

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY

Finance Committee  
SUBMITTED BY



Sherry Oja, Finance Director  
DRAFTED BY

January 26, 2016  
DATE DRAFTED

**AMENDING THE COUNTY'S PERSONNEL ORDINANCE**

1 **WHEREAS**, Rock County has an established Personnel Ordinance: and,  
2  
3 **WHEREAS**, certain changes have been suggested by Employees and Department Managers to the  
4 Travel section; and,  
5  
6 **WHEREAS**, the County wants to incorporate these additional changes to the Personnel Ordinance  
7 effective at 12:01 a.m. April 1, 2016.  
8  
9 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly  
10 assembled this 25<sup>th</sup> day of February, 2016, does hereby amend Chapter XVIII, the County's  
11 Personnel Ordinance as follows:

12  
13 **CHAPTER XVIII**  
14 **PERSONNEL ORDINANCE**  
15

16 18.626 Travel  
17 The County shall reimburse employees for actual necessary and reasonable itemized travel costs  
18 incurred while on official authorized County business. Commuting expenses between an employee's  
19 residence and normal place of employment are not reimbursable. All travel must be authorized by the  
20 Department Head in order to be eligible for reimbursement. Department Heads shall inform the  
21 County Administrator of any out of County travel plans. There will be no reimbursement for meals  
22 within the County, except as authorized by the Board Chair or Vice Chair. Out of County meals will  
23 be reimbursed at the IRS allowed rates. Receipts are required for all meals. Employees shall receive  
24 mileage reimbursement at the IRS allowed rate for all authorized travel in their personal automobile.  
25 Employees shall be required to complete an expense voucher before reimbursement will be made. All  
26 automobile allowances in all County departments shall be paid in a manner similar to that in which  
27 salaries are paid. Receipts are also required for air, train, bus or taxi travel, hotels or motels, meals,  
28 conference registration and all other items (except tolls) in excess of five dollars. Clerical employees  
29 who are required to return to work to take minutes at evening meetings shall be reimbursed for mileage  
30 to and from their residence. (This reimbursement is taxable to the employee.)

- 31  
32 ~~Meals allowed while in travel status:~~  
33  
34 ~~• Breakfast up to \$8.00 including tip, may be claimed when the employee is out of the County~~  
35 ~~prior to 7:00 a.m. on county business. The breakfast rate will be paid for meals prior to 10:30~~  
36 ~~a.m.~~  
37  
38 ~~• Lunch up to \$10.00 including tip, may be claimed when the employee is out of the County~~  
39 ~~between 10:30 a.m. and 2:30 p.m. on county business.~~  
40  
41 ~~• Dinner up to \$20.00 including tip, may be claimed when the employee is out of~~  
42 ~~the County after 6:00 p.m. on county business. The dinner rate will be paid for~~

16-2A-481

43 meals after 2:30 p.m.

44

45

46 ~~The above are maximums and it is not the intent that the employees should always spend the~~  
47 ~~maximum allowed.~~

48

49 Meals are allowed when an employee is on County business out of Rock County. An itemized receipt  
50 from the point of purchase showing the details for what was purchased shall be required for  
51 reimbursement for all meals. No reimbursement shall be authorized for alcoholic beverages.

Respectfully submitted,

**FINANCE COMMITTEE**

Mary Mawhinney  
Mary Mawhinney, Chair

Sandra Kraft  
Sandra Kraft, Vice Chair

Mary Beaver  
Mary Beaver

Brent Fox  
Brent Fox

J. Russell Podzilni  
J. Russell Podzilni

**COUNTY BOARD STAFF COMMITTEE**

J. Russell Podzilni  
J. Russell Podzilni, Chair

Sandra Kraft  
Sandra Kraft, Vice Chair

Eva Arnold  
Eva Arnold

Henry Brill  
Henry Brill

Betty Jo Bussie  
Betty Jo Bussie

Mary Mawhinney  
Mary Mawhinney

Louis Peer  
Louis Peer

Alan Sweeney  
Alan Sweeney

Terry Thomas  
Terry Thomas

**AMENDING THE COUNTY'S PERSONNEL ORDINANCE**  
PAGE 3

**FISCAL NOTE:**

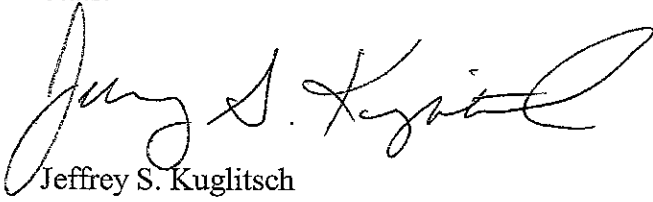
By using the IRS allowed rates, employees could be eligible to receive more reimbursement than the current rates allow, especially in high cost cities. However, the overall budget impact to the County should be minimal.



Sherry Oja  
Finance Director

**LEGAL NOTE:**

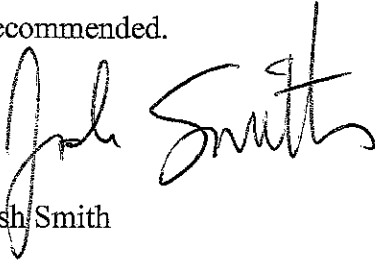
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.03, Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.



Josh Smith

## EXUCUTIVE SUMMARY

Rock County's Personnel Ordinance includes a section pertaining to travel and meal reimbursements. Several areas of concern have been expressed by staff and Department Heads pertaining to the meal reimbursement policy. These areas of concern include: the reimbursement amounts have not been adjusted since 2008, the inflexibility on how the allowance is allocated between meals and the lack of consideration for high cost areas of the country.

The changes to the ordinance will:

- tie the meal reimbursement daily rate to the IRS allowed rate just as the County currently does for mileage reimbursements. The IRS reviews the meal reimbursement rates every 3-5 years and makes adjustments based on industry data.
- allow staff to allocate the daily rate throughout the day to better meet their needs. For example, a staff member who prefers larger lunches and light dinners can allocate more of the daily rate to lunch.
- provide a more equitable reimbursement rate to staff traveling to high cost areas of the country.