

TITLE 4**MUNICIPAL PERSONNEL****CHAPTER**

1. SOCIAL SECURITY.
2. PERSONNEL REGULATIONS.
3. TRAVEL REIMBURSEMENT REGULATIONS.

CHAPTER 1**SOCIAL SECURITY****SECTION**

- 4-101. Policy and purpose as to coverage.
- 4-102. Necessary agreements to be executed.
- 4-103. Withholdings from salaries or wages.
- 4-104. Appropriations for employer's contributions.
- 4-105. Records and reports.
- 4-106. Exemptions from coverage.
- 4-107. Additional exemptions from coverage.

4-101. Policy and purpose as to coverage. It is hereby declared to be the policy and purpose of this town to provide for all eligible employees and officials of the town, whether employed in connection with a governmental or proprietary function, the benefits of the system of federal old age and survivors insurance. In pursuance of said policy, and for that purpose, the town shall take such action as may be required by applicable state and federal laws or regulations. (1990 Code, § 1-601)

4-102. Necessary agreements to be executed. The mayor is hereby authorized and directed to execute all the necessary agreements and amendments thereto with the state executive director of old age insurance, as agent or agency, to secure coverage of employees and officials as provided in the preceding section. (1990 Code, § 1-602)

4-103. Withholdings from salaries or wages. Withholdings from the salaries or wages of employees and officials for the purpose provided in the first section of this chapter are hereby authorized to be made in the amounts and at such times as may be required by applicable state or federal laws or regulations, and shall be paid over to the state or federal agency designated by said laws or regulations. (1990 Code, § 1-603)

4-104. Appropriations for employer's contributions. There shall be appropriated from available funds such amounts at such times as may be required by applicable state or federal laws or regulations for employer's contributions, and the same shall be paid over to the state or federal agency designated by said laws or regulations. (1990 Code, § 1-604)

4-105. Records and reports. The recorder shall keep such records and make such reports as may be required by applicable state and federal laws or regulations. (1990 Code, § 1-605)

4-106. Exemptions from coverage. There is hereby exempted from this chapter any authority to make any agreement with respect to any position, any employee or official not now covered or authorized to be covered by any other ordinances creating any retirement system for any employee or official of the town or any employee or official or position not authorized to be covered under applicable state or federal laws or regulations. (1990 Code, § 1-606)

4-107. Additional exemptions from coverage. There is also excluded from this chapter any authority to make any agreement with respect to the following listed classifications of employees and officials in all departments of town government.

- (1) Elective officials engaged in rendering "executive" services.
- (2) Elective officials engaged in rendering "legislative" services.
- (3) Election workers or election officials if the remuneration paid for such services is less than \$100 in a calendar year. (1990 Code, § 1-607)

CHAPTER 2

PERSONNEL REGULATIONS¹

SECTION

4-201. Personnel policies manual.

4-202. [Deleted.]

4-203. [Deleted.]

4-204. [Deleted.]

4-205. [Deleted.]

4-206. [Deleted.]

4-207. [Deleted.]

4-208. [Deleted.]

4-201. Personnel policies manual. A comprehensive, uniform policy for the systematic application of good procedures in personnel administration with all the benefits such program ensures, without regard to race, gender, age, national origin, creed, ancestry, and disability, shall be established by resolution and updated, revised and/or repealed as is necessary, from time to time, as determined by the board of mayor and aldermen. (1990 Code, § 1-701, as replaced by Ord. #2008-66, Jan. 2009, and Ord. #2011-90, Dec. 2011)

4-202. [Deleted.] (1990 Code, § 1-702, as amended by Ord. #2008-66, Jan. 2009, and deleted by Ord. #2011-90, Dec. 2011)

4-203. [Deleted.] (1990 Code, § 1-703, as amended by Ord. #2008-66, Jan. 2009, and deleted by Ord. #2011-90, Dec. 2011)

4-204. [Deleted.] (1990 Code, § 1-704, modified, as amended by Ord. #2008-66, Jan. 2009, and deleted by Ord. #2011-90, Dec. 2011)

4-205. [Deleted.] (1990 Code, § 1-705, as amended by Ord. #2008-66, Jan. 2009, and deleted by Ord. #2011-90, Dec. 2011)

4-206. [Deleted.] (1990 Code, § 1-706, as amended by Ord. #2008-66, Jan. 2009, and deleted by Ord. #2011-90, Dec. 2011)

4-207. [Deleted.] (1990 Code, § 1-707, as amended by Ord. #2008-66, Jan. 2009, and deleted by Ord. #2011-90, Dec. 2011)

¹The personnel policies and procedures for the Town of Pegram are available in the recorder's office.

4-208. [Deleted.] (as added by Ord. #2008-66, Jan. 2009, and deleted by Ord. #2011-90, Dec. 2011)

CHAPTER 3

TRAVEL REIMBURSEMENT REGULATIONS

SECTION

- 4-301. Enforcement.
- 4-302. Travel policy.
- 4-303. Travel reimbursement rate schedules.
- 4-304. Administrative procedures.

4-301. Enforcement. The Chief Administrative Officer (CAO) of the town or his or her designee shall be responsible for the enforcement of these travel regulations. (Ord. #1993-6, Nov. 1993, as replaced by Ord. #2005-28, April 2005)

4-302. Travel policy. (1) In the interpretation and application of this chapter, the term "traveler or "authorized traveler" means any elected or appointed municipal officer or employee, including members of municipal boards and committees appointed by the mayor or the municipal governing body, and the employees of such boards and committees who are traveling on official municipal business and whose travel was authorized in accordance with this chapter. "Authorized traveler" shall not include the spouse, children, other relatives, friends, or companions accompanying the authorized traveler on town business, unless the person(s) otherwise qualifies as an authorized traveler under this chapter.

(2) Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the town. Reimbursable expenses shall include expenses for transportation; lodging; meals; registration fees for conferences, conventions, and seminars; and other actual and necessary expenses related to official business as determined by the CAO. Under certain conditions, entertainment expenses may be eligible for reimbursement.

(3) Authorized travelers can request either a travel advance for the projected cost of authorized travel, or advance billing directly to the town for registration fees, air fares, meals, lodging, conferences, and similar expenses. Travel advance requests are not considered documentation of travel expenses. If travel advances exceed documented expenses, the traveler must immediately reimburse the town. It will be the responsibility of the CAO to initiate action to recover any undocumented travel advances.

(4) Travel advances are available only for special travel and only after completion and approval of the travel authorization form.

(5) The travel expense reimbursement form will be used to document all expense claims.

(6) To qualify for reimbursement, travel expenses must be:

(a) Directly related to the conduct of the town business for which travel was authorized; and

(b) Actual, reasonable, and necessary under the circumstances. The CAO may make exceptions for unusual circumstances.

Expenses considered excessive will not be allowed.

(7) Claims of five dollars (\$5.00) or more for travel expense reimbursement must be supported by the original paid receipt for lodging, vehicle rental, phone call, public carrier travel, conference fee, and other reimbursable costs.

(8) Any person attempting to defraud the town or misuse town travel funds is subject to legal action for recovery of fraudulent travel claims and/or advances.

(9) Mileage and motel expenses incurred within the town are not ordinarily considered eligible expenses for reimbursement. (Ord. #1993-6, Nov. 1993, as replaced by Ord. #2005-28, April 2005)

4-303. Travel reimbursement rate schedules. (1) Authorized travelers shall be reimbursed according to the federal travel regulation rates. The town's travel reimbursement rates will automatically change when the federal rates are adjusted.

(2) The municipality may pay directly to the provider for expenses such as meals, lodging, and registration fees for conferences, conventions, seminars, and other education programs. (Ord. #1993-6, Nov. 1993, as replaced by Ord. #2005-28, April 2005)

4-304. Administrative procedures. The town adopts and incorporates by reference—as if fully set out herein—the administrative procedures submitted by MTAS to, and approved by letter by, the Comptroller of the Treasury, State of Tennessee. A copy of the administrative procedures is on file in the office of the town recorder.

This chapter shall take effect upon its final reading by the municipal governing body. It shall cover all travel and expenses occurring on or after April 28, 2005. (Ord. #1993-6, Nov. 1993, as replaced by Ord. #2005-28, April 2005)