

AGENDA FOR THE PERSONNEL COMMITTEE MEETING  
TUESDAY, NOVEMBER 24, 2009, 6:45 PM, SECOND FLOOR  
SMALL CONFERENCE ROOM, MUNICIPAL BUILDING

(Councilmen Joyce, Lynch, Wilcox, Rockhold and Reynolds)

- I. CALL TO ORDER – Councilman Mike Reynolds, Chairman
- II. ROLL CALL – Noted by the Clerk.
- III. MINUTES – Meeting held July 23, 2009
- IV. NEW BUSINESS – amendments to the personnel policy:
  1. Cost reimbursement for travel;
  2. Cell phone reimbursement policy;
  3. Overtime or compensatory time **removed** for mandatory schooling;
  4. Contacting employees on sick leave **removed** from policy.
- V. ADJOURNMENT

## S. CELL PHONE POLICY

(Adopted 09/11/07)

### Cell Phone Reimbursement Policy **PROPOSED - September 16, 2009**

The City of Parkersburg acknowledges that certain employees require the use of a mobile device for ready communication throughout the workday and after work hours.

Each department director must submit a list of those individuals who require a cell phone for approval by the Mayor, who reserves the right to limit this list. This list must be submitted at least annually and only those designated and approved employees will receive reimbursement. The Finance Department will maintain a current copy of this list. The City does not provide cell phones to employees.

The monthly reimbursement is \$40 per month or the actual bill, whichever is less. To receive reimbursement, the employee must submit the cover sheet of their monthly phone bill along with a department requisition to the finance department. This must be done on a monthly basis. The finance department will not reimburse any bill that is over 30 days old. It is the responsibility of each employee to submit the appropriate documentation in a timely fashion to the finance department for reimbursement. Failure to do so will result in non-payment of the request.

Employees who are off on long term leave; sick, workers' comp, etc. are not entitled to full cell phone reimbursement during the time they are off. In such instances, cell phone reimbursement will be limited to \$6.00 per month.

~~Cell phones are furnished to certain employees in connection with their duties (i.e. employees who are on-call or work out in the field). The Finance Director is responsible for the distribution and monthly monitoring of cell phone bills for employee abuse. Employees that have excessive cell usage for personal calls will be subject to corrective action up to and including termination. All employees who are issued cell phones are to adhere to the following rules regarding use:~~

~~Cell phones are limited to a maximum number of minutes per month. Employees assigned a cell phone shall not exceed that maximum.~~

~~Cell phones shall not be used for personal calls while on-duty or off-duty. On occasion situations may arise which requires the employee to use the City assigned cell phone for personal business, however, employees shall limit personal use to 15 minutes per week.~~

**OVERTIME (NON-SUPERVISORY NON-EXEMPT EMPLOYEES)**

**PROPOSE REMOVAL** September 22, 2009

~~(6) Mandatory Schooling (Revised 04/25/06)~~

~~Fire Civil Service and Police Civil Service employees will receive overtime compensation or compensatory time off for all mandatory schooling.~~

PROPOSE REMOVAL — September 22, 2009

~~When an employee reports off sick, the supervisor may contact the employee, either in person or by telephone, sometime during the scheduled workday. Information relating to the contact will be noted by the supervisor with the date and time contacted and any remarks that the supervisor might have. The supervisor, at his/her discretion, can check the employee more than one time during the scheduled workday.~~

**Cost Reimbursement**      **PROPOSED September 22, 2009**

Employees must itemize all costs on a reimbursement request form and attach receipts. The following items are reimbursable:

Commercial flights are reimbursable when the cost is less than the cost of automobile mileage or when the travel time by automobile is significant.

Fares for buses, limousines, or taxis are reimbursable if determined to be the most economical means available.

The city will attempt to make a vehicle available for travel when possible. If a City vehicle is not available employees may use their personal vehicle and will be reimbursed at the current IRS allowable rate per mile. **If a City vehicle is available and the employee chooses to use their personal vehicle, the employee will not receive mileage reimbursement. Passengers traveling in the same personal vehicle will not receive mileage reimbursement. If two or more employees are traveling to the same conference they are to travel in the same vehicle. If they choose not to travel together and a personal vehicle is used, only one employee may be reimbursed mileage.** Car rental is not reimbursable without approval of the Mayor.