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**CHAPTER 8                    EMPLOYEE DEVELOPMENT**

- 8-1    Performance Evaluation
- 8-2    Travel Expenses Reimbursed

**8-1    Performance Evaluation**

Annual performance evaluations shall be conducted of all employees. (See **Exhibit 8A – Performance Report**). Employee Workplace Evaluations will also be required of all employees on an annual basis. (See **Exhibit 8B – Employee Workplace Evaluation**).

**8-2    Travel Expenses Reimbursed**

Plain City Corporation recognizes the need for its employees to travel outside of the City limits at various times to receive training, information, briefing etc. for efficiency and effectiveness as City employees.

*Approval.* All travel outside of the City limits during City work time shall be authorized by the employee's immediate supervisor or designated appointee. (See **Exhibit 8C – Travel Expense Report**). All multi-day training shall be pre-approved by the Mayor. Employees are responsible for completing a pre-travel approval request prior to training. Travel for legitimate City purposes in City vehicles may be authorized by a supervisor when the use of the vehicle does not detract from the operational needs of the City. Overnight use of City vehicles for travel purposes may be authorized by the Mayor. When requesting travel approval, employees shall take into consideration cost effective modes of travel when determining how to travel to and from training.

*Personal vehicle use.* Use of an employee's personal vehicle may be authorized when circumstances warrant. (See **Exhibit 8D – Vehicle Mileage Description**). The employee shall calculate the mileage associated with the approved travel and submit a request for reimbursement based upon this calculation and charged to the respective training line item. The department head will countersign this request, thus authorizing the reimbursement. The mileage rate will be the standard IRS rate.

*In-State/Out-of-State Training.* Plain City strongly encourages its employees to attend training provided within the state. Occasionally and as budgets allow, out-of-state travel may be approved when similar training is not offered within the state or when out-of-state travel is cost beneficial for the city.

*Dual representation.* Mayor's approval is required prior to any appointment for representation on any organization representing the City especially those that may require travel and time away from work. Actual costs of attending such training/conference must be expensed through the City with reimbursements made to the City.

*Travel Accommodation Reimbursement.* The City shall use the State of Utah, Division of Finance, rules as a guideline for the reimbursement of employee travel expenses. All hotel or other sleeping accommodations and airplane or other travel accommodations shall be arranged in advance for overnight trips and paid through the purchase order process in advance of the trip. Airline tickets should be purchased through the State of Utah airline purchasing service. An employee may be approved for lodging when attending a two or more day training or conference outside a 50 mile radius of Plain City. The Mayor may reduce mileage and per diem reimbursement for City travel and training when the City's financial condition makes it necessary and where such adjustment to the normal policy will maximize scarce training dollars.

All registration fees etc. will be approved and paid in advance. If payment in advance is not possible, the City shall reimburse to the employee the cash amount of the cost of such lodging and travel accommodations after receiving the appropriate receipts to verify that the employee has expended their own money for such purposes. Failure to produce a receipt in such circumstances may necessitate the withholding of reimbursement. Receipts for hotel accommodations shall be turned in to the City by the employee as a verification of attendance no matter what the form of payment.

*Recreational Activities.* With pre-approval of the Mayor or department head, employees may be allowed to receive reimbursement from the City for recreational activities, if such activity is part of the conference, does not directly conflict with attending the conference, or if by attending would not receive a discount by not participating, or if such activity comes with an additional charge, but provides an advantage for the City.

*Per Diem.* Per diem allowances for City business travel shall be equal to standard IRS per diem allowances. Per diem and/or registration expenses shall not be authorized for spouses or guests of the employee. With the Mayor's approval, exceptions may be made in circumstances where because of the employee's role in the conference, his/her spouse has responsibilities in organizing the conference. The Mayor may also authorize the cost of a double occupant rather than single occupant hotel room to accommodate the travel of a spouse with an employee. Receipts shall not be required for per diem advancements.

Travel that requires less than a full day shall be compensable in accordance with the current IRS standards. These amounts may be either advanced after submission and approval of a travel request, or reimbursed after presentation of receipts. The Mayor may reduce mileage and per diem reimbursement for City travel and training when the City's financial condition makes it necessary and where such adjustment to the normal policy will maximize scarce training dollars.

*Training Report.* As training is an opportunity to increase one's skills and abilities, upon returning from all trainings, employees shall verbally report on their training to their supervisor and/or co-workers as deemed appropriate by the supervisor. Employees shall also submit to the Mayor's office the Documentation of Training Report (**See Exhibit 8E – Documentation of Training Report**) and complete final expense reports for all multi-day training.