

## RESOLUTION 12

### RESOLUTION TO ADOPT 2012 AMENDED PERSONNEL POLICIES, PROCEDURES AND BENEFITS MANUAL

**WHEREAS**, The City of Westfield, (“City”) is a duly formed municipal corporation within the State of Indiana, governed by its duly elected Mayor and Common Council (“Council”); and,

**WHEREAS**, the Council has the duty and authority to maintain clear, current and written Personnel Policies, Procedures and Benefits Manuals for the use and reference by the employees of the City; and,

**WHEREAS**, said manual must be adapted and modified to remain current and useful to all City employees.

**NOW, THEREFORE, BE IT RESOLVED** by the Westfield City Common Council meeting in session as follows:

**Section 1.** That the City hereby adopts the changes to the City of Westfield Personnel Policy, Procedure and Benefits Manual as outlined by Exhibit “A”, attached hereto and incorporated by reference herein.

**Section 2.** All current employees of the City shall receive and acknowledge in writing the receipt of the City of Westfield Personnel Policies, Procedures, and Benefits Manual in the form attached hereto, and each person who becomes an employee of the City hereafter shall also receive a copy of such manual (or any amended version thereof that is approved hereafter by the Council) and acknowledge such receipt in writing.

**Section 3.** This Resolution shall be in full force and effect immediately, all acts necessary in the creation of this manual and amendments thereof are hereby ratified.

ALL OF WHICH IS RESOLVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2012.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

\_\_\_\_\_  
Jim Ake

\_\_\_\_\_  
Jim Ake

\_\_\_\_\_  
Jim Ake

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John Dippel

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John Dippel

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John Dippel

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Steven Hoover

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Steven Hoover

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Steven Hoover

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Robert L. Horkay

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Robert L. Horkay

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Robert L. Horkay

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Cindy Spoljaric

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Cindy Spoljaric

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Cindy Spoljaric

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Robert J. Smith

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Robert J. Smith

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Robert J. Smith

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Robert W. Stokes

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Robert W. Stokes

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Robert W. Stokes

ATTEST:

\_\_\_\_\_  
Cindy Gossard, Clerk Treasurer

I hereby certify that RESOLUTION 12-\_\_ was delivered to the Mayor of Westfield  
on the \_\_\_\_ day of \_\_\_\_\_, 2012, at \_\_\_\_\_ m.

\_\_\_\_\_  
Cindy Gossard, Clerk-Treasurer

I hereby APPROVE RESOLUTION 12-\_\_      I hereby VETO RESOLUTION 12-\_\_  
this \_\_\_\_ day of \_\_\_\_\_, 2012.      this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
J. Andrew Cook, Mayor

\_\_\_\_\_  
J. Andrew Cook, Mayor

ATTEST:

\_\_\_\_\_  
Cindy Gossard, Clerk Treasurer

This document prepared by  
Brian J. Zaiger, Esq.  
KRIEG DEVAULT, LLP  
(317) 238-6266

Employees will be entitled only to regular straight time pay (for 8 hours or 7 1/2 hours whichever is the normal work shift) while attending approved seminar, conference or workshop during the normal workday. If evening or weekend participation is required for training, such training may be paid as dictated by applicable law.

There may be specific departmental policies regarding this issue. Confer with your department head to learn of specific departmental rules.

### **3.04 Travel and Expense Reimbursement**

It is the intent of the City of Westfield to reimburse all reasonable out-of-pocket expenses incurred by employees during training, conference, and meeting activities approved by the City through the department head approval process.

The employee must complete an expense reimbursement form within 5 working days upon return from each activity. The reimbursement form must be submitted to the Department Head for an approval signature before forwarding to the Clerk-Treasurer for processing and payment.

Cash Advances for employees that are traveling to conventions, seminars or training, are available with a 10 day notice to the clerk treasurer's office. Department head approval is required and the/any unused funds must be returned to the clerk treasurer's office within 5 working days of return from said activity. Receipts of expense must be produced to validate reimbursement or payment of unused advances.

Credit card use will be administered by the City Mayor, City Clerk-Treasurer and Chief Administrative Officer. Use of the credit card for purchases has ceased at the Department Director level. This includes but is not limited to travel expenses. Payment for City related expenses must be arranged through one of the above mentioned entities. No expenses will be paid without proper documentation. This is an effort to control fines and inappropriate expenses for auditing purposes. All expenses not handled through this process will be documented and approved through the claim process. No expenses will be paid without proper documentation.

For further information or questions please contact the Clerk-Treasurer's office.

### **3.05 Seminar/Meeting/Conference Reimbursement**

#### **Conferences, Seminars, or Meetings Attended Within 50 miles of Westfield**

If the training/educational event is within 50 miles (one way) of Westfield, it is expected that the employee will drive to and from the event the same day. On these occasions the noon meal will not be reimbursable; however, mileage reimbursement may be authorized. Special exceptions to this 50-mile rule can be approved by the Department Head and Chief Administrative Officer based upon individual circumstances.

Department heads may approve group meals for employees attending city sponsored events that benefit and improve the quality of service of those employees.