Employees who report to work but are then sent home due to the emergency closing shall receive regular pay as if they had worked a full day.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

Work facilities can only be officially closed for emergency reasons with authorization from the Mayor and/or City Administrator. If a decision to close a facility is made for nonessential personnel, employees are directed not to report to work. If an employee has a question about whether or not they are essential, they should seek prior approval from their Department Head prior to reporting to work.

6.12 Business Travel Expenses

The City of Milton will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The Department Head must approve all business travel in advance.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

- When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the City of Milton. Employees are expected to limit expenses to reasonable amounts. Expenses that generally will be reimbursed include the following: Airfare or train fare for travel in coach or economy class or the lowest available fare.

- Car rental fees, only for compact or mid-sized cars.

- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel. Taxi fares and appropriate gratuity, only when there is no less expensive alternative.

- Mileage costs for use of personal cars, only when less expensive transportation is not available.

- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings for work related training/seminars that require more than one day of consecutive attendance.

- Lodging expense payments are authorized when an event is at least 70 miles distant from the City of Milton or when such accommodations are advantageous to the City (to be determined by the City Administrator). The distance will be calculated from the employee's normal place of employment to their destination. Department Heads are encouraged to balance potential overtime expenses and / or mileage reimbursements against lodging costs and make the most fiscally responsible decision based upon that analysis.

- Travel mileage will be reimbursed from the employee's normal place of employment to their destination. If the employee chooses to leave from their personal residence, travel

mileage will be computed from that point to their destination as long as it is equal or less mileage than if they would have left from their normal place of employment.

- Cost of meals and appropriate gratuity, no more lavish than would be eaten at the employee's own expense not to exceed $10 for breakfast, $10 for lunch and $20 for dinner. The City acknowledges that reasonable meal expenses may exceed these maximums in some locations. In those cases, the City Administrator may consider reimbursement if receipts are approved. Receipts must indicate what items were purchased. The City will not reimburse if meals were included as part of a registration fee.

- Reimbursement will not be provided for purchases of alcoholic beverages.

- Charges for telephone calls, fax, and similar services required for business purposes.

Employees should use a City vehicle to travel to and from training/certification seminars/classes or work sites whenever a suitable City vehicle is available. Employees must receive clearance from their Department Head regarding whether they will be able to use a City vehicle or their personal vehicle for transportation when attending training/certification seminars/classes.

If a City vehicle is not available for the proposed training/certification travel, the employee can use their personal vehicle and be reimbursed the current IRS business mileage rate~~ (contact the Finance Director / Treasurer for the current rate)~~.

~~If a City vehicle is available and the employee prefers to use their personal vehicle for work related travel that is less than 70 miles from the City of Milton, the employee will not be reimbursed for mileage.~~

If an employee prefers to use his/her personal vehicle for work related travel when a City vehicle is available~~ that is at least 70 miles distant from the City of Milton~~, the employee can be reimbursed the current IRS charitable mileage rate.

A Department Director may conduct a cost-benefit analysis of paying overtime and travel time and should select the option to use ~~that~~ which will cost the City less money (payment of lodging vs payment of travel time).

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the City of Milton may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 7 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

6.13 Part-Time Police Officer Wage Scale

Part-Time Police Officers will be paid at the following scale unless otherwise determined through budget development or management recommendation.

- First Year of Service – 85% of the current year starting wage in the Union Contract for the Police Department.
- Second Year of Service – 90% of the current year starting wage in the Union Contract for the Police Department.
- Third Year of Service and Beyond – 100% of the current year starting wage in the Union Contract for the Police Department.

6.14 Health Insurance Buy Out Program

The City of Milton Common Council has established a policy to allow City employees that are eligible to receive health insurance from the City of Milton the opportunity to receive payment in lieu of insurance coverage. There is no incentive for opting out of the dental insurance program. The following rules and standards apply for this policy.

All full-time employees that are eligible to enroll in the City of Milton's health insurance program, are eligible to participate in the City's Health Insurance Buy Out Program if they are eligible to receive health insurance through another family member or other means.

Eligible employees may voluntarily participate in the Health Insurance Buy Out Program in lieu of health insurance coverage. If the employee is eligible to receive Single coverage for health insurance, the employee will receive $75 per month. If the employee is eligible to receive Employee & Spouse, Employee & Children, or Employee & Family coverage for health insurance, the employee will receive $200 per month. The payments will be split between two payrolls in the month.

The employee may only elect to participate in the Health Insurance Buy Out Program during open enrollment periods or within 30 days of a life changing event (birth of a child, marriage, etc.).

The employee may only reenroll in health insurance coverage under the City of Milton plan if there is a life-changing event (birth of a child, marriage, divorce, etc.) or during and open enrollment period.

Employees wishing to participate in the City of Milton's Health Insurance Buy Out Program need to decline coverage via completion of appropriate insurance forms. The employee must contact City Hall to request the necessary forms to terminate the appropriate insurance coverage. Employees must also show that they have current health insurance coverage through another family member or other means.