

Title 3
PERSONNEL

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- 3.05 Deferred Compensation Plan**
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Chapter 3.05 **DEFERRED COMPENSATION PLAN**

Sections:

- 3.05.010 Purpose.
- 3.05.020 Scope.
- 3.05.030 Policy.

3.05.010

Purpose.

To establish a deferred compensation plan for staff. [**September 30, 1994**. Policy P-1].

3.05.020

Scope.

All full-time staff. [**September 30, 1994**. Policy P-1].

3.05.030

Policy.

A. IIMC shall provide a deferred compensation plan to all full-time employees after one full year of employment.

B. IIMC will contribute seven and one-half percent of each eligible employee's base pay into the approved plan up to the annual limits established by federal and state legislation.

C. Excess contributions over and above federal and state limits, if any, will be refunded directly to the employee.

D. The Executive Director is authorized to execute all agreements and documentation necessary to administer the plan.

E. Under no circumstances will IIMC draw upon the deferred compensation plan funds set aside for employees, legal action notwithstanding. [**September 30, 1994**. Policy P-1].

Chapter 3.10

IMC BUSINESS CREDIT CARD USAGE

Sections:

3.10.010 Purpose.

3.10.020 Scope.

3.10.030 Policy.

3.10.010

Purpose

To establish a policy on using IIMC's business credit card. [November 7, 2009; October 27, 2006. Policy B-16].

3.10.020

Scope

IIMC Executive Committee and IIMC staff. [November 7, 2009; October 27, 2006. Policy B-16].

3.10.030

Policy

Any credit card provided by the International Institute of Municipal Clerks (IIMC) for business use by an employee or member of the Executive Committee is for IIMC business use only. Cardholders may not, under any circumstances, use the credit card for personal purchases, for guaranteeing any type of personal reservations (hotel, rental cars, airline tickets, etc.), nor for any other non-association business use.

IIMC's credit card is not for personal use. Personal use is defined as the purchasing of any item or service, such as products, entertainment, etc., that does not fall under the heading of IIMC business, office supplies, conference and/or mid-year related business activity.

Any personal use of IIMC's business credit card will be considered a breach of ethics and misappropriation of IIMC's funds. This breach can lead to disciplinary action for staff. For members of the Executive Committee, this breach may result in sanction or possible removal from the Board, pending a decision by IIMC Ethics Review Committee and approval from IIMC's Board of Directors.

IIMC's credit card (Master Card) is to be used for the following:

- IIMC Business travel (airlines, accommodations, meals, transportation if necessary).
- IIMC Office supplies.
- All payments connected with IIMC's annual conference and IIMC's mid-year meeting by authorized staff only.
- As necessary for daily IIMC business.

Allowing others to use IIMC's business credit card requires prior approval by the Executive Director and is generally considered prohibited.

On a monthly basis all cardholders are required to print a listing of all transactions posted to their credit card using their online credit card access portal and submit a monthly expense report outlining all applicable charges – attaching all necessary receipts.

For all business transactions, a valid receipt must be attached to an expense report form. When the credit card is used to pay for meals, the credit card user must indicate, on the receipt, who was in attendance and the purpose of the meal.

It is the credit cardholder's responsibility to submit expense reports no later than the 5th day of each month for previous month's activity.

My signature indicates that I have read, understood, and agreed to abide by the terms and conditions of IIMC's Credit Card Usage Policy.

Signature: _____

Date: _____

[**May 20, 2017**; November 23, 2013; November 7, 2009; October 27, 2006. Policy B-16].

Chapter 3.15 **EXPENSES – STAFF TRAVEL**

Sections:

- 3.15.010 Purpose.
- 3.15.020 Scope.
- 3.15.030 General provisions.
- 3.15.040 Guidelines for business meetings, training or conference budget.
- 3.15.050 Advance payments.
- 3.15.060 Expenses approved for reimbursement.
- 3.15.070 Reporting business, training or conference expenses.
- 3.15.080 Settlement of advance payments.
- 3.15.090 Wages.

3.15.010

Purpose

The following rules govern expense allowances granted to headquarters staff for travel to business meetings, training or conferences. [November 23, 2013; December 6, 2002; September 2001. Policy P-2].

3.15.020

Scope

This policy applies to all IIMC staff. [November 23, 2013; December 6, 2002; September 2001. Policy P-2].

3.15.030

General provisions

- A. Attendance at business meetings, training or conference events will only be authorized if the event or meeting offers a substantial benefit to IIMC in terms of conducting IIMC business or enhancing the professional development of the staff.
- B. The Executive Director is responsible for reviewing and approving all headquarters staff travel to business meetings, training, or conferences. The Executive Director will notify the Board of Directors of his/her travel to business meetings, training or conferences.
- C. IIMC provides and pays staff established per diem prior to attending a business meeting, training or conference events.
- D. After attending a business meeting, training or conference event, staff will submit an expense report form for reimbursement only if costs exceeded the established per diem. [November 23, 2013; December 6, 2002; September 2001. Policy P-2].

3.15.040

Guidelines for business meetings, training or conference budget

- A. For budgeted events only, the budget document shall serve as the official authorization from the Board. For budgeted events only, the Executive Director signs the expense report form for staff travel.
- B. During the annual budget process, a lump sum is allocated in each Department's professional development accounts. The lump sum, until exceeded, shall serve as the official authorization. If the expenses for staff travel are anticipated to exceed the amount approved in the annual budget, approval shall be obtained from the budget and planning

committee. Unless there is a clearly apparent benefit to IIMC, unbudgeted travel shall not be approved.

C. IIMC will not exceed its budget allocations for the business meeting, training or conference accounts, or carry over or encumber unused budgeted funds in the succeeding fiscal year. [November 23, 2013; December 6, 2002; September 2001. Policy P-2].

3.15.050

Advance payments

A. If, in the judgment of the Executive Director, the estimated expense for a contemplated event is too high to expect the staff to finance it and be reimbursed upon his or her return, advance payment of the estimated amount to the staff may be authorized.

B. When feasible, payment for transportation, first night's lodging expense and registration fees should be made directly by headquarters to the conference, hotel or travel agency and need not be included in the advance payment to the staff.

C. An advance will not be issued more than ten business days prior to the approved event.

D. When an advance payment for a business meeting, training or conference expense is made, the reimbursement procedures as stated in these regulations must still be followed. Advancing of money for expenses does not constitute approval for the expenditure of the entire amount as advanced, as all expenditures must be justified and approved. [November 23, 2013; December 6, 2002; September 2001. Policy P-2].

3.15.060

Expenses approved for reimbursement

A. Transportation.

1. Air Transportation. Economy or discount airline rates will be considered standard transportation.

2. Receipts for transportation expenditures must be obtained and submitted with the expense report. No allowance will be made more than the actual cost of transportation.

3. Use of personal cars for business meetings, training or conferences may be approved when use of commercial transportation is not available or is not practical. When personal vehicle use is approved, the mileage compensation rate at the current U.S. Internal Revenue Service approved rate shall apply. Parking fees shall also be allowed when a personal car is used in lieu of other transportation. Self-parking or valet parking will be reimbursed, whichever is less.

4. When the use of a personal car is approved, the total allowance for transportation shall in no case exceed the cost of economy airfare if such service is available.

5. When air, rail or bus transportation is used, expenses for transportation, such as taxicab and bus fare, shall be allowed when such transportation is necessary. However, if hotel transportation is provided at no cost or at a lower cost, staff should avail themselves of this transportation alternative. In no case shall the reimbursement exceed the cost of this hotel transportation alternative.

6. Approval for reimbursement for car rental fees shall be obtained in advance of the time the expense report form is submitted.

B. Lodging. Expenses shall be allowed for adequate lodging. Receipts for lodging shall be provided to obtain reimbursement. The traveler is responsible for incidentals to the hotel

bill, e.g., movies, dry cleaning, phone calls (except as provided), and extended stays before or after the approved event.

C. Meals. Expenses for meals shall be reimbursed at actual cost, with a 20 percent maximum gratuity. For some events, the Executive Director may establish or provide (per diem) for reimbursable meals. In these instances, the traveler shall be reimbursed for the actual cost of each meal up to the maximum allowance established for that meal. No reimbursement shall be made if designated an official meal function and IIMC is paying directly (e.g., a group luncheon during a board meeting, board dinners, annual conference).

D. Gratuities. IIMC shall reimburse the following gratuities:

1. Meals. A maximum 20 percent gratuity shall be reimbursed over the meal allowance unless the restaurant has applied a pre-calculated service charge.

2. Taxi/Shuttles. Gratuities for taxi or shuttle service shall be reimbursed to a maximum of 10 percent of the fare or \$2.00, whichever is greater.

3. Airport/Hotel Baggage Handling. Gratuities for baggage handling by hotel personnel shall be reimbursed to a maximum of \$1.00 per bag. Use of airport skycaps is allowed; however, baggage handling fees and gratuities will not be reimbursed.

4. Valet or Self-Parking. Self-parking or valet parking will be reimbursed, whichever is less.

5. Conference Hotel/Convention. Reasonable gratuities for business assistance by hotel or convention center staff during the annual conference are reimbursable subject to approval by the Executive Director.

6. Housekeeping. Gratuities for housekeeping are included in the per diem advance and are limited to \$2.00 per night.

E. Parking. Airport parking arrangements for the traveler's automobile are allowable. However, if the cost of shuttle transportation to and from the airport is less than the combined cost of mileage and airport parking, staff should avail themselves of the transportation alternative. In no case shall the reimbursement for mileage and airport parking costs exceed the cost of the shuttle transportation to and from the airport.

F. Registration Fees. Fees charged for registration at any training event or conference are an allowable expense. A receipt, or some other proof of the fee, and a copy of the conference or training program setting forth the fees shall be provided.

G. Spouses/Guests. Expenses for accompanying spouses or other guests shall not be reimbursed.

H. Shipping. Shipping of personal or non-IIMC materials shall not be reimbursed. [November 23, 2013; December 6, 2002; September 2001. Policy P-2].

3.15.070

Reporting business, training or conference expenses.

A. The expense report shall be filed with headquarters within ten business days after returning for either (1) reimbursement for expenditures or (2) settlement of a business meeting, training or conference expense advance. A detailed record of expenses by days shall be prepared. All items shall be supported by receipts.

B. The employee shall sign the expense report. No reimbursement shall be made, or account settled, until the report is approved. [November 23, 2013; December 6, 2002; September 2001. Policy P-2].

3.15.080

Settlement of advance payments

Staff will receive advance payments (per diem) calculated for meetings and conferences prior to attending the events. If actual expenses exceed the estimate or advance, upon approval, the staff shall be reimbursed. [November 23, 2013; December 6, 2002; September 2001. Policy P-2].

3.15.090

Wages

A. If a nonexempt employee is required to travel during a regular business day, they shall receive their normal hourly rate of pay for each actual hour traveled up to a maximum of nine hours. Any travel time more than nine hours shall constitute overtime; however, the overtime rate shall be one and one-half times the effective state or federal minimum wage, whichever is greater.

B. If a nonexempt employee is required to travel on any day that is normally considered a holiday, the employee shall be paid overtime in accordance with California State labor law and be compensated at a rate of one and one-half times the state or federal minimum wage, whichever is greater.

C. If an exempt employee is required to travel on any day that is normally considered a holiday, the employee will receive time off in lieu equal to a maximum of nine hours or the actual travel time, whichever is less.

D. No employer shall cause his or her employees to work more than six days out of seven. However, if the nature of the employment is such that working seven consecutive days is reasonably required, employees may receive days of rest equivalent to one day in seven in the calendar month. Employees must be compensated with overtime pay for each seventh day worked and must receive double-time pay for hours over eight worked on a seventh day. [December 6, 2002; September 2001. Policy P-2].

Chapter 3.20 **EARLY RETIREMENT INCENTIVE**

Sections:

3.20.010 Purpose

3.20.020 Scope

3.20.030 Policy

3.20.010

Purpose

To establish a policy for long service employees to take early retirement. [December 6, 2002; July 2002. Policy P-3].

3.20.020

Scope

All full-time staff. [December 6, 2002; July 2002. Policy P-3].

3.20.030

Policy

A. Early retirement incentives may be offered to any employee who:

1. Has attained the age of 60 years or more; and
2. Is within five years of receiving Medicare coverage; and
3. Who has worked continuously for IIMC in a full-time position for 25 or more

years.

B. For employees hired before January 1, 2014, IIMC will continue to pay the cost of medical, dental and vision insurance coverage at the prevailing rate until such time as the retired employee begins receiving Medicare coverage.

C. IIMC reserves the right to change carriers or insurance plans at its discretion and shall notify the retired employee of such changes.

D. The retired employee is responsible for notifying IIMC of address changes or any other circumstances which may impact the coverage provided. [November 23, 2013; December 6, 2002; July 2002. Policy P-3].

Chapter 3.25 **Employee Service Recognition**

Sections:

3.25.010 Purpose

3.25.020 Scope

3.25.030 Policy

3.25.010 Purpose

To establish a policy to recognize full-time IIMC staff for longevity (**May 2021**).

3.25.020 Scope

Full-time employees who resign or retire from IIMC in good standing, with at least 15 years of service.

3.25.30 Policy

- A. Employees in good standing who retire or resign from IIMC Service, after completing 15 to 20 years of service, are eligible to receive a one-time cash bonus of \$5,000 upon the termination of their employment.
- B. Employees in good standing who retire or resign from IIMC Service, after completing 20 or more years of service, are eligible to receive a one-time cash bonus of \$10,000 upon the termination of their employment.
- C. Employees who leave service after completing 15 to 20 years and receive \$5,000 cash bonus, are eligible for an additional payment of \$5,000 if they return and complete additional years of service to reach the 20 years or more milestone. The employee must leave in good standing.
- D. A break in service due to a FMLA request, Uniformed Services Leave to fulfill a military service requirement, or an approved leave of absence of up to 6 months shall not count against the employee's accrual of longevity of service.
- E. Except as provided in (C), a service recognition cash bonus is limited to one per employee.

“Good standing”: The employee’s resignation or retirement is not elected as an offered alternative to involuntary discharge or in response to a disciplinary measure.