CITY OF CHARLES TOWN

PERSONNEL COMMITTEE
AGENDA • AUGUST 21, 2023

City Council Committee Meeting **CITY HALL** **5:00 PM**

101 E Washington Street, Charles Town, WV 25414 Personnel Committee Meeting

1. CALL TO ORDER

2. NEW BUSINESS

: **2023-719** Selection of Chairperson

: **2023-720** Setting of Meeting Schedule

: **2023-721** Travel Policy Revisions
Travel_Policy_Revisions.pdf

: **2023-722** Personnel Handbook Review

3. ADJOURNMENT

4. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas-and-minutes/

Personnel Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

AGENDA ITEM (ID #)

Meeting: 08/21/23
Department: Personnel Committee
Category: Appointment
Initiator:

2023-719 Selection of Chairperson

Selection of Chairperson

ATTACHMENTS:

Personnel Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

AGENDA ITEM (ID #)

Meeting: 08/21/23
Department: Personnel Committee
Category: Information Only
Initiator:

2023-720 Setting of Meeting Schedule

Setting of Meeting Schedule

ATTACHMENTS:

Personnel Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 08/21/23
Department: Personnel Committee
Category: Revision
Initiator:

AGENDA ITEM (ID #)

2023-721 Travel Policy Revisions

Travel Policy Revisions

ATTACHMENTS:

- Travel_Policy_Revisions.pdf

***4.11* Travel Expenses**
The purpose of this policy is to define employee travel rules and the authority for incurring and approving travel expenses.
Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved City business trips. City travel is limited to business activities for which other means of communication are inadequate and for which prior approval of the employee's supervisor has been received.

Personal Vehicles
All employees using their own vehicle for City business must maintain insurance coverage as required by law and a valid driver's license. Travel between the employee's home and primary office is not considered to be City business.
Employees are not authorized to use personal vehicles for City business travel without written authorization from the City Manager. Employees will be reimbursed for personal vehicle use at the standard IRS mileage rate. The City Manager or his/her designee must authorize any deviation from this policy.

Travel Expenses
The City Council sets parameters on the expenditure of City funds to ensure that public funds are spent in an appropriate manner. Advance written approval from your supervisor is required before travel arrangements are made. The City pays a per diem rate for meals and incidental expenses and the actual amounts incurred for all other appropriate expenses when employees are on travel assignments. The per diem rate for meals and incidental expenses will be based on the current US General Services Administration (GSA) rate schedule for the destination at the time of travel. Any travel that requires lodging that is more costly than the pre-approved GSA rate must receive written approval from the City Manager or his/her designee before scheduling the lodging. The employee must demonstrate that lodging in the area is not available at or below the pre-approved GSA rate. Employees may receive an advance payment of the per diem for meals and incidentals with the approval of the supervisor at least one week prior to the date of travel. If any portion of the travel is cancelled or postponed after the employee has received an advance for per diem, the proportional share of per diem resulting from the cancellation or postponement must be repaid to the City within two weeks of the original travel date. Should there be a need for emergency travel for employees, the one week minimum per diem request period is not applicable. When possible, the City shall accommodate the approved emergency travel advance per diem payment request up to 48 hours prior to the date of travel. In the event that the advanced per diem payment request cannot be processed by the employee's date of travel, the employee shall be required to keep all receipts related to meals and incidental expenses. The City shall reimburse the employee for all actual meals and incidental expenses, not to exceed the GSA per diem allowance rates for the travel location and date. City purchase/credit cards shall not be used for meals and incidental expenses.

If you have any questions about appropriate expenses covered by the City, please discuss with the City Manager or his/her designee. Examples of typical expenses include the following:
- Airline tickets.
- Meals and incidentals.
- Lodging.
- Car rental, bus, taxi, parking.

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• Associated gratuities.
• Other expenses necessary to achieve the business purposes.

Family Members
The City will pay the travel expenses of spouses or other family members only when their presence is deemed necessary to the business purpose of the trip and when approved in advance in writing by the City Manager.

4.12 **Business Expenses**
The purpose of this policy is to define approved non-travel employee business expenses and the authority for incurring and approving such expenses.
Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes.
If you have any questions regarding approved expenses or the authority to incur such expenses, please discuss with the City Manager or his/her designee.
Technical and Training Seminars/Conferences
The City pays for expenses associated with attendance at work related classes and seminars that enhance job-related skills. Prior written approval must be obtained from the employee's supervisor. Please note that the City will not pay the employee the per diem meal rate for meals that are included as part of the conference, seminar, or training session.
Employee Reporting
Employees are to report their approved expenses on the standard Expense Report Form and must include a description of the expense, its business purpose, date, place, and the participants.
4.13 **Use of City Credit and Purchase Cards**
Every employee in the possession of a City credit or purchase card will adhere to the strictest guidelines of responsibility for the proper protection and use of that card.
Employees must adhere to all relevant rules, regulations, and policies established for the use of such cards by the City and the WV State
Auditor's office. City card purchases under $250 do not require prior approval. City card purchases over this amount must receive prior approval from your supervisor or the City Manager.
All sales receipts generated by use of the City's card must be turned in monthly to the accounting department using the appropriate P-Card accounting form.
City cards are not to be used for personal reasons. Use of the City card is restricted to approved, business-related expenses.
Any unauthorized purchases made with a City card will be the cardholder's responsibility. Any such purchase will be reimbursed to the City by the employee within 30 days.
Lost or stolen City cards must be reported immediately to your supervisor. Failure to follow this policy may result in disciplinary action up to and including termination. Infractions are also subject to other discipline as outlined in the WV Auditor's program rules.

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corporations or cooperative associations organized under the provisions of West Virginia Code §§ 19-4-1 et seq.;

(f) Any credit union organized under the West Virginia Code; provided, that the exemptions of this section shall not apply to corporations or cooperative associations organized under the provisions of West Virginia Code §§ 19-4-1 et seq.; and

(g) Gross income derived from advertising service rendered in the business of radio and television broadcasting.

745.16A OPTIONAL EXEMPT ACTIVITIES.

The City Council reserves the right to modify the provisions of this article, if approved by the majority of the City Council, by reducing or eliminating, for a specified time period and/or for a specific project, the Business and Occupation tax in the following scenarios:

(a) Any activity associated with a municipality initiated/ taxpayer funded project that directly benefits a significant portion of Charles Town's residents, and in which the taxes rendered under this article would likely result in higher rates to those residents for existing services as well as higher project costs for the municipality; and

(b) To promote long-term business growth within the city limits, in which estimated resulting increased revenues and services resulting is deemed beneficial to Charles Town and residents. Long term business growth is defined in the following ways:

a. The business and/or organization must be committed to maintaining operations in Charles Town for at least 5 years.

~~a.~~ The business and/or organization must contribute, at minimum, 10 new employment opportunities for the local job market.

b. The business and/or organization must contribute to the local sales and service tax collections at a rate that is proportionately higher than the estimated business and occupation tax collections for the exemption period.

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(Passed 7-19-10.)

745.17 TAX CUMULATIVE.

The tax, interest and penalty imposed by this article shall be in addition to all other licenses, taxes and other revenue measures levied or collected by the municipality as a condition precedent to the right of any person to engage or continue in any business, profession, trade, calling or other activity within this municipality. A person exercising a privilege taxable under this article, subject to the payment of all licenses and charges which are conditions precedent to exercising the privileges taxed, may exercise the privilege in

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2023-722 Personnel Handbook Review

Personnel Handbook Review

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