

RESOLUTION 16-32

A RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL FOR HYRUM CITY CORPORATION TO SET TRAVEL AND TRAINING PER DIEM AT THE IRS MEAL STANDARD ALLOWANCE.

WHEREAS, on March 19, 1998, the Hyrum City Council adopted a personnel policy manual known as "Personnel Policies and Procedures Manual for Hyrum City Corporation" and on December 5, 2013 readopted the Personnel Policy Manual after major revisions were made; and

WHEREAS, said manual sets forth those policies pertaining to personnel conduct, conditions of employment, employment classification, work week, benefits, payroll, and related matters; and

WHEREAS, the City Council has determined there is a need to amend Hyrum City's Personnel Policies and Procedures Manual to reflect current practices and further comply with State and Federal employment laws.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Hyrum, Cache County, Utah, that Sections XV.6.(6) of the "Personnel Policies and Procedures Manual for Hyrum City Corporation" is hereby amended to read as follows:

1. Section XV. Reimbursable Training, Testing, & Travel Expenses
6. Travel Allowances (6) of the Hyrum City Personnel Policies and Procedures Manual is hereby amended as follows:

6. TRAVEL ALLOWANCES.

(6) The City is granting a maximum daily per diem as set by the IRS under Meal Standard Allowance for breakfast, lunch, and dinner ~~allowance~~ for City employees engaged in travel on the City's behalf. Employees will not receive a per diem for any meals that are covered in the conference registration (continental breakfast is considered a meal), nor a breakfast per diem if hotel employee is staying at provides any type of free breakfast. ~~The following are specific per diem allowances:~~

~~Breakfast \$15.00~~

~~Lunch \$15.00~~

~~Dinner \$30.00~~

No per diem shall be authorized for spouses/partners of employees or others traveling with the employee.

However, the City will pay for one event sponsored activity for employee's spouse/partner that is held in conjunction with the conference or program registration. Receipts shall not be required for per diem advancements or reimbursements. ~~Hyrum City will not pay or reimburse more than per diem for employee meals, for spouse/partner meals, or for spouse/partner program registration unless the employee has received prior authorization from the Mayor and or City Administrator (these exceptions must be accompanied by a receipt for reimbursement).~~

THIS RESOLUTION shall become effective upon adoption.

ADOPTED this 3rd day of December, 2016.

HYRUM CITY CORP.

BY: _____
Stephanie Miller
Mayor

ATTEST:

Stephanie Fricke
City Recorder