

EMPLOYEE REGULATIONS

§33.01 EQUAL EMPLOYMENT OPPORTUNITY POLICY.

The town is an equal employment opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, or national origin, in the hiring of employees, or the payment of wages and salaries for equal work on jobs requiring equal skill, effort, and responsibility.

§33.02 AMERICANS WITH DISABILITIES ACT TRANSITION PLAN.

- (A) The town has completed a self-evaluation check and has reviewed employment policies and practices. The town gives employees and applicants nondiscriminatory treatment, and policies and practices do not limit, segregate, or classify job applicants in ways that adversely affect their opportunities or status because of their disability.
- (B) The town is an equal employment opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin or disability.
- (C) Nondiscriminatory treatment is being given to people with disabilities that affords them full and equal enjoyment of the services, facilities, privileges, and advantages that are afforded to other individuals.
- (D) There are no architectural barriers or communication barriers in any existing facilities, and all future construction will be readily accessible to and usable by individuals with disabilities.
- (E) All equal opportunity and nondiscriminatory policies are posted in prominent places in all facilities.

§33.03 TRAVEL EXPENSES.

- (A) *Purpose.* The purpose of this policy is to establish a uniform procedure for requesting and reimbursing travel expenses.
- (B) *Payment of expenses.*
 - (1) *Transportation expenses.* Town vehicles should be used for travel inside the state whenever possible. Town vehicles may be used outside the state with the permission of the Mayor. Reimbursement for the use of private cars will be at the rate per mile set by the Town Board of Commissioners.
 - (2) *Lodging.* The town will pay the actual cost of lodging for the employee only.
 - (3) *Meals.* Reasonable actual cost of meals will be reimbursed whenever travel requires the employee to be out of town for a full eight hours or meals are an official part of a scheduled program.
 - (4) *Registration fees* The town will reimburse the employee actual costs of all registration fees and workshop materials.
 - (5) *Other expenses.* Reimbursement will be made for parking fees and long distance phone calls made to transact town business.
- (C) *Procedures for reimbursement approval.*
 - (1) No later than three days after an employee returns, the employee will submit to the department head a travel expense voucher form accounting for all travel expenses. Receipts must be submitted for all expenses. After review of the expense voucher, the department head shall forward the approved copy and receipts to the Town Clerk.

- (2) Checks will be issued for travel reimbursement at the same time all other checks are prepared each month; per the cash management plan, checks should be prepared biweekly as discussed in §34.20 of this code.

Cross-reference:

Cash Management and Investment Plan, see §§34.15-34.21