

Policy 4031 Expenditure Reimbursement and Use of Public Resources (All Employees)

4031.1 Purpose and Findings

The Olympic Valley Public Service District (District) takes its stewardship over the use of its limited public resources seriously. The purpose of this policy is to prescribe the manner in which District employees and Directors may be reimbursed for expenditures related to District business, and is intended to result in no personal gain or loss to an employee or Director. Public resources should only be used when there is a substantial benefit to the District. Such benefits include:

1. The opportunity to discuss the community's concerns with state and federal officials;
2. Participating in regional, state and national organizations whose activities affect the District;
3. Attending educational seminars designed to improve officials' and employees' skill and information levels; and
4. Promoting public service and morale by recognizing such service.

Legislative and other regional, state and federal agency business is frequently conducted over meals, and sharing a meal with said government officials is frequently the best opportunity for a more extensive, focused and uninterrupted communication about the District's policy concerns; and each meal expenditure must comply with the limits and reporting requirements of local, state, and federal law.

This policy provides guidance to elected and appointed officials and employees on the use and expenditure of District resources, as well as the standards against which those expenditures will be measured.

This policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources. This policy also applies to any charges made to a District credit card, cash advances or other line of credit.

4031.1.2 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4031.2 Authorized Expenses.

District funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized District business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

1. Communicating with representatives of regional, state and national government on District adopted policy positions;
2. Attending educational seminars designed to improve officials' and employees' skill and information levels;
3. Participating in regional, state and national organizations whose activities affect the District's interests;
4. Recognizing service to the District (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);

5. Attending District events; and
6. Meetings such as those listed above for which a meeting stipend is expressly authorized under this policy.

All other expenditures require prior approval by the District's Board of Directors. The following expenses also require prior governing body approval:

1. International travel;
2. Expenses which exceed the annual limits established for each office holder; and

Examples of personal expenses that the District will not reimburse include, but are not limited to:

1. The personal portion of any trip, including commuting expenses to and from work;
2. Political or charitable contributions or events;
3. Family expenses, including partners' expenses when accompanying official on agency-related business, as well as children or pet related expenses;
4. Entertainment or recreational expenses, including theater, movies (either in-room or at the theater), sporting events (including ski passes, gym, massage and/or golf related expenses), or other cultural events;
5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
6. Personal losses incurred while on District business. Any question regarding the propriety of a particular expense needs to be resolved by the approving authority before the expense is incurred.
7. Junkets (a tour or journey for pleasure at public expense), however, will not be permitted.

4031.2.1 The General Manager will review and approve employee reimbursement requests. Reimbursement requests of the General Manager will be reviewed and approved by the Board of Directors.

4031.3 Meeting Stipends

4031.3.1 General

Consistent with Water Code §§20201 and 20202, Directors receive \$600 per month for attendance at meetings, as defined in this policy (resolution 2013-03). The stipend is based upon four meetings per month at \$150 per meeting for attendance at all Regular, Special and Committee Meetings of the Board, and all Board-directed outside meetings. Such compensation is in addition to any reimbursement for meals, lodging, travel and expenses consistent with this policy.

4031.3.2 Meetings and Service Subject to Stipend

To be entitled to a stipend under this policy, the event in question must constitute one of the following:

1. A meeting of the District Board within the meaning of Government Code §54952.2(a);
2. A meeting of a District committee within the meaning of Government Code §54952(b);
3. An advisory body meeting within the meaning of Government Code §54952(b); or

4. A conference or organized educational activity conducted in compliance with Government Code §54952.2(c), including ethics training required by Government Code §53234 and following.
5. A meeting of any multi-jurisdictional governmental body on which the District Director serves as the District's designated representative;
6. Any meeting attended or service provided on a given day at the formal request of the District Board and for which the District Board approves payment of a daily meeting stipend.

4031.3.3 Aggregate Limits

The number of days for which a District Director receives a daily stipend will not exceed the aggregate limits established by state law (Water Code §20202).

4031.3.4 Cost Control

To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred that exceed these guidelines, the cost borne or reimbursed by the District will be limited to the costs that fall within the guidelines.

- A. Transportation. The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Charges for rental vehicles may be reimbursed under this provision if more than one District official is attending an out-of-town conference, and it is determined that sharing a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. Government and group rates must be used when available.
- B. Airfare. Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities (www.cacities.org/travel), and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.
- C. Automobile. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.
- D. Car Rental. Rental rates that are equal or less than those available through the State of California's website (www.catravelmart.com) shall be considered the most economical and reasonable for purposes of reimbursement under this policy.
- E. Taxis/Shuttles. Taxi and shuttle fares may be reimbursed, including a 15% gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time efficiency.

4031.4 Lodging

Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay.

4031.4.1 Conferences/Meetings

If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see next section.

4031.4.2 Other Lodging

Travelers must request government rates, when available. Lodging rates that are equal or less than government rates are presumed to be reasonable and reimbursable for purposes of this policy.

4031.5 Meals

Reimbursable meal expenses and associated gratuities will not exceed the following rates:

Breakfast \$12; Lunch \$18, Dinner \$35

Such amounts will be annually adjusted to reflect changes in the cost of living in accordance with statistics published by the United States Dept. of Labor, Bureau of Labor Statistics Consumer Price Index, all urban consumers for the Greater San Francisco-Oakland Metropolitan Area (The annual adjustment will be based on this area whether travel is within the area or not.).

No District reimbursement of alcohol/personal bar expenses is permitted.

4031.6 Telephone/Fax/Cellular

Officials will be reimbursed for actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. For cellular calls when the official has a particular number of minutes included in the official's plan, the official can identify the percentage of calls made on public business. One call, per day, (not to exceed 15 minutes) to family is permitted.

4031.7 Internet

Officials will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed \$15.00 per day, if Internet access is necessary for District-related business.

4031.8 Airport Parking

Long-term parking must be used for travel exceeding 24 hours.

4031.9 Baggage Handling

Baggage handling fees of up to \$1.00 per bag and gratuities of up to 15% will be reimbursed. Expenses for which District officials receive reimbursement from another agency are not reimbursable.

4031.10 Cash Advance Policy

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the District's behalf. Such request for an advance should be submitted to the General Manager 10 days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The benefits of such expenditure to the residents of the District;

3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and/or transportation expenses); and
4. The dates of the expenditure(s).

Any unused advance must be returned to the District treasury within five (5) business days of the official's return, along with an expense report and receipts documenting how the advance was used in compliance with this expense policy.

4031.11 Credit Card Use Policy

The District does issue credit cards to individual office holders but does not have an agency credit card for selected District expenses. District office holders may use the District's credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the District credit card and compliance with this policy must be submitted within five (5) business days of use.

The District credit card may not be used for personal expenses, even if the official subsequently reimburses the District. District officials with a District credit card may only use the card for official agency business consistent with this expense policy. Credit card expenses will be periodically reviewed by the governing body, or its designee. Each credit card holder will, as part of that individual's expense report, document compliance with this expense policy.

4031.12 Expense Report Content and Submission Deadline

All cash advance expenditures, credit card expenses, and expense reimbursement requests must be submitted on an expense report form provided by the District.

Expense reports must document that the expense in question met the requirements of this policy. For example, if the meeting is with a legislator, the local agency official should explain whose meals were purchased, what issues were discussed and how those relate to the District's adopted legislative positions and priorities.

Officials must submit their expense reports within thirty (30) days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

4031.13 Audits of Expense Reports

All expenses are subject to verification that they comply with this policy.

4031.14 Reports to Governing Board

At the following District governing body meeting, each official shall briefly report on meetings attended at District expense, either verbally or by a brief written report. If multiple officials attended, a joint report may be made. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

4031.15 Compliance with Laws

District officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act, and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act, and other laws.

4031.16 Violation of this Policy

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement or credit card privileges, 2) a demand for restitution to the District, 3) the agency's reporting the expenses as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.

Reimbursement to District for any and all reasonable attorney's fees incurred in order to enforce the terms and conditions of this policy, including commencement of any actions or proceedings for breach or failure to abide by this policy, and/or to collect sums due to District.

(Adopted 7-25-2006, Revised 4-30-2013)

DIVISION X EDUCATION AND TRAINING PROGRAMS

Section 10.01 Programs

When the Board, General Manager, Fire Chief or a Department Manager deems it appropriate, an employee may be sent to approved in-service training and education programs. The District shall pay the cost of the employee's tuition and books and other reasonably incurred expenses as set forth in Division XI.

Costs incurred for job-related training expenses resulting from extracurricular activities such as college tuition, home study courses, committee involvement in service-oriented organizations, etc., may be reimbursed at the General Manager's discretion.

Reimbursement for educational expenses shall be paid upon evidence of successful completion of the program for which prior approval has been received. The Manager, at his/her discretion, may allow an "advance allowance" to the employee.

The District will pay overtime for hours accrued in excess of normal work hours (8 hours per day for regular, non-exempt employees, and 24 hours for shift employees) to attend mandatory training. Mandatory training is training required by the Board, General Manager, Fire Chief or a Department Manager.

Out of town travel for mandatory training classes will be compensated, including time spent driving or as a passenger. Time spent taking a break from travel in order to eat a meal, sleep, or to engage in personal pursuits not connected with the traveling is not compensable. To avoid over-time, travel during normal work hours is encouraged.

The District will not pay overtime for hours outside of normal work hours for employee-elected training, even though the District may have paid for the class.

Section 10.02 Reimbursement for Required Certifications and Licenses

The District will reimburse an employee for the cost to successfully renew a certification or license that the employee is required to maintain for their authorized position with the District.

Section 10.03 Educational Incentive Plan

The following Educational Incentive Plan allows employees to increase their wages above their pay range step(s) by completing approved training and achieving certifications as shown.

1. A salary increase will be paid for certification and education for the classes and certifications shown on the four attached "Olympic Valley Public Service District Educational Incentive Programs." All certifications and education must be approved by the District, not duplicated unless approved by the District, and will carry a cumulative maximum of 10% in compensation. Training and incentives must be approved by the General Manager prior to starting education or incurring expenses.
2. Only those certificates or incentives earned while employed with the District shall be included in this program. Certifications must remain active to keep incentive credit.

3. New courses and incentives may be added at the discretion of the General Manager or Personnel Committee.
4. Classes, courses or examinations scheduled during regularly scheduled work hours will be compensated at the employee's regular rate of pay. Wages will not be compensated for classes, courses or examinations scheduled outside of regularly scheduled work hours.
5. Expenses incurred for attending classes, courses or examinations as a part of this incentive program shall be subject to provisions in this Division X "Education and Training Programs" as well as Division XI "Reimbursement of Incurred Expenses" of the Personnel Policies and Procedures Manual.
6. Organizations providing certification testing may impose requirements, which exceed the District requirements.
7. For promotions, incentives listed and earned for the lower position will not be carried to the higher position unless it is also identified as an incentive for the promotional position. The incentives earned in a lower position that are a requirement of the higher position to which the employee is being promoted will not be carried forward and the incentive will be eliminated. If an incentive is earned at a lower position and is listed as an available incentive for the promotional position as well, the incentive provided for the promotional position will be summed with all other incentives and applied to the Base Wage. If Training or Certification is required per job description, incentives will not be given.
8. Base Wages are those listed in the District's published Summary of Monthly Salary Schedules. There are typically five steps for each position. The wage for each step for each position are the Base Wages.
9. The standard operating procedure to compute salary increases are as follows:
 - A. When an employee receives Educational Incentive Plan salary increases, the percentages earned for the incentives are summed and then applied to the employee's current Base Wage.

Example: If an employee is making a Base Wage of \$1,000 per month and receives a 2.0% increase for becoming a Notary Public, the new salary will be \$1,020 per month. If this employee then earns a separate 3.0% increase for earning the Special Districts Administrator certificate, the new salary would be \$1,050 per month. The 2.0% and 3.0% are summed, and then applied to the Base Wage of \$1,000 per month.
 - B. If a new Salary Schedule is approved, for instance to incorporate a Cost of Living Adjustment, then Base Wages are adjusted only. The sum of each employee's incentives is then applied to the adjusted Base Wage to compute the employee's new wage.

DIVISION XI REIMBURSEMENT OF INCURRED EXPENSES

Section 11.01 Reimbursement for Meals

Upon prior authorization, the District will reimburse an employee for meals when the employee travels for District business during meal times. Limits to be observed are specified in District Policy Number 4031.4, as may be revised from time to time. (Revised by Ord 2006-03)

Section 11.02 Reimbursement for Mileage

When authorized in advance by the General Manager, an employee may utilize his personal vehicle in the conduct of District business, and shall be entitled to reimbursement at the currently permitted IRS mileage allowance as may be revised from time to time. [Revised by Ord 2006-03] The employee must submit an accounting of actual mileage on District business to initiate reimbursement. (Revised by Ord 2009-06)

Section 11.03 Reimbursement for Lodging

When authorized in advance by the General Manager, an employee who is away from his/her principal residence on District business may be reimbursed for the reasonable cost of overnight accommodations specified in District Policy 4031.4 and sub-sections, as may be revised from time to time. The employee must submit receipts to initiate reimbursement. (Revised by Ord 2006-03; 2009-06)

The General Manager, at his/her discretion, may allow an "advance allowance" to the employee. The employee must submit all receipts of expenses to substantiate said advance allowance and any funds not utilized must be promptly returned to the District. (Revised by Ord 2006-03)

DIVISION II BOARD OF DIRECTORS

Section 2.01 Organization of Board

The Board shall consist of five (5) Directors, each of whom, whether elected or appointed, shall be a registered voter within District.

Section 2.02 Purpose

Directors work collectively as a legislative Board to accomplish the mission of the District through formulation and evaluation of policy and general direction to District management.

Directors function as a part of the Board and have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

Section 2.03 Term of Office

The term of office of each Director, other than directors appointed to fill an unexpired term, shall be four (4) years. Elections are staggered and held every even-numbered year.

Section 2.04 Officers

The Board will elect (usually in December) a President and Vice President from among its members to serve during the coming calendar year.

Section 2.05 President

The President of the Board shall serve as chairperson at Board meetings. The President shall have the same rights as the other Directors in voting, introducing motions, resolutions and ordinances, and in any discussion.

Section 2.06 Vice President

In the absence of the President, the Vice President shall serve as chairperson at Board meetings.

If the President and Vice President are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

Section 2.07 Job Description

A Job Description, outlining the duties and qualifications of a Board member/Director, was approved and adopted by the Board of Directors on 10/26/95. Revisions to the Job Description may be made by the Board from time to time in order to remain current.

Section 2.08 Attendance at Meetings

Directors shall attend all meetings of the Board unless there is good cause for absence.

Section 2.09 Compensation

Directors receive a monthly "Director's Fee," the amount of which shall be established by resolution of the Board.

Section 2.10 Reimbursement of Travel Expenses

Actual business and travel expenses in connection with official duties are reimbursed at cost or per District policy.

Section 2.11 Preparation for Meetings

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board. Information may be requested from staff before meetings.

Section 2.12 Conflict of Interest

Directors shall abstain from participating in consideration or discussion of any item involving a personal or financial conflict of interest, as defined in the District Conflict of Interest Code. However, unless such a conflict of interest exists, Directors should not abstain from the Board's decision making responsibilities.

Section 2.13 Training, Education & Conferences

First term Directors are required to complete at least one course from the Special District and Local Government Institute, California Special District Association, or equivalent, within one year of taking office and shall be certified in Special District Leadership & Management within two (2) years from taking office; attend at least one (1) continuing educational conference and/or professional meeting when the purpose of such activity is to improve District operations and/or to further the Director's professional development and to fulfill mandated training requirements. (Amended by Ord 2009-01)

Section 2.14 Complaints

Complaints from residents and property owners of the District should be referred to the General Manager.

Section 2.15 Safety Concerns

Items related to safety or concerns for safety or hazards should be reported to the General Manager.

Section 2.16 Clarification of Policy

Clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming should be referred directly to the General Manager.

Section 2.17 Constituent Requests

When responding to constituent requests and concerns, Directors should be courteous and respond in a positive manner. Questions and requests should be referred to the General Manager.

Section 2.18 General Manager

Directors should develop a working relationship with the General Manager wherein current issues, concerns and projects can be discussed comfortably and openly.