

**AN ORDINANCE AMENDING THE CITY OF WAYNESVILLE'S EMPLOYEE PERSONNEL MANUAL REGARDING THE ESTABLISHMENT OF THE EMPLOYEE EMERGENCY BENEFIT PROGRAM; FIXING AN EFFECTIVE DATE**

**WHEREAS**, the City Council understands, that at times, rising costs due to inflation, natural disasters, pandemics and other events occur outside of employee control; and

**WHEREAS**, certain incidents and circumstances, on a national and global basis, can disrupt or cause undue strain on City work crews when reporting to work at City locations; and

**WHEREAS**, City staff have developed an Employee Emergency Benefit Program in an effort to help counter some of the negative impacts these occurrences can have on our work force; and

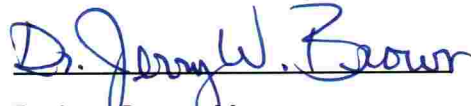
**WHEREAS**, the City Council, after careful review, hereby amend the City's Employee Personnel Manual to implement said program.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WAYNESVILLE AS FOLLOWS:**

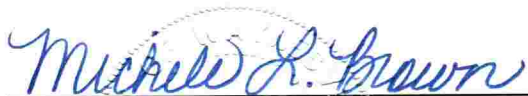
**SECTION 1.** That Section 10, Employee Provisions and Benefits, of the City's Employee Personnel Manual shall be amended according to "Exhibit A", attached hereto and made a part thereof this ordinance. All other portions of Section 10 shall remain in effect.

**Section 2.** This ordinance shall be in full force and effect on April 1<sup>st</sup>, 2022.

**PASSED AND APPROVED BY THE MAYOR AND CITY COUNCIL ON THIS 29<sup>th</sup> DAY OF MARCH, 2022.**

  
Dr. Jerry Brown, Mayor

ATTEST:



Michele Brown, City Clerk

# EXHIBIT A

## SECTION 10

### Employee Provisions and Benefits

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(ORIGINAL POLICY PRIOR REMAINS UNCHANGED)

#### EMERGENCY EMPLOYEE BENEFIT PROGRAM

##### PURPOSE

The City of Waynesville understands, that at times, rising costs due to inflation and other causes, are outside of employee control. Also, certain incidents and circumstances, on a national and global basis, have the tendency to disrupt or cause undue strain on City work crews when reporting to work at City locations. Because of these and other special events and happenings, City staff have developed an Emergency Employee Benefit Program to help counter some of the negative impacts these occurrences can have on our work force.

The City Administrator shall develop policy and procedure to mitigate these incidents and may add or omit from this policy as he sees fit, for the City.

##### POLICY REGARDING SEVERE INFLATION

In the event of severe inflation of the costs of goods and services, the City shall implement one, a combination of, or all of the options listed below:

- A. Work From Home
  - 1. Eligible employees who are able to work from home may elect to remain on an eight (8) hour, five (5) day shift as long as they remote into work no less than one (1) day during the week. Work from home employees are required to attend assigned meetings by virtual means.
  - 2. *Assigned Take-Home Vehicle.* Certain full-time employees may be eligible to request a take-home vehicle that can be used to travel to and from work. In order to be eligible for a take-home vehicle, employees must meet certain requirements. Those requirements are listed below:
    - a. Must have, at a minimum, a valid Class F Missouri license or other state equivalent, with a clean driving record over the last twelve (12) months.
    - b. The employee must be able to pass a drug screening test.
    - c. The employee must live over 15 miles from the location they report to work at.

- d. Take-home vehicles are to be used for City business only. Any employee found to be using a City vehicle for purposes other than City business, such as driving to and from work, will be banned from the Take-Home Vehicle option of this program.
  - e. All Waynesville Police Officers shall be assigned a take-home vehicle.
    - i. Vehicles shall be assigned to the lowest ranking officers first.
    - ii. In the event there are not enough vehicles for each officer, after the lowest ranking officers have been assigned a vehicle, the remaining vehicles shall be shared between groups of two officers for one (1) week periods, each.
  - f. All Waynesville Animal Control Officers will be assigned a vehicle.
    - i. In the event there are not enough vehicles for each officer, then vehicles will be assigned according to on-call status for that week. Additional vehicles, if available, shall be shared between remaining Animal Control Officers.
- B. *Personal Mileage Reimbursement.* Employees may seek reimbursement for inflated fuel costs according to the requirements below:
- 1. *Rate of Pay.* An employee's rate of pay will determine the amount of funding available for reimbursement on fuel costs related to driving to and returning home from work. Please see Schedule A.
  - 2. *Distance from Work.* The Finance Department will calculate the distance from the employee's home to their location of work based on the employee's residential address provided to Human Resources.
  - 3. If an employee is eligible for a take-home vehicle, but must share that vehicle on a weekly basis, then the employee can request fuel reimbursement for the week they must drive their personal vehicle.
- C. Reimbursement Procedures
- 1. *Eligibility.* The following restrictions will apply to any reimbursement application.
    - a. Personal Mileage Reimbursement will only be provided Monday through Friday. Employees may be reimbursed up to ten round-trips to and from work in any given reimbursement period.
    - b. Gas reimbursement amounts will be set for regular unleaded gasoline only on the first Monday morning of the current pay period.
  - 2. *Reimbursement Forms.* Reimbursement forms can be obtained from the City Clerk's office.
    - a. Forms should be filled out in their entirety. Incomplete forms could delay processing.

b. Requests for reimbursements should be submitted to the City Clerk's office in a timely manner. Requests received more than ten (10) days after and employee's use of their personal vehicle, will not be processed.

3. *Receipts.* Receipts for fuel purchases are not required as reimbursement is calculated by the schedule in Section B(1).

4. Reimbursement checks will be processed the last accounts payable for the month. Employees will receive a 10-99 form for tax purposes at the end of the fiscal year.

C. Schedule Changes

In certain circumstances, employees may be allowed to alter their work schedule in a effort to minimize fuel usage to and from work. Requests must be approved by the City Administrator.

D. Term

The options listed in this policy shall remain in effect from the time of implementation until the City Administrator deems it appropriate to return to normal operating procedures.

E. Penalty

1. Any employee found filing a false reimbursement request may be subject to discipline up to and including termination.

2. Any funds issued according to a false reimbursement request will be garnished from the employee's paycheck for the full amount of the reimbursement.

3. Any employee found guilty of submitting a false reimbursement request will be banned indefinitely from the Emergency Employee Benefit Program.