section 501. Work Schedules

The Work Schedule policy establishes guidelines for work schedules for all classified employees and unclassified management employees of the City of Gaithersburg.

501.1 Established Business Hours

The City of Gaithersburg's established business hours of operation are 8 a.m. to 5 p.m., Monday through Friday, except, that the City Manager may authorize alternative business/operating hours for City facilities on a case-by-case basis in order to best meet the needs of residents and other customers. The established business hours of each facility shall be posted in a prominent public location at the facility.

501.2 Hours of Work/Implementation of Work Schedules

The number of hours of work constituting a workweek for all classified employees and unclassified management employees is 40 hours, as established by the City Manager.

Department Heads shall implement work schedules to meet the general requirements of the City and to provide for other specific requirements of the Department. Unless an alternative work schedule is approved or a mandatory compressed workweek schedule is assigned as set forth in this section, an employee's standard work schedule shall follow the City's established hours of operation (8 a.m. to 5 p.m., Monday through Friday) or the facility's established alternative business/operating hours as authorized by the City Manager.

With the approval of the City Manager or his/her designee, a Department Head may require individual employees within his/her Department to work a compressed workweek schedule (e.g., completing the basic work requirement of 40 hours per workweek in fewer than five workdays). The mandatory compressed workweek schedule may include working designated hours or shifts in order to best meet the special work requirements of the Department and/or the needs of residents and other customers.

Department Heads shall notify employees of mandatory compressed workweek schedule assignments approved by the City Manager at the beginning of each calendar year. Minor changes to the approved schedule occurring during the calendar year (e.g., shift changes, etc.) need not be reported to and approved by the City Manager; however, any new mandatory compressed workweek schedule assignments made during the calendar year must be reported to and approved by the City Manager prior to implementation.

501.3 Meal Break

Classified employees and unclassified management employees shall be granted a meal break during the course of the workday pursuant to Fair Labor Standards Act (FLSA) regulations, as follows:

a. **Paid Meal Break**

An employee who is non-exempt will be granted a paid meal break if the employee's regular daily job assignment (a) requires the employee to remain at the work site during the meal break **and** (b) if the employee is not **completely** relieved of all his/her duties during the meal break. Non-exempt employees who work an 8-hour workday are granted a 30-minute paid meal break; non-exempt employees who work a 10-hour workday are granted a 40-minute paid meal break.

b. **Unpaid Meal Break**

Exempt employees and non-exempt employees who do not meet the criteria set forth in section (a) above are granted an unpaid meal period during the workday. An employee who may

occasionally be required to remain at the work site and/or who is not completely relieved of his/her duties during the meal break may request a temporary schedule adjustment to offset time worked.

501.4 Alternative Work Schedules

The City values its employees and is committed to providing the flexibility often needed to help employees meet their personal and family responsibilities. Alternative work schedules help increase productivity and morale, facilitate commuting to work, and may also be implemented as work management alternatives when it benefits the City by improving recruitment and retention.

Classified and unclassified management employees who are exempt from the requirements of the Fair Labor Standards Act (FLSA) may request an alternative work schedule that covers the pay period or the workweek. Classified employees who are non-exempt and who are covered by the Fair Labor Standards Act (FLSA) may request an alternative work schedule that covers the workweek.

a. Eligibility

In order to be eligible to participate in an alternative work schedule, an employee must:

1. Maintain a "successful" rating on all performance reviews.
2. Complete assigned work.
3. Use work time effectively.
4. Assure the same or improved level of customer service.
5. Maintain dependable attendance.
6. Document timekeeping accurately.

While all classified employees and unclassified management employees are eligible to participate in an alternative work schedule, an alternative work schedule may not be appropriate for every work situation. Nothing in this policy guarantees that an employee will be allowed to work an alternative work schedule.

b. General Guidelines

Employees are generally expected to set their regular work schedule within the City's established business hours of operation. However, the City may accommodate the reasonable request of an employee to establish a regular alternative work schedule that varies from the City's established business hours provided the schedule adjustment does not unduly disrupt or adversely affect service to the general public and/or operations of the City or the department and that no additional cost to the City is incurred.

The Department Head may implement, continue, or discontinue alternative work schedules based on business needs. Approval of alternative work schedules should ensure that:

1. The level and quality of customer service is maintained or increased.
2. Schedules coordinate with needs of internal and external customers.
3. Operational deadlines are met with no additional budgetary impact, i.e., increase in part-time, overtime, or compensatory leave accrual.
4. There are no undue administrative burdens.
5. There are no safety concerns.
6. Resources are used efficiently and effectively.
7. There is no conflict with City policies or procedures.

While the City endorses the concept of alternative work schedules, the City does not permit work schedules to vary on a daily basis to accommodate an employee's personal preferences. Once

established and agreed upon by the employee and his/her immediate supervisor and Department Head, the employee's alternative work schedule will become the employee's core work schedule; and the core work schedule (hours and days of the week) must remain constant until a schedule change is made at the employee's request or the Department Head's direction.

An employee with an alternative work schedule must begin and end his/her work day at the hours and on the days agreed upon and must fulfill the required number of hours per day or submit a request for leave. One of the goals of an alternative work schedule is to reduce short-term absences from work; for example, working an alternative schedule should allow employees to schedule many non-emergency appointments or other personal activities or obligations outside of their required core work hours.

Alternative work schedules for non-exempt employees must not exceed 40 hours worked in a week due to FLSA overtime and compensatory provisions. Alternative work schedules for exempt employees have more flexibility since they are not bound by FLSA overtime and provisions.

The Department Head is responsible for ensuring appropriate staffing coverage to meet the operating requirements of the department. The Department Head is also responsible for resolving intradepartmental schedule conflicts and assuring that proper coverage is maintained.

Employees on an alternative work schedule are responsible for attending all mandatory department meetings and training. Employees shall be expected to attend such events even if the meeting or training is scheduled during an "off" time. The employee must adjust his/her schedule accordingly and obtain the approval of his/her supervisor.

c. **Alternative Work Schedule Options**

1. **Flex-Time Schedule**

A flex-time schedule allows an employee to fulfill the required number of hours to be worked while having flexibility in establishing regular alternative hours to begin and end the work day or to establish regular alternative work days which vary from the City's established business hours. This flexibility will assist the employee in balancing work with home and personal commitments and obligations. The flex-time schedule must be approved by the employee's immediate supervisor and Department Head. Working a flex-time schedule does not mean the employee can adjust his/her beginning and ending hours and/or work days on a daily basis; the employee's flex-time schedule must recur regularly and remain constant over each workweek.

2. **Compressed Workweek**

Compressed workweek is a work arrangement where an employee, with the approval of his/her supervisor and Department Head, works extra hours on a regularly scheduled work day so that the weekly or bi-weekly schedule is completed in fewer days. The accumulation, banking, or trading of compressed days off is not permitted.

d. **Timekeeping and Payroll; Holidays & Leave**

If an employee works an alternative work schedule and his/her regular day off falls on an observed or substitute holiday, the employee shall receive another day off, with pay, to be taken in the pay period in which the holiday occurs. The holiday leave may be taken before or after the observed or substitute holiday with the supervisor's prior approval, provided it is within the same pay period. Every effort should be made to ensure that using the holiday leave does not put the employee in an overtime status. For information on using holiday leave when working an alternative work schedule, see Section 700, Leave, Attendance & Holidays.

e. **Application Procedures**

1. Employee completes a Request for Alternative Work Schedule (AWS) Form and forwards it to his/her immediate supervisor. After the Request for AWS Form is approved by the supervisor and Department Head, the alternative work schedule may be implemented and the original Request for AWS

form forwarded to Human Resources to be filed in the employee's personnel folder. Human Resources will forward a copy of the Request for AWS Form to the Finance & Administration Department for timekeeping and payroll purposes.

2. Due to FLSA requirements to pay overtime to non-exempt employees, once the employee has designated his/her regular day off, the employee cannot alter his/her scheduled day off. If a non-exempt employee is required to work on his/her regular day off, which may include training or conferences, the employee may be asked to change his/her work schedule for that week so that hours worked do not exceed the employee's regular schedule.

501.5 Temporary Schedule Adjustment

It is expected that all professional, administrative, and management personnel will occasionally have to work extra hours to accomplish their jobs; however, the supervisor has the authority to occasionally adjust an employee's hours within a pay period to allow an employee time off one day to offset required extra hours on another day. For example, if an exempt employee is required to spend two hours at a City Council meeting on one day, the supervisor may allow or direct the employee to take two hours off the following day or another day within that pay period. In the case of FLSA non-exempt employees, the two hours time off in this example must occur in the same week, since overtime eligibility accrues by the week, not by the pay period (i.e., normally after 40 hours in a week).

The accumulation or banking of extra hours or use of extra hours outside the pay period (for exempt employees) or week (for non-exempt employees) in which the hours were worked is not permitted. If the employee is required to regularly attend a meeting, program, etc., outside of the City's established business hours and would like to adjust his/her schedule on a regular basis, the employee should apply for an Alternative Work Schedule using the procedure set forth above.

Section 502. Work Attire

502.1 Purpose

The purpose of this policy is to provide guidance to employees and supervisors relative to appropriate work attire in order to promote a professional work environment and a positive image of the organization but also allow for flexibility to maintain good morale, respect individual religious, racial, gender-specific, and ethnic attire, and give due consideration to safety and sound business practice.

502.2 Applicability

This policy establishes some broad parameters which apply to all employees of the City of Gaithersburg; however, most departments have some uniqueness in terms of operating needs, uniform requirements, customer expectations, and safety. Therefore, regulation of employee work attire will be managed at the department level.

Departments may establish more stringent requirements, based on needs, but may not establish lower standards than those set forth herein, except as provided in the "Exceptions" section of this policy. If the Department Head sets more stringent guidelines for his/her Department, he/she is responsible for communicating the departmental work attire guidelines to all affected employees and for providing a copy of the revised guidelines to the Human Resources Department.

502.3 Work Attire

Since the City's customer base is diverse and is served by employees performing a variety of jobs and duties, work attire and grooming should be appropriate to the employee's duties/responsibilities. During business hours or when representing the City, employees may dress comfortably but are expected to present a clean, neat, professional, businesslike, and tasteful appearance and demeanor. Clothing may vary depending on the season, weather conditions, degree of contact with the public, nature of the job, gender, and safety issues.

Items of apparel that are not appropriate in any workplace include, but are not limited to:

- a. Clothing that is noticeably worn, faded, stained, discolored, patched, ripped, frayed, torn, or dirty.
- b. Clothing that is revealing, transparent, or provocative including but not limited to tube tops, halter tops, short sleeved or sleeveless undershirts, off-the-shoulder tops, midriff length tops, attire which displays underwear or lack thereof, strapless dresses (unless worn with a jacket, sweater, or shirt), short skirts/dresses (above mid-thigh), short-shorts, or cutoffs.
- c. Clothing with printed messages, slogans, statements, or graphic designs that may be offensive and/or otherwise violate the City's Discrimination and Harassment policy.
- d. Clothing that is generally worn for exercise or relaxation including but not limited to sweatshirts, sweatpants, warm-up suits, jeans or overalls of any color, beach wear (including beach or pool footwear), spandex or Lycra (such as biker shorts), leotards, or leggings (unless worn under appropriate-length dresses or skirts).

Individual questions about appropriate attire in the department should be addressed to and resolved by the Department Head or supervisor. Requests for guidance, advice, or assistance in administrating or interpreting these guidelines should be directed to the Director of Human Resources.

502.4 Uniforms

The City of Gaithersburg will determine which employees will be required to wear uniforms and the department will issue appropriate clothing and accessories to those employees. An employee who is required to wear a City uniform while carrying out the duties of his/her position shall comply with the appropriate departmental policy including the following:

- a. Employee is responsible for wearing a City uniform while performing City-related work.
- b. Except as provided herein, a uniform, or any part thereof, shall be worn only while the employee is on duty or while en route to or from the City. No employee shall wear a City uniform while off duty, unless specifically approved on a City of Gaithersburg Application for Secondary Employment.
- c. Safety boots and/or safety hard-soled shoes, if appropriate, shall be worn with the uniform.
- d. Employee is responsible for taking proper care of uniforms and accessories as directed by departmental guidelines.
- e. Deviations from the standard uniform (i.e., during hot or cold weather, etc.) must be approved by the employee's supervisor.
- f. Employees in uniform are perceived by the public to be "on duty" and representing the City; appearance and conduct reflect upon the City at all times.

502.5 Exceptions

At the discretion of the Department Head or supervisor, employees may be exempted from the guidelines of this policy due to the nature of the employee's work, environmental or weather conditions, for special projects requiring more casual attire (i.e., office clean-up days, organized City department or division social events), for special times designated by the department (i.e., Casual Friday, Casual Summer Dress Weeks), or for medical, religious, ethnic, or safety reasons.

Nothing in this policy is intended to discriminate or hinder the advancement of diversity in the organization. Every effort shall be made to accommodate an employee's religious or ethnic dress, providing it does not violate the Occupational Health and Safety Act.

502.6 Enforcement

The Department Head and/or supervisor is responsible for enforcing the guidelines of this policy consistently and fairly within the department. The Department Head and/or supervisor has the authority to refuse to allow an employee who is inappropriately attired or whose appearance is not appropriate to begin work.

If the Department Head or supervisor determines that an employee's attire is inappropriate for the workplace or that the employee's uniform is incomplete, he/she shall be required to leave the premises to change clothes. The employee will be required to use available annual, compensatory, or personal leave or leave without pay to cover the period of the absence.

Section 503. Severe Weather & Other Emergencies

City administrative offices and operations will remain open to serve the public during established business hours in all but the most extreme circumstances that may pose an immediate life, health, or safety risk to City residents and/or employees. In the event of severe weather or other circumstances, the City Manager will monitor and evaluate conditions and make a determination whether it is necessary to take any action appropriate for the situation, such as suspend or cancel City activities or services, modify the normal operating schedule of City facilities (delayed opening/early closing), implement a liberal leave period for eligible employees, declare state of emergency, etc.

City employees should assume that the City is maintaining a normal operating schedule and report to and/or remain at work as scheduled unless otherwise directed by public announcement (City website, Gaithersburg Alert, media broadcast, etc.) and/or through their Departmental emergency notification process. If a delayed opening or early closing is announced, personnel designated as essential report to or remain at work as scheduled or as otherwise specifically directed; personnel designated non-essential report to or depart from work at the specifically announced time.

When changes in hours of operation of specific offices or facilities in the City are necessary due to emergency conditions impacting only that office or facility (for example, flooding, fire, major disruption of utilities, etc.), alternative working arrangements for staff in that office or facility will be made, if possible, until normal operations can resume. The Department Head will ensure that employees are aware of their assignments and reporting locations in such an occurrence. Liberal leave may be authorized for affected classified employees and unclassified management employees.

503.1 State of Emergency

If extremely hazardous or disastrous conditions exist, the City Manager may declare a state of emergency in the City. If such an emergency is declared, personnel designated as essential to perform required operations and services in the applicable situation will be directed to remain at and/or report to work and personnel designated as non-essential for required operations in the applicable situation will be excused from remaining at and/or reporting to work. If a state of emergency is declared, City offices/facilities may be closed to the public as directed by the City Manager. (Declaration of a snow emergency in the City by the City Manager is a traffic-oriented action and does not necessarily constitute grounds for declaration of a state of emergency.)

Each Department Head is responsible for determining and designating essential functions to be performed by his/her Department, depending on the type and severity of the emergency, and for determining and designating the employees (if any) who may be required to remain at and/or report to work to ensure essential municipal services and operations are delivered during emergency situations when other employees are excused. Any function may be designated as essential at any point during a state of emergency and different employees may be designated as essential for different situations. Designated essential employees may be required to work during times they are not regularly scheduled to work.

Each Department Head will ensure that employees designated essential are aware of the Department's notification procedures and of their assignments and responsibilities during an emergency situation. A designation of essential is not a grievable issue by the employee so designated. All

employees of the City have the potential to be designated as essential depending on the nature or severity of the emergency, and may be required to accept special assignments, work during times they are not regularly scheduled to work, and/or perform as needed to ensure continuation and restoration of services, maintain safety, and fulfill the City's responsibility to its citizens.

For information regarding special pay conditions during emergencies or times of severe weather, refer to Section 600, Compensation. For more information concerning emergency preparedness in the City of Gaithersburg, review the City's Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP).

Section 504. Parking at City Facilities

Most City facilities provide ample free parking for City employees; however, employees at some facilities will need a parking permit to park their personal vehicle in the facility's municipal parking lot. The employee's supervisor will provide additional information. Employees working at City Hall should contact the Human Resources Department for a City Hall parking permit.

The City is not responsible for loss or damage to any vehicle, its accessories or contents, resulting from an employee's negligence, acts of third parties (including, but not limited to, theft, vandalism, or collision), acts of nature, fire, accident, or any cause other than the sole negligence of the City. Employees are prohibited from parking in non-authorized locations including reserved, visitor, handicap, and fire lane areas. Employees who violate these rules are responsible for parking tickets and towing charges and may be subject to other disciplinary action.

Section 505. Vehicle Use Policy

The operation of motor vehicles is essential to the City's operations; it facilitates the efficient and effective use of City resources and the timely delivery of government services. Vehicle operation skills and safe driving practices ensure that health, lives, and public property are preserved. Use of a City vehicle by an employee is neither a right nor a privilege; rather, it is a trust and responsibility conferred to facilitate necessary performance of job duties. While operating a City vehicle, employees are visible and official representatives of the City; they should show every motor vehicle courtesy possible and exhibit responsible behavior which reflects favorably upon the City of Gaithersburg and the individual employee.

505.1 Purpose & Scope

The purpose of this policy is to establish regulations and procedures for the use of City vehicles and personal vehicles in conducting City business. The policy ensures that all City employees required to drive City vehicles meet City driving standards as set forth in this policy and are in compliance with state and local laws. The provisions of this policy shall apply to all employees of the City of Gaithersburg.

505.2 Qualifications/Standards for Operating City Vehicles

a. City vehicles may be operated only by City employees who are at least 18 years of age and who possess and maintain a valid driver's license for the type of vehicle being operated.

b. An employee's driver's license must meet the minimum requirements for his/her position as established on the class specification for the position.

c. Employees operating commercial motor vehicles as defined by the Department of Transportation must possess a valid commercial driver's license (CDL), regardless of whether the vehicle being operated is on public or private property.

505.3 Responsibilities

a. Fleet Maintenance

1. Fleet Maintenance shall acquire and replace all City vehicles based on needs assessment and available funding. The Fleet Maintenance Supervisor shall be responsible for allocating and assigning City vehicles on a full-time or temporary basis for utilization by properly qualified employees as requested

by Department Heads. Fleet Maintenance shall maintain a list of assignments of all City vehicles, including those assigned to employees for take-home use.

2. Fleet Maintenance shall establish and operate a regular preventative maintenance program for all City vehicles. Fleet Maintenance shall outfit each City vehicle with a first-aid kit and a Vehicle Checklist to be followed if the vehicle is involved in an accident/incident or if emergency repairs are needed.

b. **Department Head**

1. Each Department Head shall designate the assignment of City vehicles to personnel as required to conduct the Department's operations. The assignment of City vehicles during normal work hours shall be based upon job duties and shall be assigned in a manner consistent with Departmental workload and employee function; vehicles may be assigned full-time to individual employees or used as pool vehicles by the Department. The Department Head shall maintain a record of all vehicle assignments for his/her Department.

2. The Department Head shall notify the Human Resources Department of any employee who is required to operate a City vehicle as part of his/her job duties and shall verify that all employees in positions requiring operation of a motor vehicle possess a valid driver's license.

3. The Department Head shall ensure that all policies herein are met before authorizing the use of a City vehicle, that the vehicles assigned to his/her Department are operated as this policy dictates, that the vehicles meet all criteria outlined in this policy, and that each employee in his/her Department who operates a City vehicle adheres to the regulations set forth in this policy.

4. When a Department Head becomes aware of a suspension, restriction, revocation, or expiration of a City employee's driver's license, it is his/her responsibility to suspend the employee's use of a City vehicle until such time as satisfactory evidence is presented to the Department Head that such suspension, restriction, revocation, or expiration is no longer in effect.

5. Department Heads shall ensure that employees who operate a personal vehicle for which reimbursement is received meet the requirements as defined in this policy.

c. **Human Resources Department**

The Human Resources Department shall provide a copy of this policy to all employees and maintain a signed acknowledgment of receipt of the policy in the employee's personnel file.

d. **Employees**

1. Employees driving City vehicles shall comply with all relevant City policies and procedures including but not limited to the Vehicle Use Policy, Drug-Free Workplace Policy, Commuter Van Pool Policy, Personal Patrol Vehicle Program Policy, On-Call/Call Back Policy, and the Travel Policy.

2. Any employee who is assigned a take-home vehicle or who performs work that requires the operation of a City vehicle must notify his/her supervisor immediately when practicable, but in no case later than 24 hours following (a) an arrest for or being charged with a motor vehicle offense for which the punishment includes suspension, restriction, or revocation of the driver's license, or (b) the expiration of the employee's driver's license.

3. Any employee whose driver's license is suspended, restricted, revoked, or expired shall not drive a City vehicle until satisfactory evidence is presented to the department head that such suspension, restriction, revocation, or expiration is no longer in effect.

4. An employee who is issued a citation for any offense while operating a City vehicle must notify his/her supervisor immediately when practicable, but in no case later than 24 hours following the citation.

5. An employee is personally responsible for any fines incurred as a result of driving or parking violations while driving a City vehicle or the employee's personal vehicle while on City business, unless the citation is for lack of maintenance of the vehicle or other act for which the City is responsible.

6. Any employee who deliberately and/or willfully violates and/or circumvents the standards and procedures described within this policy shall be subject to loss of any and/or all City vehicle privileges and may be subject to other disciplinary action.

505.4 General Rules for City Vehicle Use

When an employee operates a City vehicle, the following rules shall be observed:

a. City vehicles may only be used for conducting City business, i.e., activities, jobs, tasks, or other commitments that further the interests of the City or that provide a benefit to its citizens. City vehicles shall not be used for private or personal business, except as otherwise provided in this policy.

b. Employees operating a City vehicle may utilize the vehicle for incidental personal use determined to be appropriate by the Department Head. Limited personal errands, including going to meals on authorized meal breaks, could be permitted if within the general locality of the work site provided such personal use does not substantially alter the employee's scheduled work activities or route to or from a work site, or does not violate other existing Departmental or City policies.

c. City vehicles may not be used in situations that are exclusively for personal use. Personal use of a City vehicle that involves driving significantly out of the normal route is not permitted.

d. A City vehicle may not be used outside the City boundaries unless approved in advance by the Department Head, except to attend job-related meetings or training outside the jurisdiction or to respond to a work-related emergency situation.

e. City vehicles shall be operated in a safe and courteous manner at all times. Employees driving City vehicles shall obey and comply with all applicable traffic and parking regulations, ordinances, and laws concerning operation of motor vehicles. Employees should avoid distractions, such as eating and/or drinking, while operating a City vehicle.

f. Employees must carry a valid driver's license of the proper class and a City identification badge while operating a City vehicle.

g. Seat belts must be worn by the employee operating a City vehicle and by all passengers in the vehicle during its operation.

h. City vehicles may not be used to transport family members or other passengers not engaged in City business without prior approval of the Department Head.

i. City vehicles may not be used to transport pets or other animals except as necessary for the completion of assigned City duties.

j. Vehicles should contain only those items for which the vehicle is designed. The City shall not be liable for the loss or damage of any personal property transported in the City vehicle.

k. Smoking in any City vehicle is prohibited.

l. Employees should adhere to all State laws regarding the use of electronic devices such as cell phones (talking or texting), pagers, digital assistants, laptops, and other electronic communication devices.

m. Employees may not operate City vehicles while under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation.

n. An employee may not carry a firearm or other weapon which is not required and/or utilized for his/her position with the City in any City vehicle while conducting City business.

o. No additional or add-on equipment or accessories, including stickers or decals of any kind, shall be installed or added to any City vehicle without the express written consent of the Department Head and the Fleet Maintenance Supervisor.

p. Employees are prohibited from using City vehicles during the time period when any of the following conditions exist: (1) paid and/or unpaid suspensions; (2) paid and/or unpaid leave; and (3) holidays, with the exception of working holidays.

q. Employees using City vehicles are responsible for basic maintenance of the vehicle, including keeping the interior clean and free of litter/debris; checking the fluids, tire condition and air pressure, proper operation of exterior lights, and overall condition of the exterior; cleaning windows of dirt, ice, or snow when necessary; keeping preventive maintenance appointments; and reporting any operating problems to the Fleet Maintenance Division immediately upon detection.

r. When not in use, City vehicles shall be kept on City property locations, except as otherwise provided in this policy.

s. Employees shall take every precaution to ensure the safety of the City vehicle and its contents. The operator shall lock the vehicle and take the keys, except in those situations when a commercial parking garage requires the keys to be left with the vehicle. At no time should the vehicle be left running when unattended.

t. Theft or vandalism must be reported immediately to the Police Department and the Human Resources Department.

u. Employees that operate a City vehicle that has a gross vehicle weight over 10,001 pounds must have a DOT medical card.

505.5 Take-Home Vehicles

Generally, City vehicles are not permitted to be taken home or used for personal use by City employees. However, take-home vehicles may be provided to facilitate timely response to emergency situations which pose an immediate threat to the safety of the public or where the vehicle taken home by the employee is equipped in such a manner that performance of the employee's duties in his/her own vehicle would be impractical. Positions that utilize a take-home vehicle will be reviewed on an annual basis and must be approved each year.

a. **Permanent Assignment - Police Personnel**

Police department personnel may be assigned a take-home vehicle in accordance with the provisions of the Personal Patrol Vehicle Policy. The Personal Patrol Vehicle Policy shall not be amended without approval of the City Manager.

b. **Temporary Assignment**

This policy does not preclude the Department Head from authorizing an employee to take home a City vehicle on a specific occasion to facilitate City business, such as when an employee takes a vehicle home overnight to travel directly from home to a meeting or conference the next day, when the employee is required to return to work that same evening for a meeting, and in other circumstances where it is in the best interest of the City that an employee have temporary use of a take-home vehicle. An employee requesting temporary assignment of a take-home vehicle shall complete the Request for Take-Home Vehicle Assignment Form.

c. **Take-Home Vehicle Use**

When an employee operates a take-home vehicle, the employee shall follow the General Rules for City Vehicle Use as set forth in this policy. The following rules shall also be observed:

1. Take-home vehicles may be used for commuting to and from work, except as otherwise provided in the Police Patrol Vehicle Policy, and for other limited purposes as provided herein, including *de minimis* personal use, but shall not be used for general personal use. *De minimis* personal use includes stopping for necessary personal errands or appointments while commuting to and from work, while conducting City business, and during an employee's personal time during the workday.

2. The take-home vehicle shall be parked, secured, and locked and remain at the employee's home or other secure location when it is not being used for official business. An employee who is assigned a take-home vehicle, especially a vehicle containing additional City equipment, must take reasonable precautions to secure and safeguard all City property. When possible, employees will provide secure, off-street parking for take-home vehicles.

3. An employee who is assigned a take-home vehicle must notify his/her Department Head of the location where the take-home vehicle is regularly secured.

4. The take-home vehicle shall be returned to the City when the employee is in alternative duty status, on leave for more than three (3) days, on administrative leave of any duration, suspended from duty, or upon the request of the supervisor.

5. The employee shall be responsible for maintaining both the interior and exterior of the vehicle in a clean and safe condition.

6. The employee shall be responsible for any tax liability incurred by the employee for taking the vehicle to and from work, and shall provide any information required by the City to complete the relevant tax forms regarding such use.

d. **Revocation of Take-Home Authorization**

Take-home authorization may be revoked for failure to comply with the provisions of this policy; for a change in job assignment, duties, or responsibilities such that a take-home vehicle is no longer justified; or when the Department Head determines it to be in the best interest of the City to revoke such authorization.

505.6 City Vehicle Accidents/Reporting

Employees involved in a motor vehicle accident in a City vehicle should observe the following rules:

a. In the event of an accident, the employee shall follow the procedure included in the Motor Vehicle Checklist provided in each City vehicle.

b. Employee shall report the accident to the nearest law enforcement agency.

c. Employee shall refrain from making statements regarding the accident with anyone other than the investigating law enforcement representative and appropriate City officials. Statements made to investigating authorities should be confined to truthful, factual observations. The employee shall cooperate with law enforcement personnel, take notes on the facts of the accident, and take photographs of the accident scene, if possible.

d. Employee must report all accidents involving a City vehicle to their supervisor and to the Human Resources Department, whether or not there is damage to the vehicle and/or the employee is cited. Damage to the vehicle (including dents or scrapes), to local government property, or to other property, must be reported immediately when practicable, but in no case later than 24 hours following the accident.

e. Employee shall complete the appropriate Vehicle Accident Report in its entirety and submit the Report, along with copies of any reports from the investigating law enforcement agency, to the Human Resources Department.

f. Post-accident drug and alcohol testing shall be administered to City employees after any accident involving a City vehicle as set forth in the Drug-Free Workplace Policy.

505.7 Emergency Repair Service

If a City vehicle requires emergency road service, the operator shall follow the procedure included on the Vehicle Checklist provided in each City vehicle.

505.8 Personal Vehicles

No City employee may be required to use his/her personal vehicle for conducting City business. An employee using his/her personal vehicle to conduct City business assumes all risks and liabilities associated with such use.

An employee using his/her personal vehicle to conduct City business shall be reimbursed for expenses as set forth in the City Travel Policy.

505.9 Exceptions

Any permanent exception to this policy may be requested by the Department Head in writing and granted by the City Manager. An exception that is urgent and temporary may be granted by the Department Head with notification to the City Manager.

Section 506. Commuter Van Pool Policy

This policy provides guidelines for use of a City-owned vehicle by employees for commuting purposes in order to encourage and promote participation in group transportation. The City recognizes its responsibility to continually strive to reduce the environmental impact of its work; creating a commuter pool for employees will assist in these efforts by reducing traffic congestion, alleviating parking problems, increasing energy conservation, and reducing pollution. This policy applies to all classified/unclassified merit system employees of the City.

506.1 Exceptions

Exceptions to this policy may be requested in writing by the Department Head and must be approved by the City Manager or his/her designee.

506.2 Policy

It is the policy of the City of Gaithersburg to provide a limited number of vehicles for use as commuter vehicles to classified/unclassified merit system employees. Eligibility to participate in the program will be determined by a lottery which will be held January 1 of each year. The number of employees eligible to participate will be determined by the number of vehicles available and their rider capacity as recommended by the Fleet Maintenance Supervisor. Vehicles in the commuter pool are strictly for use in transporting City employees to and from work.

506.3 Eligibility

a. On or about December 1 of each year, the Fleet Maintenance Supervisor will notify the Human Resources Department of the number of vehicles available for use in the commuter pool. This will determine the number of seats available.

b. On or about December 15 of each year, the Human Resources Department will request the names of employees interested in participating in the program. Human Resources will determine a deadline for submission of names of interested employees. Once all names have been received, Human Resources will hold a lottery to select employees to participate in the program.

c. In order to be eligible to participate, all riders/operators will be required to sign and return to the Human Resources Department the City Vehicle Commuting Liability Waiver prior to participating in the program.

d. Employees with a revoked or suspended operator's license are eligible to participate as passengers in the program.

506.4 Operator Selection/Requirements

Once operators selected to participate have been identified, a primary and alternate operator will be selected based on the ability to meet the following requirements:

- a. Must maintain a valid operator's license
- b. Must be at least 21 years of age
- c. Must not have a DUI or DWI violation within the past year
- d. Must have completed a safety course for driving the passenger van or have a CDL.

Both primary and alternate operator will be assigned a set of vehicle keys.

506.5 Operator Responsibilities

The operator shall observe all the general rules for operating a City vehicle as set forth in the Vehicle Use Policy. Additionally, the operator shall:

- a. Use the vehicle only for commuting to and from a City facility (no personal use).
- b. Drive the van to and from work location and pick up and deliver riders according to the agreed upon schedule.
- c. Record van odometer reading daily in a vehicle mileage log.
- d. Ensure the vehicle's first aid kit and safety equipment (fire extinguisher and reflector kit) are in place and that all riders know the location and use of safety equipment.
- e. Use the most direct route to the trip's destination.
- f. Establish a contingency plan and a communication system to notify riders in the event the van and/or operator are unavailable for any reason.
- g. Maintain an up-to-date roster of riders with rider contact information and use the contingency plan in the event the vehicle is not available for commuting purposes.
- h. Ensure the vehicle is parked in a designated commuter parking lot. Operators are prohibited from taking the vehicle to their residence or from using the vehicle for personal use.
- i. Notify supervisor if the vehicle will not be returned to the fleet for any reason.

506.6 Accidents/Reporting

In the event of an accident, the driver shall follow the procedure included in the Vehicle Checklist provided in each City vehicle and shall observe the same rules for reporting accidents in City vehicles as set forth in the Vehicle Use Policy.

506.7 Emergency Repair Service

If a City vehicle requires emergency road service, the operator shall follow the procedure included on the Vehicle Checklist provided in each City vehicle. If the van will not operate before riders are picked up, the operator will notify riders that the contingency plan is in effect.

506.8 Rider Responsibilities

Riders are responsible for complying with all federal, state, and local motor vehicle regulations and laws and ensuring that the operator has current rider contact information.

Riders are also responsible for arranging alternative transportation to and from work in the event the van is not available for use in the commuter pool or in the event of an emergency resulting in the need of the employee to leave work outside of the agreed upon schedule.

Section 507. Travel Policy

The City Manager or designee may grant official administrative leave with pay for the purpose of having employees attend professional or technical conferences or short-term courses, in matters relating to official duties, or for other purposes. All such conferences and meetings must be directly related to the employee's professional field and position with the City. With the approval of the City Manager or designee, travel expenses may be reimbursed or advanced to employees attending such meetings. Such expenses may include registration, transportation, meals, and lodging.

507.1 General

a. Each Department has an assigned travel coordinator. This person will assist employees in the Department with conference/seminar registrations, making transportation and hotel arrangements, coordinating all necessary approvals and requests for a travel advance or for reimbursement of expenses. The travel coordinator will have copies of all forms available or may replenish the needed forms by contacting the Finance Department.

b. All overnight conference travel requests, including estimates of all expenses to be incurred in connection with the conference travel, must be pre-approved by the Department Head to be eligible for a travel advance or reimbursement of expenses. All departmental travel requests must be pre-approved by the Department Head and a copy forwarded to Finance & Administration. All Department Head travel requests must be pre-approved by the City Manager or designee and a copy forwarded to Finance & Administration.

c. All day travel requests, including estimates of all expenses to be incurred in connection with the conference travel, must be pre-approved by the Department Head to be eligible for a travel advance or reimbursement of expenses.

507.2 Travel Guidelines

a. Day Travel

1. Definition

Local conference travel is that performed within the commuting area of the normal work location and which can be completed within one day.

2. Modes of Transportation

Employees should carpool whenever possible, either by private or City vehicle. Only the cost of a single vehicle traveling to the same destination is authorized when multiple travelers can travel in the same vehicle, whether City-owned, private, or rental.

(a) City-Owned Vehicles. City vehicles will be used to the maximum extent practical in performance of day travel. The settlement of any fine or penalty imposed for traffic or other violations with respect to the use or operation of City vehicles is the responsibility of the individual operator concerned. The City will not pay or reimburse any cost involved, or take any action for the abatement of such fine or penalty.

(b) Privately-Owned Vehicles. The use of privately-owned vehicles is permissible for day travel only when it is determined to be advantageous to the City, or when City vehicles are not available. A mileage allowance will be paid to the employee who uses his/her private automobile for day travel, without regard to the number of passengers in the vehicle. Employees using their personal

vehicle to conduct normal day-to-day business (errands, meetings, pick-ups, and deliveries, etc.) should use the City's Mileage Allowance Claim Form to request reimbursement for mileage, tolls, parking, etc. The employee should complete the necessary information for each trip (including number of miles) and should retain all receipts (parking, tolls, etc.) for submission with the Form. For more information, see "Requesting Approval of Day Travel or Conference and Overnight Travel." City employees will be reimbursed at the prevailing IRS rate per mile for properly authorized travel in private vehicles.

(c) Rail/Bus. Public transportation facilities (i.e., bus, Metro, etc.) should be used where feasible.

3. **Meals Allowance**

Meal reimbursement associated with partial day's travel is not a tax-free reimbursable expense. IRS regulations state that travel reimbursement is not taxable when an employee, who is traveling away from home on business, stops for sleep. The trip must take the employee far enough away from home so that an extended rest or overnight stay would ordinarily be necessary. In accordance with the IRS regulations, the City does not reimburse partial day's meal expenses. Meals will be reimbursed as described in this policy.

When the employee is ready to request reimbursement, he/she should submit the completed Form to the Department Head/designee for approval. The Form will be forwarded to the Finance & Administration Department for processing. City of Gaithersburg Day Travel Forms are available from the Department's travel coordinator.

b. **Conference & Overnight Travel**

1. **Definition**

Conference and overnight travel encompasses all travel where an employee will be away from his/her normal work location beyond the normal duty day and includes, but is not limited to, the following types of travel: operational (travel in connection with City business); professional/technical meetings and conferences; conventions; and training/education.

2. **Modes of Transportation**

The mode of transportation used will be that which will enable the traveler to make the most productive use of his/her time at the least personal inconvenience and at the lowest overall cost. The City will pay for or reimburse the amount of round-trip air/rail/bus fare to the location of the conference, convention, or training/education opportunity. In the event the employee wishes to return from another location, the City will pay/reimburse for whichever is less expensive.

(a) City-Owned Vehicle. Maximum use will be made of City vehicles when it can be determined that the destination is not adequately served by public transportation; the employee is required to be in travel status for an extended period of time and is required to move about extensively in the destination area; and/or the use of a City car would result in savings of substantial time or money.

(b) Air/Rail/Bus. Employees who use commercial carriers for transportation on official business will use the most economical accommodations available.

(c) Air Travel. The City has accounts with travel agencies in the immediate area to arrange for air travel. The Department's travel coordinator may make all reservations through the travel agency, or airline reservations may be arranged using the City credit card by the Finance & Administration Administrative Assistant. Travel is authorized on regularly scheduled airlines at coach/tourist rates. Tickets will be delivered to and billing will be handled through Finance & Administration. The employee should work with the travel coordinator in obtaining the best possible travel accommodations at the lowest possible cost. In case where the amount saved would exceed the additional expenses incurred (hotel, meals, etc.), an employee may be authorized to leave before or stay over the travel dates requested in order to take advantage of special airline rates.

(d) Rental Car. Rental car is permitted at destination when it is less expensive than other transportation modes such as taxis, airport limousines, and airport shuttles.

(e) Taxicabs. The use of taxicabs will be limited to travel to and from the airport and to and from the hotel and the location of the conference, meeting, or event. Where possible, airport shuttle services should be the preferred mode of transportation between the airport and hotel, as they are normally more cost effective.

(f) Other. Other modes of transportation may be used provided they are modes normally used for transporting persons employed in private business in the locality in which travel is being performed.

3. Joint Travel. When two or more employees are traveling to the same destination, maximum use will be made of special group travel discounts, joint use of taxicabs, etc.

4. Meals Allowance. Meal costs will be paid by the City for all approved overnight travel. Per diem reduction applies to the following circumstances:

(a) An employee is on approved overnight travel. On the day of travel to or from the destination, per diem should be adjusted according to the departure and return times (see below). Meals not incurred during the travel should be excluded.

(b) Meals and incidental per diem will be reduced to account for meals furnished at no cost or nominal cost to employees by associations, institutions, other government agencies, etc.

(c) If meal costs are provided in the cost of a conference, the per diem will be reduced accordingly.

(d) A flat \$5 per diem is paid for each day of extended travel for incidental expenses such as bellhop/waiter/taxi/limousine tips, personal telephone calls, laundry, and transportation between lodging or business and places where meals may be taken. The incidentals amount is not prorated on a travel departure or return date. The flat \$5 is paid on all travel days.

(e) Reimbursement is allowed by a member of appointed committees, boards, or commissions, or the City Manager or designee, where the meal is related to official City business. Meals are reimbursable (to include gratuities) at the prescribed allowance for a 24-hour period as follows:

		Total Trip		
Meals		Starts Before		Ends After
Breakfast	\$12	7:00 a.m.	or	9:00 a.m.
Lunch	\$18	12:00 p.m.	or	2:00 p.m.
Dinner	\$31	6:00 p.m.	or	7:00 p.m.
Incidentals	\$5			
Total	\$66			

507.3 Requesting Approval of Day Travel or Conference & Overnight Travel

Employees attending any type of conference, regardless of whether it is local or non-local travel, must complete, in advance of travel, a "Conference & Overnight Travel Request Form" or "Day Travel Request Form."

a. Completing the Appropriate Travel Request Form

To make a travel request, the employee should obtain a Travel Request Form from the Department's travel coordinator. The employee then completes all information requested on the Form. Included in the Reason for Travel Section should be the conference name, location, and dates. Also included on the Form should be the Department to which all expenditures related to the conference travel will be charged along with an estimate of all expenses to be incurred related to the conference

travel (registration, transportation, lodging, miscellaneous); and, if applicable, a request for any cash advance (for lodging or miscellaneous expenses) that may be needed. If necessary, the employee should work with the Travel Coordinator in completing the Form and determining the estimated expenditures.

b. **Approval of the Appropriate Travel Request Form**

Once the Form has been completed, the employee should submit it to the Department Head or designee for approval. After all necessary approvals have been secured, the employee should return the Conference Travel Request Form to the Travel Coordinator for processing.

c. **Processing the Appropriate Travel Request Form**

Upon receiving the fully approved Form, the travel coordinator will submit the original to the City Manager or designee for approval. The City Manager's Office will forward the approved form to the Finance & Administration Department. The Travel Coordinator will provide the employee with a copy of the Form and retain a copy for the Department's records. The Finance & Administration Department will retain the original copy of the Conference Travel Request Form and all requests for payment of expenses relating to the request will be attached as they are processed.

507.4 Payment of Travel & Conference Expenses (Payment to Vendors)

On the travel expense form, there are four basic categories of expenses related to travel: **Registration** (a fee paid to attend the conference, meeting, etc.); **transportation** (by air, rail, or bus); **lodging** (hotel accommodations); and **miscellaneous** (meals [including tips], mileage [private car], gas [City car], taxi, airport shuttle [including tips], parking/tolls, and other expenses). Expenses for registration, transportation, and lodging can either be prepaid by the City; can be reimbursed to the employee after the conference travel when the employee pays for expenses with his/her own funds; or can be paid after the City is billed by the vendor (for example, the City will be billed directly by the travel agency for air transportation). Miscellaneous expenses can be reimbursed to the employee when the employee pays for the expenses with his/her funds and provides **all** receipts (**excluding meals**), or the employee can request a travel advance not to exceed \$250, unless authorized in advance by the City Manager or designee, to assist with payment of these expenses.

a. **Travel Expense Form**

When the employee submits his/her approved Travel Request Form to the travel coordinator, the travel coordinator will provide the employee with a Travel Expense Form which the employee will use to request payment of all expenses related to the conference travel. The travel coordinator will work with the employee in completing and submitting the Expense Form. All checks issued for conference travel expenses as requested by the Travel Expense Form will be returned to the employee for disbursement.

The Expense Form is divided into sections representing the four general areas of conference travel expenses: Registration, Transportation, Lodging, and Miscellaneous. Payment for one or more of these expenses may be requested at any time by completing the appropriate section(s) and returning the Form to the travel coordinator for approval. Upon receiving the request, the travel coordinator will compare the request against the original estimated expense(s) and sign the appropriate section(s) of the Form. (If there is a significant difference between the original estimate and the actual expense, the request may need to be approved by the Department Head.)

After approving the expense request, the travel coordinator will forward the original Travel Expense Form to the Finance & Administration Department, along with a copy of the approved Day Travel Request Form or Conference Overnight Request Form, and provide a copy of the Travel Expense Form to the employee. The employee will use this copy to make the next request for expense(s) to be paid relating to this conference travel request, and will continue to follow the same procedure until all expenses relating to the conference travel have been paid. The travel coordinator will then ensure all receipts are attached, reconcile, sign and forward to the Department Head/designee for signature. It will then be forwarded to Finance & Administration. All expenses relating to the conference travel must be reconciled within 30 days.

(1) Registration. Enrollment fees for conferences may be prepaid or billed to the City. The employee should complete the information requested in the appropriate section of the Travel Expense Form and forward to the travel coordinator. Where prepayment is a requirement, the travel coordinator must submit conference registration forms and the signed copy of the Travel Expense Form to the Finance & Administration Secretary, who will use the City credit card to register the employee.

(2) Transportation. If a travel agency is used to make air transportation accommodations, the City will be billed directly for these charges by the agency. The employee should complete the information requested in the appropriate section of the Travel Expense Form and submit to the travel coordinator to authorize the payment. As necessary, the travel coordinator must submit conference registration forms and the signed copy of the Travel Expense Form to the Finance & Administration Secretary, who will use the City credit card to arrange airline reservations for the employee.

(3) Lodging. When possible, expenses for hotel accommodations should be prepaid by the City. If necessary, an employee may use a personal credit card to guarantee and pay for hotel accommodations and request reimbursement at the end of the travel. As necessary, the travel coordinator must submit conference registration forms and the signed copy of the Travel Expense Form to the Finance & Administration Secretary, who will use the City credit card to reserve one night's lodging for the employee. If neither of these options is viable, the employee should request a conference Travel Advance to pay for the hotel accommodations.

(4) Miscellaneous Expenses. An employee must provide receipts or appropriate documentation for all expenses for which he/she desires to be reimbursed. Miscellaneous expenses are reimbursable for the following items:

(a) Work-related communications expense (telephone, messengers, etc.).

(b) Customary tips for waiter (tips must be based on the usual and customary amounts, 15 percent to 20 percent, for City reimbursable amounts), bellhops, skycaps, baggage handling, and valet parking.

(c) Business related long distance telephone calls.

(d) Employees may request reimbursement for one personal long distance call home daily, not to exceed 10 minutes, while out of the City on business.

b. **Non-reimbursable Expenses**

The following expenses are not allowable for reimbursement:

(1) Travel expenses incurred to obtain or maintain training and certificates that are not associated with an employee's job requirements.

(2) Personal travel insurance (e.g., life or medical insurance).

(3) Personal expenses (e.g., laundry, valets, haircuts).

(4) Self-entertainment activities (e.g., pay television, movies, nightclubs, health clubs, theaters, sporting events, etc.).

(5) Mileage or transportation expenses when an employee is transported by another traveler who is entitled to mileage or transportation expenses.

(6) Loss of funds or personal belongings while traveling.

(7) Any charges not specifically related to the conference/travel (e.g., additional charges for accommodations, meals, or travel either before or after the conference or for any expenses incurred by

family members if an employee's spouse and/or children accompany the traveler on an official business trip).

(8) Alcoholic beverages.

(9) Meals provided as part of registration.

(a) There will be no meal allowance where conference, seminar, or business meeting fees include the cost of the meal or if the meal is part of an official event associated with the conference, seminar, or business meeting (such as a luncheon or banquet); or

(b) Any meal furnished at no cost to the employee by a school or vendor while attending a course of instruction if the cost of the meal is ultimately paid for as part of the cost of instruction; or

(c) Continental breakfasts, provided by either the place of lodging or the conference, and heavy hors d'oeuvres.

507.5 Conference Travel Advance

Travel advances, as well as prepayments to vendors, are authorized to City officials and employees when required. In either case, approved travel authorization for expected travel and training costs must be made prior to making such advance payments.

a. Requesting a Conference Travel Loan Advance

To request an advance prior to the travel or conference, an employee must complete the Day Travel Request Form or Conference & Overnight Travel Request Form. If the amount requested differs from the original estimate, the employee must provide additional information to the travel coordinator and the change must be approved by the Department Head or designee. The request for the Travel Advance may not be presented to Finance & Administration more than 10 working days prior to the conference travel. All outstanding Travel Advances must be settled before a new Travel Advance may be requested. Requests for Travel Advances must be submitted to Finance & Administration at least seven working days in advance of the actual date of travel.

b. Reconciliation of Conference Travel

Within 30 days of the return to work following the conference/travel, the employee must reconcile the total amount of the travel by completing a Travel Expense Form and attaching all receipts. If the employee spent less than the amount of the Travel Advance, the employee will reimburse the City. Payment may be made with cash, check (made payable to the City of Gaithersburg), or money order. If the Travel Advance is not repaid within 30 calendar days after returning from a travel assignment, Finance & Administration will deduct the Travel Advance from the employee's payroll check. A deduction of up to 50 percent of the employee's net pay will be made each pay period until the Travel Advance is paid in full. The employee is responsible for compiling the total requested for reimbursement and ensuring associated receipts are attached. The City will not reimburse for items not supported by the requisite receipts, unless specifically approved by the Department Head.

If the employee spent more than the amount of the Advance, or no Travel Advance was requested, and all applicable receipts are provided, the employee should return the Form and receipts to the travel coordinator. After obtaining necessary authorization by the travel coordinator and the Department Head or designee, a check will be issued to the employee in the amount of the difference between the amount of the travel estimate and amount actually spent less travel advance. Financial reconciliation, either the amount owed to the City or the amount due to the employee must be submitted to Finance & Administration.

507.6 Departmental Travel Coordinators

For a list of Departmental travel coordinators, contact the Department of Finance & Administration.

Section 508. Credit Card Program

The Credit Card Program (CCP) establishes minimum standards for possession and use of City credit cards for authorized purchases.

The Credit Card Program is established to save the City time and money. By allowing the Bank and the merchants to process most of the paperwork, the City will eliminate the need to issue manual checks, speed the processing time for travel and arrangements, and reduce the number of invoices to be processed.

While it is the intent of this program to improve the efficiency and effectiveness of the City, nothing in this policy and/or procedures is intended to replace the current policy and/or procedures defined under the City Purchasing and Travel Regulations.

508.1 Scope

This policy applies to all City employees permitted to use a City credit card. City Manager authorized City credit cards are held by the following:

<u>Position</u>	<u>Number of Cards</u>
Mayor	1
City Council Members	5
City Manager	1
Assistant City Managers	2
Human Resources	1
Legal Services	1
Department Directors	TBD
Municipal Clerk	1
Finance & Administration Department	3

Additional credit cards may be issued when and as approved by the City Manager for whom and when determined to be in the best interest of the City of Gaithersburg.

508.2 Policy

a. **Limitations**

City credit cards are to be used for travel reservation, business meals, and items where online purchase provides for a better price and reduced staff time. The card may also be used for the immediate purchase of items deemed to be in the best interest of the City where requesting a manual check would not be practical.

The use of the City credit card for alcohol, personal purposes or purchases in excess of the limits authorized by the City Purchasing and Travel Regulations is prohibited.

b. **Controls**

The City of Gaithersburg uses internal management controls and reports from the card issuing bank system, to manage and audit the process to ensure that procedures are followed. The use of the Credit Card Program must comply with the City of Gaithersburg Purchasing and Travel Regulations.

508.3 Oversight

The Department of Finance & Administration is responsible for the Citywide contract administration of the Credit Card Program. Finance & Administration will issue overall policy guidance, pay Bank of America for all purchases/credits made by participating Departments, and post related charges/credits to the financial accounting system.

Each individual assigned a card is responsible for determining that purchases under this program meet City purchasing regulations, policies, and procedures determined to further the business of the City.

Employees shall be made aware that City credit cards will not be used for personal purchases and under no circumstances will alcohol be purchased.

The City Manager or his/her designee is responsible for the fiscal oversight/approval and reconciliation of the credit card statements of the Mayor and City Council and those of the Assistant City Managers. The Director of Finance & Administration is responsible for the fiscal oversight/approval and reconciliation of the credit card statements of the City Manager and all other credit cards, ensuring reconciliation of all credit card statements. The Director of Finance & Administration or designee will monitor the issuance of cards, ensure prompt reconciliation of monthly statements, and prepare payment documents for input in the financial system to generate payment.

Credit cards maintained in the Department of Finance & Administration are available for use by City employees authorized by Department Heads to make travel related, store purchases, and/or online purchases. Each card is numbered and must be checked out by an employee, who must sign for the card. When the card is returned, it must be accompanied by appropriate documentation and a coded receipt signed by the Department Heads or his/her designee. Unless pre-approved by the Director of Finance & Administration, credit card purchases may not be used for items in excess of the Purchase Order limit.

Finance & Administration will maintain a credit card action inventory for each card issued in the name of the City.

509. City-Owned Mobile Devices

The City may entrust employees with City-owned mobile devices to improve job productivity and efficiency, enhance public safety, provide a greater level of customer service, and/or facilitate communications during emergency situations. Issuance of City-owned mobile devices will be at the discretion of the Department Head pursuant to the City's Finance and Administration Department Policy Manual which outlines the policy and procedures for authorizing use of and procuring City-owned mobile devices, assigning responsibility, ensuring departmental and employee accountability (monitoring usage, auditing of records, etc.), and preventing improper use of City-owned mobile devices.

An employee who is issued a City-owned mobile device must sign an agreement accepting the equipment and acknowledging his/her responsibility to use the City-owned mobile device in a conscientious, efficient, ethical, and legal manner.

See also Section 1105 of this Manual, Information Technology Resources Use.