

Albany County
Human Resources Policy and Procedure Manual

Table of Contents

Disclaimer 7

Scope of Albany County Personnel Policies..... 8

1.0. Definitions..... 9

1.01. Bereavement 9

1.02. Compensatory Time 9

1.03. Holiday 9

1.04. Jury Duty..... 9

1.05. Leave Without Pay..... 9

1.06. Military 9

1.07. Overtime 9

1.08. Personal Time Off 9

1.09. Sick Leave..... 9

1.10. Vacation..... 9

1.11. Workday..... 10

1.12. Work Hour 10

1.13. Workweek..... 10

1.14. Driver..... 10

1.15. Qualified Driver..... 10

1.16. County Vehicle..... 10

1.17. Personal Vehicle..... 10

2.0. Volunteer Policy 11

2.1 Scope..... 11

2.2. Procedures..... 11

2.2.01 Accounts 11

2.3. Selection Process 11

2.3.01. Recruitment of Volunteers 11

2.3.02. Selection of Volunteers..... 12

2.3.03. Recruitment of Intern/Externs..... 12

2.3.04. Selection of Intern/Externs..... 12

2.4. Orientation 12

2.4.01. Policy and Procedure 12

2.4.02. Training 12

2.4.03. Supervision.....	13
2.5. Damage to Personal Property of Volunteer.....	13
2.6. Operation of Motor Vehicles by Volunteers.....	13
3.0. Timesheet Policy.....	13
3.1. Objective.....	13
3.2. Applicability.....	13
3.3. Supervisor’s Signature.....	14
3.4. Enforcement.....	14
3.4.01. First-time offenders.....	14
3.4.02. Second-time offenders.....	14
3.4.03. Third-time offenders.....	14
3.4.04. Fourth-time.....	14
4.0 Motor Vehicle Policy.....	14
4.1 Applicability.....	14
4.1.01. Driver Qualifications.....	15
4.1.02 Conditions of Use.....	15
4.01.03. Fuel for County Vehicles.....	16
4.2. Accident Reporting Procedure.....	16
4.3 Private Vehicles Used for County Business.....	17
4.4. Use of Vehicle.....	17
5.0 Floating Holiday’s.....	18
6.0 Drug Testing Policy.....	18
6.1. Pre-Employment Testing.....	18
6.2. Random DOT/Safety Sensitive Testing.....	18
6.3. Reasonable Suspicion.....	19
6.4. Post-Accident.....	19
6.5. Testing Methods and Procedure.....	20
6.5.01. Refusal to Undergo Testing.....	20
6.5.02. Positive Test.....	20
6.6. Right to Explain Test Results.....	20
6.7. Right to Review Records.....	21
6.8. Confidentiality Requirements.....	21
6.9. Retesting.....	21

6.10.	Treatment, Termination and Rehire.....	21
7.0.	Cash Handling Policy.....	22
7.1.	Cash Receipts.....	22
7.1.02.	Segregation of Duties.....	22
7.2.03.	Cash Receiving and Recording.....	22
7.2.04.	Pre-Numbered Receipts.....	23
7.2.05.	Electronic Receipting Devices.....	23
7.2.06.	Balancing of Cash Receipts.....	23
7.2.	Payments by Check.....	24
7.3.	Overages and Shortages.....	24
7.3.01.	Disciplinary Action.....	24
7.4.	Deposits.....	25
7.4.01.	Frequency of Deposits.....	25
7.4.02.	Revenue Transmittal.....	25
7.4.03.	Safekeeping of Funds.....	26
7.5.	Petty Cash Funds.....	26
7.5.01.	Approved Uses.....	26
7.5.02.	Prohibited Uses.....	26
7.6.	Establishing a Petty Cash Fund.....	26
7.6.01.	Fund Custodian and their Duties.....	27
7.6.02.	Access.....	27
7.6.03.	Changing Custodian.....	27
7.7.	Reimbursement Procedures.....	27
7.8.	Balancing the Fund.....	27
7.9.	Replenishing the Fund.....	28
7.10.	Changing the Fund Amount.....	28
7.11.	Closing a Petty Cash Account.....	28
8.0.	Probation Period for New Employees.....	28
8.1.	Supervisor Responsibility.....	29
8.2.	Unsuitability.....	29
8.3.	Completion.....	29
9.0.	Hiring Freeze Process.....	29
9.1.	What to Include.....	29

9.2.	Review Process.....	29
9.3.	Final Steps.....	30
10.0.	Pay Approval Process.....	30
10.0.01.	Temporary Increases.....	30
10.1.	Steps in Completing the Form.....	30
10.1.01.	Additional Step during a Hiring Freeze.....	30
11.0.	Inventory and Surplus Policy and Procedure.....	31
11.1.	Designee.....	31
11.2.	Advertising and Proceeds.....	31
12.0.	How Human Resources Works.....	32
12.1.	Human Resources Internal Organization.....	32
12.2.	Customer Service.....	32
12.3.	What to Expect from Human Resources.....	32
12.4.	Relationship between Human Resources and Departments.....	33
13.0.	Travel and Reimbursement.....	33
13.1.	AUTHORIZATION OF OFFICIAL COUNTY TRAVEL.....	33
13.2.	CREDIT CARDS.....	34
13.3.	TRAVEL ADVANCES.....	34
13.4.	REIMBURSEMENT OF EXPENSES OF ONE-DAY ROUND TRIPS AND EXPENSES WITHIN THE TRAVELER’S OFFICIAL DOMICILE.....	34
13.5.	REIMBURSEMENT FOR TRAVEL THAT EXTENDS BEYOND ONE TWENTY-FOUR (24) HOUR PERIOD.....	35
13.6.	REIMBURSEMENT OF EXPENSES FOR BUSINESS MEALS.....	36
13.7.	REGISTRATION FEES.....	37
13.8.	MODE OF TRAVEL.....	37
13.9.	TRANSPORTATION EXPENSE REIMBURSEMENT.....	37
13.10.	NON-REIMBURSABLE EXPENSES AND EXCLUSIONS.....	38

Attachment A: Volunteer Liability Release and Consent Form

Attachment B: Statement of Confidentiality Form Volunteer

Attachment C: Volunteer Registration Form and Albany County Code of Ethics

Attachment D: Albany County Time Sheet

Attachment E: Statement of Confidentiality Form Intern/Extern

Disclaimer

This manual is intended as a guide for the efficient and professional job performance by an employee. Nothing herein contained shall be construed to be a contract between Albany County and the employee. Additionally, this manual is not to be construed by any employee as containing binding terms and conditions of employment. Albany County retains the right to change, rescind, or add to, any policies, benefits, or practices described in this manual at its sole and absolute direction, with or without prior notice.

Scope of Albany County Personnel Policies

These personnel policies have been approved and adopted by the Board of County Commissioners of Albany County. It is intended by the Board that these policies apply equally to all Albany County employees, except to the extent that Wyoming laws govern the employment and term of office of the elected officials. It is requested by the Board that each Elected Official adopt these personnel policies for application to each of the employees within their department. It is understood by the Board, that each Elected Official has the authority, and is expected to operate their own department. However, decisions regarding an employee's position and duties, compensation, promotion, hiring and firing, and discipline are left to the discretion of each Elected Official and Human Resources. It is understood by the Board that each Elected Official may feel the need to adopt and implement supplementary written policies which would deal specifically with the operation of an individual department, and which would not be inconsistent with the provisions of this manual. Such supplemental written policies are left to the discretion of each Elected Official, and are not subject to the approval of the Board. The Board requests that each Elected Official provide each of their employees with a copy of this manual, a copy of any amendments to this manual, as well as a copy of any supplemental written policies adopted by the department.

1.0. Definitions.

1.01. Bereavement.

A policy within Albany County in which the employer allows up to (3) days of leave for funeral arrangements and attendance for immediate family. Please see the Employee Handbook (pg. 20) for an in-depth explanation.

1.02. Compensatory Time.

An arrangement by which eligible employees are entitled to time off in lieu of overtime pay.

1.03. Holiday.

A day of festivity or recreation when no work is done.

1.04. Jury Duty.

When subpoenaed as a witness or when summoned to give expert testimony.

1.05. Leave Without Pay.

A temporary non-pay status and absence from duty that, in most cases, is granted at the employee's request.

1.06. Military.

All employees under military orders are allotted 15 days of paid time.

1.07. Overtime.

Overtime is defined as authorized hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest sixth of an hour. Overtime must be approved in advance by the employee's manager, if not, an employee is not authorized to work the overtime.

1.08. Personal Time Off.

A policy within Albany County in which the employer pools personal days that allows employees to use as a need or desire arises. Please see the Employee Handbook (pg. 20) for an in-depth explanation.

1.09. Sick Leave.

A leave of absence due to an illness for you or a family member. Any time off needs to be requested and approved prior to taking the leave of absence. The only exception to this rule is sick leave.

1.10. Vacation.

An extended period of recreation, especially one spent away from home or traveling.

1.11. Workday.

The “workday” is defined as eight hours of authorized work between 8:00am and 5:00pm. Employees may also be assigned to alternative schedules to include flextime or compressed workweeks with the authorization of their managers. The exception to the typical “workday” are Road and Bridge and Law Enforcement as their defined as ten hours and/or shift work.

1.12. Work Hour.

A “work hour” is any hour of the day that is worked and authorized to be worked and should be recorded. “Authorized hours” are work hours that a manager assigns to complete a task.

1.13. Workweek.

The “workweek” covers seven consecutive days beginning on Sunday (midnight) and ending Saturday (11:59pm). Alternative workweeks may be established for specific projects or departmental needs with authorization of payroll/HR. The usual workweek period is 40 hours.

1.14. Driver.

A “driver” means anyone who drives or seeks to drive for Albany County Business including, but not limited to, employees, elected officials, department heads, volunteers, interns and guests.

1.15. Qualified Driver.

A “qualified driver” means anyone who is approved to drive a County vehicle or personal vehicle for County business in accordance with this policy.

1.16. County Vehicle.

A “county vehicle” is a licensed vehicle that is owned, rented, leased or otherwise under the possession or control of the County.

1.17. Personal Vehicle.

A “personal vehicle” is a licensed vehicle owned by a private individual or a vehicle rented by the individual being used for County business, in accordance with this policy.

2.0. Volunteer Policy.

The Board of Commissioners (Board) recognize and support the use of volunteers to assist County government in providing services and programs. If an Elected Official or Department Head desires to utilize a volunteer, intern/extern for a special project, the Elected Official or Department Head shall seek approval of the Board, except in the case of an emergency or natural disaster. If an Elected Official or department has an intern/extern program, approval of the Board is not necessary. The Albany County volunteer, intern/extern policy will establish standards of service for a formal volunteer and intern/extern program. This policy contains responsibilities of both the County Departments and its volunteers or intern/extern. Written policies and procedures will assure volunteers and intern/externs are suitably oriented and trained, written assignments and job duties are developed, supervision is appropriate to assigned duties and discussion with volunteers and intern/externs regarding safety, liability to the County and accident and property damage coverage is conducted.

2.1 Scope.

In order to maximize the effectiveness of volunteers and intern/externs, yet limit risk exposure to both volunteers, intern/externs and the County, this policy will apply to all County departments and its volunteers, intern/externs.

2.2. Procedures.

Each department will work with Human Resources to recruit, interview, select, orient, train supervise and recognize volunteers and intern/externs.

2.2.01 Accounts.

Volunteers and externs will not be assigned an individual email account, but may share a general email account for the respective Elected Official office or department. Volunteers and externs shall not be issued County badges or keys for access to buildings.

Interns may be assigned an email account with the approval of the supervising Elected Official or Department Head. County badges or keys for access may be granted upon written request by the Elected Official or Department Head to Human Resources.

2.3. Selection Process.

2.3.01. Recruitment of Volunteers.

Potential volunteers will be required to complete a registration form and/or application. Initial information to collect could be: name, address, telephone number, driver's license (if driving is required) work or relatable experience, education or training interests, availability, preferred assignments, references etc. as appropriate for the department.

2.3.02. Selection of Volunteers.

A selection process shall be established where potential volunteers are interviewed and references verified. The prospective volunteer must complete and sign a Volunteer Liability Release and Consent Form, which is marked Attachment A and consists of two (2) pages, the Statement of Confidentiality Form, which is marked Attachment B, and consists of one (1) page and the Volunteer Registration Form and Albany County Code of Ethics which is marked Attachment C and consists of two (2) pages. If the selection process discloses information that indicated the tentative volunteer would not fulfill department expectations, the County is under no obligation to assign or retain that volunteer.

2.3.03. Recruitment of Intern/Externs.

Potential intern/externs will be required to complete a registration form and/or application. Initial information to collect could be: name, address, telephone number, driver's license (if driving is required) work or relatable experience, education or training interests, availability, preferred assignments, references etc. as appropriate for the department.

2.3.04. Selection of Intern/Externs.

A selection process shall be established where potential volunteers are interviewed and references verified. The prospective volunteer must complete and sign a Statement of Confidentiality Form, which is marked Attachment E, and consists of one (1) page and the Intern/Extern Registration Form and Albany County Code of Ethics which is marked Attachment E and consists of two (2) pages. If the selection process discloses information that indicated the tentative intern/extern would not fulfill department expectations, the County is under no obligation to assign or retain that intern/extern.

2.4. Orientation.

2.4.01. Policy and Procedure.

Policy and procedure regulating duties should be discussed. Specific emphasis should be given to working safely, conditions of driving while as a volunteer or intern/extern and risk exposure to the County. This policy should be furnished to and discussed with volunteers and intern/externs.

2.4.02. Training.

Volunteers and intern/externs will receive an overview of their assignment(s) and, as appropriate, a written list of duties and expectations, hours of service, supervision, necessary forms, accident reporting procedures, confidentiality, call in, dress code, etc. Volunteers and intern/externs shall be directed to serve within their assigned duty assignment.

2.4.03. Supervision.

Volunteers, Interns and Externs shall be supervised at all times by someone within the Elected Official Office or County Department they are housed. Performance problems will be corrected or the volunteer or intern/extern service terminated

2.5. Damage to Personal Property of Volunteer.

When a volunteer or intern/extern's personal property is damaged while serving in an authorized status, the County will not be responsible for the damage.

2.6. Operation of Motor Vehicles by Volunteers.

All operators of a motor vehicle, which are county owned or personally owned while on County business, must be qualified to drive and drive safely in accordance with paragraph 4.0 herein. Volunteers and intern/externs auto insurance will be considered primary and procedures shall be developed by departments to assure that liability insurance coverage is maintained uninterrupted.

3.0. Timesheet Policy.

The Albany County timesheet policy will establish standards across Albany County for all time reporting. This policy contains responsibilities of both the County Departments and its employees. Written policies and procedures will assure all employees are recording time appropriately. The Fair Labor Standards Act and comparable state overtime laws require employers to keep accurate time records for nonexempt employees.

3.1. Objective.

The purpose of this policy is to outline the timesheet and time reporting policy of Albany County.

Timesheets are processed every month (example: January 1 – January 31). By January 1 of each year, payroll will provide each employee with an annual schedule indicating the pay period end dates and pay for the entire year, which is marked Attachment D and consists of one (1) page.

3.2. Applicability.

Every employee (exempt and nonexempt) must record the appropriate department, name and employee number on the timesheet.

As a nonexempt employee all time is reported hour-by-hour. The same goes with use of any sick or vacation time used.

As an exempt employee, the only time recorded is any personal, sick or vacation time used within the month. All personal, sick and/or vacation time should be recorded in a 4 or 8 hour block.

3.3. Supervisor's Signature.

An employee and his or her supervisor must sign the timesheet and submit to Payroll according to the established schedule.

3.4. Enforcement.

Failure of an employee and/or supervisor to submit a timesheet when required or submitting a fraudulent timesheet may result in disciplinary action.

3.4.01. First-time offenders.

Counseled to ensure that time reposting requirements are understood.

Advised of the consequences of further infractions.

Provided with a copy of this policy and acknowledgement receipt that it has been communicated and understood

3.4.02. Second-time offenders.

Receive a written warning in their personnel files.

Be subject to spot checks by their managers during the 30-day period following the infraction.

Be required to attend the next scheduled training session.

3.4.03. Third-time offenders.

Meet with their managers and Human Resources to be advised that this infraction will be noted in the employee's next annual performance evaluation, and they will receive a second written warning in their personnel files.

3.4.04. Fourth-time.

Have punitive actions up to and including termination

4.0 Motor Vehicle Policy.

Albany County is currently insured with Wyoming Association of Risk Management, herein referred to as WARM. This policy is the responsibility of each Elected Official and Department Head within Albany County.

4.1 Applicability.

In pursuant to the county insurance policy with WARM:

A member entity shall not permit any of their employees, volunteers or elected officials to operate a motor vehicle ("motor vehicle" shall include road vehicles, such as automobiles, vans, motorcycles and trucks, as well as off-road vehicles such as self-propelled construction and farming equipment) in the course and scope of their duties for that entity if the employee, volunteer or elected official MVR, driving record information, reflects any unacceptable driving criteria.

If a Member Entity permits one of their employees, volunteers or elected officials to operate a motor vehicle in the course and scope of their duties in violation of the unacceptable driving criteria listed above, the WARM Property Board may modify the violating entity's property coverage by eliminating property coverage for future occurrences arising out of motor vehicle accidents involving an employee, volunteer or elected official that meets any of the unacceptable driving criteria.

4.1.01. Driver Qualifications.

Only qualified drivers may drive a County vehicle or personal vehicle. Motor vehicle checks will be conducted on a yearly basis. A driver is considered not qualified by meeting the requirements of WARM and Human Resource that he or she:

1. Convicted of three (3) or more on-duty or off-duty moving violation within the previous 36 months (three separate, individual incidents);
2. A conviction within the previous 36 months of any of the following:
 - a. Driving under the influence of drugs or alcohol;
 - b. Leaving the scene of the accident;
 - c. Fleeing to avoid arrest;
 - d. Reckless driving;
 - e. Homicide or assault by motor vehicle;
 - f. Driving without auto insurance;
 - g. Driving on a suspended license;
 - h. Refusal to take blood/Breathalyzer test for suspected DUI or impaired driving.

4.1.02 Conditions of Use.

Engaging in any of the following activities constitutes a misuse of a County vehicle and will result in the employee or volunteer being prohibited from operating county vehicle and/or potential termination from employment depending on qualifications of the position with Albany County.

1. Driving when not a qualified driver.
2. Driving while under the influence of drugs or alcohol:
 - a. Operating any County vehicle while under the influence of alcohol or a controlled substance to a degree which renders the operator incapable of safely driving.
 - b. Operating any County vehicle while under the influence of any illegal substance.
 - c. Possessing or transporting alcohol in a County vehicle unless transporting such substances is within the scope of the driver's official job duties.
 - d. Possessing or transporting any illegal, controlled substance unless transporting such substances is within the scope of the driver's official job duties.
 - e. Operating any County vehicle while impaired from any prescription medication.
3. Operating any County vehicle without the use of available seatbelts by all occupants. The driver is responsible for ensuring the number of occupants does

not exceed the number of available seatbelts and that each occupant is using the provided seatbelts whenever the vehicle is in motion.

4. Talking on, texting with, or otherwise using a handheld mobile communication device while driving. Use of a hands-free device while driving is permitted.
5. Smoking in a County vehicle.
6. Failing to comply with any state's applicable traffic laws, ordinances or regulations.
7. Failing to pay any parking tickets or similar fines and related penalties and interest. Such costs are the responsibility of the driver and must be paid timely to the appropriate jurisdiction.
8. Failing to promptly report any accident or damage to a County vehicle to the Human Resources Department.
9. Unless an exception is approved in writing by the Human Resources Department in advance, transporting unauthorized passengers such as family members, friends, or others in a County vehicle when not necessary for official County business.
10. Transporting pets or animals other than service dogs for individuals with disabilities or animals associated with County business in any County Vehicle.
11. Allowing anyone who is not a qualified driver to operate a County Vehicle.
12. Operating any County vehicle "off-road" unless necessary for official County business.

4.01.03. Fuel for County Vehicles.

All fuel purchases for County vehicles used within Albany County shall be made at the County fuel station. All other fuel purchases, outside of Albany County, should be made at commercial stations. The fuel pumps are currently located in front of Road & bridge on 2920 County Shop Road or in Rock River. If the County vehicles are not fueled at a County facility, the expense incurred will be charged to the departmental budget. Albany County Employees authorized to use the fuel system will receive access through their county badge and provided a PIN number for the fuel system.

4.2. Accident Reporting Procedure.

Anyone using, operating or otherwise responsible for a County vehicle or personal vehicle who is involved in an accident resulting in damage to the vehicle and/or involved in an accident resulting in personal injury or private property damage shall follow these steps:

1. Dial 911 to call police/ambulance and other emergency vehicles.
2. If the vehicle is a County vehicle and is unsafe to operate, call Human Resources at 307-721-1835 or the County Clerk at 307-721-5533 during normal working hours to facilitate towing and vehicle replacement. After hours, call the Sheriff's Office 307-755-3520.

3. Prompt reporting of claims is essential. All accidents should be reported as soon as practical to your supervisor and then to Human Resources or the County Clerk.
4. The driver is responsible for obtaining contact and insurance information of the driver of any other vehicle involved in the accident. The driver should record as much information as is available including name, license number, plate number, make, model, and year of the car, how the accident happened and information about any witnesses. A written statement and photos should be submitted with the information listed above to Human Resources or the County Clerk as soon as possible.
5. Do not make statements to anyone except police, the Human Resources Department or the County Clerk.
6. Before returning to work, a drug test and Breathalyzer shall be performed. Please report to Grand Avenue Urgent Care. The full policy can be viewed in the Policy Manual 6.4.
7. The driver is responsible for completing and returning any forms required by law in the jurisdiction where the accident occurred (such as the State Accident Report Form to the State Department of Motor Vehicles)
8. Refer all questions from lawyers, the other party to the accident and others to the Human Resources Department or County Clerk, or, in the case of a County personal vehicle, to your personal insurance carrier.

4.3 Private Vehicles Used for County Business.

The County encourages the use of a County vehicle owned by Albany County for business whenever possible. Individuals using personal vehicle for County business are required to carry auto liability insurance with at least the minimum limits required by the state where the vehicle is registered and the insurance may not include any prohibition or restriction on the use of the vehicle for commercial, work or work-related purposes which would render the insurance invalid during the use for County purposes.

1. The individual using the County personal vehicle must ensure a current vehicle registration and proof of insurance is in the vehicle during all travel for County business.
2. In an accident involving a personal vehicle for county business, the owner must use his/her individual automobile insurance coverage as the primary insurance.
3. Individuals who are relevant to County business (e.g., contractors, employees of other public entities, County clients, participants in County programs, County volunteers, etc.) may be transported in a County personal vehicle.

4.4. Use of Vehicle.

If you are provided a company vehicle its primary use is to assist you in your job. Its use is strictly limited to business purposes. County vehicles shall be parked at the end of each day unless there is a need for the vehicle after normal business hours. Needs for after hour use may include but is not limited to: emergency incidents, inclement weather, seasonal and/or after hour meetings/travel.

The Albany County Sheriff's Office requires use of patrol vehicles 24/7 and the policy herein does not apply.

5.0 Floating Holiday's

Floating holidays are a benefit for non-essential and essential personnel that allow an employee time off when a Federal or County observed holiday falls on an employee's regularly scheduled day off. Floating holidays may be used to cover full-day absences. They must be taken in the calendar year given and under no circumstances will these days be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment. A floating holiday must be scheduled and approved in advance by the employees' immediate supervisor.

6.0 Drug Testing Policy.

This policy describes Albany County's policy and procedures for conducting pre-employment, random DOT/safety sensitive, reasonable suspicion and post-accident drug tests of employees.

6.1. Pre-Employment Testing.

Albany County will test all prospective employees for compliance with its drug-free workplace policy. All position vacancy announcements shall include a statement that informs prospective applicants that Albany County applies a drug testing program. Furthermore, Albany County has no discretion to waive the pre-employment testing of any prospective employee.

6.2. Random/Safety Sensitive Testing.

A. Random drug and alcohol testing is applied to Commercial Driver License required positions, under the Department of Transportation Regulations.

B. Random drug and alcohol testing is applied to all members of the Albany County Sheriff's Office. Please refer to the Sheriff's Manual for further details.

C. Random testing is only applied to these safety sensitive and DOT regulated positions.

D. Random testing means a method of selection of employees for testing, performed by an outside third party. The selection will result in an equal probability that any employee from a group of employees will be tested.

6.3. Reasonable Suspicion.

A. In cases where an Elected Official or Department Head has reasonable suspicion to believe an employee is under the influence of a controlled substance, the Elected Official or Department Head may require the employee to immediately report to Human Resources to be given instructions on testing. The employee, at Albany County's discretion, may be required to provide urine and/or blood specimens for laboratory testing.

B. If an employee reports to work and there is reasonable suspicion of alcohol use, the employee shall be escorted by the Albany County Sheriff's Office for a Breathalyzer test and/or a blood test conducted by a licensed independent medical laboratory.

C. Reasonable suspicion means suspicion based on specific personal observations which the Elected Official or Department Head can describe as concerning erratic and/or negligent job performance, a consistent pattern of absences in attendance, obvious changes in appearance and behavior, slurred speech or suspicious breath odor of the employee. The Elected Official or Department Head shall document specific details of these incidents, maintained separately from the personnel file. The Elected Official or Department Head shall also make a written statement within twenty-four (24) hours documenting these observations and submit to Human Resources.

The employee who has been deemed as reasonable suspicion of drug or alcohol use will be placed on paid administrative leave directly after the test, pending the results of the substance abuse testing.

6.4. Post-Accident.

A. Employees are required to take a post-accident drug test and Breathalyzer. Employees will be directed to report to the collection site and/or be taken by an Elected Official, Department Head, the Sheriff's Office or Human Resources.

B. The employee involved will immediately be given a Breathalyzer and drug test. The employee must remain readily available for such testing and may not take any action to interfere with the testing or the results of the test. The employee may return to work, unless there is reasonable suspicion the employee is under the influence. If there is reasonable suspicion the employee may be placed on paid administrative leave during this timeframe.

C. Accident is defined as an unplanned, undesired event, not necessarily resulting in injury, but damaging property and/or interrupting the activity in process, to the point where it is considered to be more than a minor incident. Discretion and judgment of Human Resources and/or Elected Official and Department Head may be applied in individual situations. However, in cases of doubt, the testing should be done. In all cases where there is injury or death, or significant property damage, a post-accident test shall be conducted.

6.5. Testing Methods and Procedure.

A. All drug testing will be conducted by a licensed independent medical laboratory, which will follow testing standards established by state or federal government. Drug testing will be conducted on a blood and/or urine sample, selected by Albany County, provided by the employee to the testing laboratory under procedures established by the laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the test results. Alcohol testing will be conducted by the Albany County Sheriff's office utilizing their Breathalyzer instrument and/or a blood test conducted by a licensed independent medical laboratory. The Breathalyzer instrument will be returned to the manufacturer for recalibration every two years.

B. Employees will be considered to be engaged at work for the time spent taking any tests and will be compensated for such time at their regular rate.

C. Albany County will pay for the cost of the testing, including confirmation of any positive test results by gas chromatography. The testing lab will retain samples in accordance with state law, so that an employee may request a retest of the sample at his or her own expense if the employee disagrees with the test result.

6.5.01. Refusal to Undergo Testing.

Employees who refuse to submit to a blood and/or urine test or to take a Breathalyzer test are subject to immediate discharge.

6.5.02. Positive Test.

If an employee tests positive on an initial screening test, the employee will be temporarily suspended while the confirmation test is being conducted. On receipt of the confirmation test, the employee will be subject to disciplinary action, up to and including termination. Discipline selected by Albany County will depend on a variety of factors, including prior work record of the employee, the length of prior employment, the prior accident and attendance record of the employee and the proposals by the employee to address the problem.

6.6. Right to Explain Test Results.

All employees and applicants have the right to meet with the testing laboratory personnel, Albany County Human Resources and their respected Elected Official or Department Head to explain their test immediately after being notified of a positive test result. These discussions should be considered confidential except that information disclosed in such tests will be communicated to personnel within Albany

County or within the lab who need to know such information to make proper decisions regarding the test results or regarding the employment of the individual.

6.7. Right to Review Records.

Employees have a right to obtain copies of all test results from the testing laboratory, or from Albany County Human Resources. When an employee disagrees with the test results, the individual may request that the testing laboratory repeat the test. Such repeat testing will be at the expense of the individual, unless the repeat test overturns the original report of the lab, in which case Albany County will reimburse the employee for the costs incurred for the retest.

6.8. Confidentiality Requirements.

A. All records concerning test results will be kept in a separate file that are maintained separately from the personnel file of the employee.

B. Testing laboratories may conduct testing only for substances included on the disclosure list provided to the individual, and may not conduct general testing related to the medical conditions of the individual that are unrelated to drug use.

6.9. Retesting.

A. Employees who test positive shall be retested immediately following a positive test result. This retest is at the expense of the individual, unless the original test result is called into question by the retest. The retest does not exclude the employee from disciplinary action leading up to termination.

B. Where the employee or applicant believes that the positive test result was affected by taking lawful or prescribed substances, the individual may be suspended without pay pending receipt of confirming information to substantiate the claims of the individual. Normally, the individual will be provided no more than five (5) business days in which to provide this additional information.

C. Once Albany County has determined whether there is evidence to indicate that the test results are incorrect, Albany County will advise the individual of its decision. The decision could include redacting the employee's former disciplinary action and/or reinstatement of his/her position.

6.10. Treatment, Termination and Rehire.

Employees who test positive for any drug(s) will be terminated immediately and will not be considered for rehire. If the employee tests positive for alcohol the county can choose disciplinary action and/or termination. Please note the Employee Assistance

Program is available to benefited employees at any time during their employment with Albany County.

7.0. Cash Handling Policy.

This policy outlines the policies and procedures for departments that handle cash. The word *cash* includes currency, coin, checks, money orders, electronic fund transfers, negotiable instruments, and credit and debit card transactions. These policies and procedures shall be implemented to the maximum degree practicable. Any department handling “casual collections: (i.e. grants, non-recurring fees and sales, other infrequent and incidental transactions) should remit payments to the County Treasurer.

Cash handling in all departments are subject to announced and unannounced audits. Any employee who fails to comply with these policies and procedures shall be subject to an investigation by the County Sheriff and review for prosecution by the County Attorney.

7.1. Cash Receipts.

Cash receipts are used to control and ensure that all cash is properly accounted for and timely deposited. This shall apply to all cash received by county employees, agents or independent contractors acting on behalf of the county.

7.1.01. Responsibilities.

It is the responsibility of the Human Resources to ensure cash handling policies and procedures are distributed to all departments. It is the responsibility of department management to train designated employees in cash handling policies and procedures.

7.1.02. Segregation of Duties.

The duties of collecting cash, opening mail, maintaining documentation, preparing deposits and reconciling reports should be separated among different individuals. If this is not possible then management supervision and review is required.

7.2.03. Cash Receiving and Recording.

Cash receipt records shall be maintained and prepared immediately for all cash received. Either pre-numbered receipts, cash registers or other approved electronic receiving devices shall be used.

Mail should be opened and processed on a timely basis. All checks must be endorsed immediately with a restrictive endorsement payable to Albany County. Only one cashier should be allowed access to a cash drawer during a single shift.

Cash collection duties should be assigned to a specific individual(s) so there is a means of accountability for the department. Never leave cash unattended. Cash receipts should be kept in a bank bag, cabinet, drawer and out of public view at all times.

7.2.04. Pre-Numbered Receipts.

Departments may use pre-numbered receipts, three (3) part receipt books or computer generated receipts. One copy is for the customer, one copy is for the department (attached to the daily work if applicable) and one copy for permanent record or retention schedule established by the Wyoming State Archives. Receipts shall not be numbered by hand.

If using pre-numbered paper receipts, all unused receipt supplies should be kept in a secure location under the control of the manager and/or responsible person assigned. Receipts should contain the following information: date issued, name of person/entity making the payment, account or reference number, description of the service, amount of payment, form of payment and signature of person receiving the payment if applicable.

If the receipt needs to be voided, mark each copy "VOID" then two copies should be retained with the daily work and the third copy should be placed with the records. Permanent copies of the receipts should be kept in sequential order.

7.2.05. Electronic Receipting Devices.

If a department needs to purchase a new electronic receipting device they should ensure the minimum controls such as balancing, record keeping and revenue transmittal documentation procedures are present.

All sales should be recorded through the electronic device and customers should receive a receipt for their records. The access code where totals can be cleared should be restricted to a minimum number of individuals.

7.2.06. Balancing of Cash Receipts.

All cash collected must be balanced daily by comparing the total of cash received to report totals, the pre-numbered receipts totals or electronically produced receipts. Currency and coin must be balanced separately from checks/credit cards by comparing actual currency and coin received to the cash total from the cash register tape or to the sum of the cash sales from any manual receipts. The difference between

recorded sales and total cash counted should be recorded as cash over or short on the daily report.

7.2. Payments by Check.

Checks are to be written to Albany County with the department receiving the payment. All checks are to be restrictively endorsed "FOR DEPOSIT ONLY" immediately upon receipt.

Any checks returned by depository banks are returned to the originating department for collection. It is the originating department's responsibility to notify the check writer and use due diligence to collect the amount of the check and any service fee from the payer. Generally, restitution should be in the form of currency, money order cashier's check or certified check. Redeposit for the funds must be recorded and documented with the daily work.

7.3. Overages and Shortages.

All cash overages and shortages must be documented by the employee on a daily basis and documented with that day's activities. Daily shortages of less than \$25 per individual cash drawer should be repaid by the employee so the reimbursement of the shortage brings the account back into balance that day. It is the employee's responsibility to contact the customer where the shortage/overage occurred and have the customer pay the correct amount or be refunded. Any single shortage of \$25 or more must be documented in writing and reported to the manager immediately.

7.3.01. Disciplinary Action.

Failure of an employee to follow internal controls is considered negligent and could be considered misconduct resulting in disciplinary action. Employees who handle cash are expected to be careful and accurate and to reconcile their funds each day without overages or shortages. Nonetheless, Albany County recognizes the possibility that differences may occur from time-to-time and has developed the following disciplinary protocol.

1. If an employee has a cumulative cash over/short total of \$25 or more in one month, a verbal warning will be given.
2. A second violation of \$25 will result in a written warning and the employee will be placed on a work improvement plan,
3. The next violation will result in termination. In addition, any single shortage of \$100 or more may be grounds for immediate termination.

Regardless of the amount, if the shortage is the result of a suspected or documented theft, the shortage must be reported immediately in writing to the Human Resources and the Sheriff.

7.4. Deposits.

The deposit should be prepared and verified by two employees. Deposit slips, deposit log and daily cash summaries shall be signed by management. All bank deposits shall be accompanied by appropriate documentation such as a numbered deposit slip. All deliveries to the bank will be made in person by a bonded representative of the office.

Discrepancies shall be investigated by Human Resources, if deemed necessary by the department. Recurring errors shall be addressed by the manager and Human Resources and serve as the basis for retraining and/or employee counseling.

7.4.01. Frequency of Deposits.

All cumulative cash receipts of \$100 or more shall be deposited with the bank no less than once a week. Receipts less than \$100 may be held by the receipting department and deposited when accumulated cash reaches \$100.

All cash receipts are to be deposited intact. The total deposit should equal the departmental record of receipts. Cashing checks from county deposits, borrowing cash for personal use, lapping receipts to cover shortages in cash receipts, withholding checks for deposit in order to float checks, commingling of personal and county funds, withholding monies to establish a change fund and reducing cash receipts by amounts needed for petty cash transactions are *all prohibited*. For proper fiscal year-end accounting, departments should make every effort to make deposits by the last working day of the fiscal year.

7.4.02. Revenue Transmittal.

A completed revenue transmittal form must be completed and submitted to the County Treasurer for all deposits. At the end of the month, each department will prepare a monthly statement and write a check to the Albany County Treasurer for that amount. Wyoming State Statutes 18-3-814 require the revenue statement and the monies to be remitted to the County Treasurer by the 25th day of the following month.

Each department will be held responsible for the accuracy and timeliness of each report turned in and to file the Monthly Statement with the County Clerk for presentation to the board of county commissioners.

7.4.03. Safekeeping of Funds.

It is the responsibility of each department to make whatever provisions are necessary to properly safeguard the cash held in their area. Cash should be physically protected through the use of safes, locked cash boxes, locked cash drawers, etc.

Avoid storing large amounts of cash in the office overnight. One person should maintain lock combinations and custody of keys as well as combinations. Keys should never be stored in an unlocked desk drawer or unsupervised area.

For emergencies or in the absence of the funds custodian, copies of the combinations and/or keys should be secured and stored by the department head or his/her designee. Assess combinations and keys should be limited to a minimum number of people. Safe combinations and keys should be changed periodically and always when permanent custody changes.

7.5. Petty Cash Funds.

The purpose of petty cash is to supply a department with funds for small, incidental departmental expenses when it is infeasible to impractical to use the county's normal procurement system. The petty cash fund is not to be used to circumvent county procedures and record keeping in regards to purchases and payments.

Petty cash funds are to be maintained on an imprest basis, which means the amount of the fund remains constant. Currency and coin plus petty cash receipts in the fund should always equal the authorized amount of the fund.

7.5.01. Approved Uses.

Petty cash can be used for miscellaneous supplies, freight, COD's, postage due and /or other incidental authorized business expenses.

7.5.02. Prohibited Uses.

Petty cash shall not be used for travel expenses and/or travel advances, personal or third-party check cashing, borrowing, employee personal services, independent contractor or consultant services or any unauthorized expenditures.

7.6. Establishing a Petty Cash Fund.

The department head must submit a voucher and attach a signed memo to the Board of County Commissioners detailing the purpose and use of the funds, identify who the custodian of the fund and the requesting amount for which the fund will be established.

Once reviewed and approved by the Board of County Commissioners, accounts payable will issue a warrant for the start of the petty cash fund.

7.6.01. Fund Custodian and their Duties.

Funding is provided through the department budget and the custodian is the head of the department or his/her designee.

The fund custodian needs to maintain and balance the fund, enforce county policy regarding expenditures covered with petty cash funds, reports any loss of funds or unusual activity. They are responsible for the physical security of the fund and the receipts reimbursed as well as assuring the funds are not commingled with other funds.

7.6.02. Access.

The petty cash fund should be secured at all times. Access to the petty cash fund should be restricted to the fund custodian or a backup custodian, if applicable.

7.6.03. Changing Custodian.

Prepare a memo to the County Treasurer referencing the old custodian and the new custodian. The department head must sign the memo and the current custodian if possible.

7.7. Reimbursement Procedures.

A petty cash voucher needs to be completed in its entirety with the authorized signatures. Supporting documentation in the form of original receipts should be attached to the petty cash voucher. Receipts should clearly document the purchase. The completed voucher is submitted to the County Clerk's office for processing.

7.8. Balancing the Fund.

The fund custodian should balance the fund at least once a week. Someone other than the fund custodian should balance the fund quarterly in the presence of the fund custodian or backup custodian. This procedure provides protection for the department, and the custodian/backup custodian.

To balance the funds you will need to count the cash on hand, run a tape on receipts to be reimbursed, identify any reimbursements that are already in process through the County Clerk's office. The total of the cash, receipts on hand and reimbursements in transit should equal the total fund amount.

7.9. Replenishing the Fund.

Petty cash funds should be replenished when the funds are nearly exhausted. Replenishment will replace the monies that have been spent, restoring the fund to its original amount. The fund should also be replenished at the end of the fiscal year. The funds should be replenished even if it is not low so that all expenses in the funds are recorded to the appropriate budget before the budget year is closed. The amount to be replenished plus the cash on hand must equal the authorized fund amount.

7.10. Changing the Fund Amount.

Should a situation arise where it is determined that the size of the petty cash fund should be increased or decreased; a memo should be forwarded to the Board of County Commissioners requesting the change. An increase to a petty cash fund is subject to the same approval process as when the fund was initially established.

When decreasing the petty cash fund, the custodian should deposit the excess funds with the County Treasurer using the revenue transmittal and crediting the petty cash amount.

7.11. Closing a Petty Cash Account.

Balance the fund and contact the County Treasurer's office and inform them that your department is closing the petty cash fund. They will assist you in preparing the revenue transmittal that uses the correct general ledger numbers. Deposit the funds with the County Treasurer.

8.0. Probation Period for New Employees.

All employees shall be required to serve a probationary period of ninety (90) days with the exception of sworn deputies with the Albany County Sheriff's Office, whose probationary period is one year. Employees who are promoted or transferred may be required to serve an additional probationary period determined by their Elected Official or Department Head.

The probationary period may be extended or reduced when the respective Elected Official or Department Head determines that such extension or reduction would be in the best interest of Albany County. Any extension or reduction must be submitted in writing to Human Resources to be placed in the employee personnel file.

Employees who are re-employed after a break in service will be required to serve a new ninety (90) probationary period. Employees who transfer from one permanent position to another with no break in service do not serve a probationary period.

Employees who are serving a probationary period are considered at-will employees during the term of probation, and may be terminated without cause and shall have no right to appeal.

8.1. Supervisor Responsibility.

During probation, the supervisor must evaluate the employee's performance, attitude and potential for success. During the probationary period the supervisor should provide adequate training, an outline of performance expectations, and ensure the employee understands his/her job description and duties.

8.2. Unsuitability.

If an employee is unsuitable, the supervisor should discuss the situation with Human Resources. This discussion must take place as early as possible, but at least five (5) calendar days prior to the end of the probationary period.

Human Resources will provide advice and outline the appropriate action to take in order to extend the probationary period or terminate the employee.

8.3. Completion.

The probationary period normally ends on the actual date of completion of ninety (90) days. An employee who has satisfactorily completed their probationary period will receive the total vacation leave benefits as described in the Albany County Handbook.

9.0. Hiring Freeze Process.

If the Board of County Commissioners decide to implement a hiring freeze and Department Heads and Elected Officials believe they have extenuating circumstances or a vacant position that is deemed critical to the continued operation of the department they may submit a waiver request to Human Resources humanresources@co.albany.wy.us.

9.1. What to Include.

Waiver requests should include the following information: 1) position title, 2) current budgeted salary, 3) salary funding sources (if paid by a grant), 4) explanation of the critical nature of the position, 5) estimated cost to fill position, 6) any savings that will be realized if this position is filled.

9.2. Review Process.

Waiver requests will be reviewed by a committee composed of Human Resources and the County Clerk. If the committee determines the position as critical based on the information submitted they will forward the request to the Board of County Commissioners for final approval.

9.3. Final Steps.

Once the Board of County Commissioners approves the waiver request, the Department Head or Elected Official should meet with Human Resources to advertise and fill the position.

10.0. Pay Approval Process.

The pay approval process is the official routing process to get a salary authorization form signed/approved. This process needs to occur for any increase in an employee salary that includes but not limited to: pay and title changes for promotions, reclassifications, temporary additional duties, certifications and special pay adjustments.

10.0.01. Temporary Increases.

No increase to an employee's salary for one (1) month or a temporary period of time should occur. Temporary is defined as lasting for only a limited period of time; not permanent. This also includes a one (1) month bonus for any given employee.

10.1. Steps in Completing the Form.

The supervisor should complete the salary authorization form and submit to Human Resources for review. The form needs to include justification for an increase/decrease of salary or reason for a title change. Once Human Resources has approved the adjustment(s) the form will be forwarded to the Board of County Commissioners for final approval. Once approved, the form will be sent back to the department for the employee to acknowledge the increase/decrease or title change. Once the employee acknowledges the change the form will be sent to Payroll for processing. All salary authorization forms need to be submitted by noon on Tuesday prior to the first regular meeting of the Board of County Commissioners.

10.1.01. Additional Step during a Hiring Freeze.

Once Human Resources has approved the salary authorization form it will be forwarded to the County Clerk for review. The Clerk is responsible for the overall budget of Albany County and needs to ensure an increase of salary will not have an adverse effect on the County's budget.

Once the Clerk has approved the adjustment(s) the form will be forwarded to the Board of County Commissioners for final approval. Once approved the salary authorization form will be sent back to the department for the employee to acknowledge the increase/decrease or title change. Once acknowledged, the form will be sent to Payroll for processing.

11.0. Inventory and Surplus Policy and Procedure.

The Inventory and Surplus Policy establishes a process for the recording, identification and accountability of all county owned furnishing, equipment and vehicles having a minimum cost of \$200 each and a life expectancy of two years or more. The Board has the ability to select other assets for surplus that have a minimum cost less than \$200 on a case by case basis. The Board of County Commissioners shall appoint a designee and assign them the responsibility of maintaining a system to track all surplus items.

11.1. Designee.

The appointed designee, shall conduct an annual inventory by March 1 of each year and all County Departments shall submit a list of surplus property to the designee. The appointed designee will then provide the Board of County Commissioners a surplus report and the Board will determine the property that will be sold in the summer of each year.

All items approved by the Commissioners to be sold must meet the following requirements:

- a) All items shall be identified by a serial number and affixed to each item.
- b) The market value of each item shall be reviewed and listed for its current value minus 5%.
- c) All vehicle values shall be Blue Booked and listed for their current value minus 5%.
- d) No item(s) or vehicles should be permitted to leave the premises of Albany County until paid for in full.

If an item or vehicle is deemed to be in poor condition, obsolete or scrap then the appointed designee will determine the method of local disposition (local sale, donated, dumped or recycled). If local disposition includes selling of scrap, the designee will assign a minimum value and ensure the proceeds from the sale are received and deposited to the Treasurer's Office. If the items are deemed as scrap, the Albany County Road & Bridge will be responsible for disposing of these items. Any items deemed as scrap, dumped or recycled need to be recorded as such and removed from the surplus list.

11.2. Advertising and Proceeds.

A notice stating the time and place of the sale and a short description of the items being sold shall be published two (2) weeks prior to the date of the sale. All sale items will be opened to county employees first and any item or vehicle that does not sell will be available to the public via the county website and/or local newspaper.

Any and all proceeds from such sale shall be given to the Treasurer and deposited in the County General Fund. These items need to be recorded as sold and

removed from the surplus list. All sales are considered final and “as is” and no refunds or exchanges will be permitted.

8.0. How Human Resources Works.

An HR department customarily will be organized according to an organizations expectations, reflecting the goals and structure of the organization it serves.

8.1. Human Resources Internal Organization.

Below is a list, in descending order, of the frequency with which are most likely to be encountered.

1. Employment
2. Compensation and benefits
3. Employee relations
4. Training and development
5. Policy
6. Labor relations
7. Equal employment opportunity
8. Security of IT access and buildings
9. Safety

12.2. Customer Service.

The individuals or customers served by an HR department vary. Internal customers include all existing or former employees and external customers include potential employees or applicants for employment.

12.3. What to Expect from Human Resources.

The roles and responsibilities of Human Resources derive from the expectations given by the Board of County Commissioners. Below are some roles that generally fall on Human Resources. Please note this is note an all-inclusive list.

1. Supervise recruitment
2. Administer a compensation and benefits program
3. Maintain personnel records
4. Provide advice and counsel on employee matters
5. Provide trainings to employees on a multitude of areas
6. Assist with annual performance reviews
7. Review MOU's and other contracts that relate to personnel
8. Ensure all current and new employees are treated fairly and Albany County follows all EEO rules

9. Provide badges to all county employees
10. Ensure all employees are safe and follow county policies

12.4. Relationship between Human Resources and Departments.

In every department, there is a line of authority that runs downward from the department manager. This line includes all subordinate supervisors and ensures Human Resources works with the appropriate people or designees. Human Resources will work through the Elected Official or Department Head unless provided written authorization. Human Resources role is to advise and make recommendations and by following the proper chain of command this ensures all parties come to a satisfactory result.

13.0. Travel and Reimbursement.

The purpose of this policy is for the authorization of travel, which may be reimbursed by Albany County and the amounts that may be allowed from any funds, administered or controlled by the county, hereafter referred to as the "Travel Policy". The Travel Policy applies to all travelers, whether they are employees, students or other individuals performing official county travel.

13.1. AUTHORIZATION OF OFFICIAL COUNTY TRAVEL.

All travel must have prior authorization even if the travel is at no cost to the county.

- a. Authorization for travel and claims for travel reimbursement shall be made on the County Expense Report Form and submitted to the employees Elected Official or Department Head.
- b. Whenever it appears that travel funds are insufficient to support all requests for official travel, the appropriate county officer may establish priorities for types of travel that will be approved. When travel funds are insufficient to fully reimburse travel expenses, official travel may still be approved if the traveler agrees, prior to travel, to pay the deficiencies from personal or other sources.
- c. When a traveler wishes to be reimbursed for any travel which involves the business, all travel must be documented in detail and approved prior to the scheduled date of departure.
- d. If a traveler wishes to be reimbursed for meal expenses all itemized receipts are required upon return of the trip.
- e. When a traveler wishes to be reimbursed for personal guest expenses incurred for the benefit of the county, prior approval is required, as well as a documented business purpose for the request.
- f. Travel expense reports and vouchers must be submitted to the Accounts Payable Office within thirty (30) days of completed travel.

13.2. CREDIT CARDS.

Credit cards issued in the name of the county employee and can be used to pay for commercial transportation, conference/workshop registration, and lodging expenses for official county travel. Lodging expenses are limited to room, tax and meal charges only. Any other travel expenses (including incidental lodging charges) are not allowed to be charged to the card and will be the responsibility of the traveler initially. These expenses, if subsequently approved for reimbursement, will be reimbursed to the traveler through the normal reimbursement process after the trip has been completed.

13.3. TRAVEL ADVANCES.

Travel advances for anticipated expenses may be provided in extraordinary and unusual circumstances when authorized in writing by the Elected Official or Department Head.

- A. Travel advances for those eligible will be issued through the Accounts Payable Office and are available two (2) business days prior to actual travel.
 - i. Travel advances will be issued only when requested in writing.
 - ii. Travelers are required to submit a travel expense form with appropriate substantiating documentation within ten (10) business days after return from the travel. If the advance exceeds the travel expense form, the traveler's personal check for the difference will accompany the form. If the advance is less than the travel expense form, a check will be prepared and sent to the traveler.
 - iii. Employees failing to submit a travel expense form within ten (10) business days after return from the travel may be subject to loss of travel advance privileges. In the event an employee on the county payroll fails to submit a travel expense voucher within thirty (30) calendar days, the advance will be offset against their next salary payment.

13.4. REIMBURSEMENT OF EXPENSES OF ONE-DAY ROUND TRIPS AND EXPENSES WITHIN THE TRAVELER'S OFFICIAL DOMICILE

A. When any traveler is required and authorized to travel on county business for less than one day they may be reimbursed for allowable itemized receipted expenses. According to the Internal Revenue Service (IRS) Treasury Regulation 1.62-2, one-day travel generally falls within the definition of travel that is not away from home (place of residence), is generally not deductible under part VI, subchapter B, chapter 1 of the Internal Revenue Code and reimbursements of such expenses are treated as being paid under a non-accountable plan. Non-accountable plan reimbursements are taxable income and must be reported on the employee's W-2.

B. When a traveler is required or authorized to represent the county at an official breakfast, luncheon, or dinner held in the community of the traveler's official domicile or place of residence, they may receive reimbursement of the actual itemized receipted meal and gratuity expenses. If the meal does not qualify as a business meal under IRS regulations, the reimbursements are taxable income and must be reported on the employee's W-2. Requests for reimbursement of meals qualifying as business meals under IRS regulations must include the date of the breakfast, luncheon or dinner, the location (city and establishment) and the business purpose served by the expense.

13.5. REIMBURSEMENT FOR TRAVEL THAT EXTENDS BEYOND ONE TWENTY-FOUR (24) HOUR PERIOD.

Travelers must have prior authorization to travel by the appropriate county Elected Official or Department Head. All Department Heads must have prior authorization by the Commissioner Chairman. The Travel Expense Report may be used for this purpose. Travelers on official business that extends beyond one day, and is to a location more than forty-five (45) miles from their official domicile, shall be reimbursed for actual lodging expenses and actual meal expenses.

A. Lodging will be reimbursed on an actual expense basis only. Receipts for lodging are to be furnished and attached to the travel expense report. Lodging receipts are the original, itemized folio receipt printed and issued by the commercial facility to the traveler. All lodging receipts must identify the vendor's name and business address, room rate, number of occupants, name(s) of person occupying lodging and an itemization of each item charged to the occupant (giving date, item and amount charged). No lodging reimbursement will be allowed for expenses incurred while utilizing non-commercial facilities (e.g. friends or relatives), or when no actual lodging cost is incurred (e.g. hotel or room provided at no charge).

B. Meals will be reimbursed on an actual expense basis, not to exceed the current per diem rate.

C. Meal receipts are the original, itemized receipt issued by the meal establishment. All meal receipts must identify vendor's name and business address, date and an itemization of each item charged to the traveler (documented gratuity is reimbursable up to twenty (20) percent). When requesting meal reimbursement for other county travelers a complete list of names must be included on the travel expense voucher.

D. In addition to meal and lodging expenses, the following actual expenses incurred as a necessary part of approved travel may be claimed. Itemized receipts shall be required for all claims on the travel expense voucher.

- i. commercial transportation costs

- ii. copy, fax and other similar charges as they pertain to official business
- iii. fuel for commercial transportation or county-owned vehicles
- iv. laundry charges for trips of eight (8) calendar days or more
- v. mileage for approved use of private vehicle
- vi. parking fees
- vii. registration/conference fees (The registration form and/or conference agenda must be attached to the travel expense report to show the respective expenses for each of the meals, lodging and/or banquets that were included in the registration fee. Separate claims for meals in lieu of those provided, whether paid or complementary, will not be allowed.)
- viii. road toll charges
- ix. room service charges associated with meals taken in room (actual expense only; room service charges should be included as meal expenses and not claimed separately)
- x. spouse, domestic partner, or personal guest expenses incurred for the benefit of the county (In order for an expense to qualify, it must meet the following conditions: the spouse or personal guest played an integral role in the business purpose of the trip, the spouse or personal guest was actively engaged in business and entertainment activities conducted and the expenditure was directly tied to business or entertainment activities related to the purpose for the trip or expense.)
- xi. telephone calls for official county business
- xii. trip cancellation insurance

E. The following gratuities may be claimed only on days where actual meal expenses are claimed. Receipts are required, actual expenses only:

- i. sky caps, bell hops and porters (generally \$1.00 per bag), parking attendants (\$1.00 - \$2.00 when vehicle is delivered) and hotel/motel maids (\$1.00 per night)

13.6. REIMBURSEMENT OF EXPENSES FOR BUSINESS MEALS.

When an individual is required or authorized to host individuals for legitimate business purposes related to the mission of the county, they may receive reimbursement of the actual itemized receipted meal and gratuity expenses.

Requests for reimbursement of meals qualifying as business meals under IRS regulations will not be taxable to the employee if full accounting is provided. Full accounting must include a statement on the travel expense report indicating the date of the breakfast, lunch or dinner, the location (city and establishment), the business purpose of the expense, or the business benefit gained or expected to be gained, and the nature of the business discussion, and information about

the person(s) for whom the expense is being claimed of a sufficient nature to establish the business relationship.

13.7. REGISTRATION FEES.

Payment of registration fees must be supported by a copy of the registration form and conference agenda, or program itinerary showing any meals, lodging, or banquet fees that were included. The supporting documentation must be attached to the travel expense report to show the respective expenses for each of the meals, lodging and/or banquets that were included in the registration fee. Separate claims for meals in lieu of those provided, whether paid or complementary, will not be allowed. Fees specifically for personal entertainment, activities or sightseeing are not reimbursable.

13.8. MODE OF TRAVEL.

The mode of travel shall be approved at the time travel is authorized, and shall be that which serves the requirements of the county most economically and advantageously.

- A. Whenever travel by automobile is approved, the traveler/driver shall possess a valid driver's license and be knowledgeable with regard to all relevant county policies, procedures and regulations. Any fine or penalty based on control of a vehicle being used incidental to authorized travel is the responsibility of the authorized traveler and will not be reimbursed.
- B. When approved in advance by the Elected Official or Department Head, travel by privately owned, rented, trade-out, or loaned aircraft may be authorized; approval will not be granted for single engine aircraft. Any approval granted will be subject to the following requirements:
 - i. When a county traveler wishes to utilize a privately owned, rented, trade-out, or loaned aircraft for official county travel.

13.9. TRANSPORTATION EXPENSE REIMBURSEMENT.

When any traveler is authorized to travel in the performance of official county business, they may claim reimbursement for all actual and necessary transportation expenses incurred in accordance with the following provisions:

- A. Transportation expenses charged to a personal credit card will be reimbursed to the traveler through the normal reimbursement process after the trip has been completed.
- B. If commercial transportation is used, the actual expense, not to exceed economy fare charged the general public, is reimbursable. If deluxe transportation accommodations are desired, the amount exceeding economy fare shall be paid personally by the traveler.

- C. When privately owned vehicles are used within the state of Wyoming and the surrounding states, reimbursement for each mile necessarily traveled while on official county business shall be in compliance with Wyoming Statute 9-3-103(a)(iii)
 - i. If private vehicle transportation is used, reimbursement shall be determined by the governor for the state and by the governing body of any other entity, based on a mileage allowance not to exceed the maximum nontaxable rate allowed by the IRS at the time of travel.
 - ii. Albany County will follow the yearly recommendation made by the Office of the Governor and the memorandum will be sent each year it is received.
- D. When a traveler elects, for personal preference, to use a privately owned vehicle in lieu of commercial transportation outside the state of Wyoming and the surrounding states, reimbursement is limited to the least costly economy airfare plus applicable ground transportation expenses to the authorized destination. Lodging, meals and miscellaneous reimbursable expenses will be allowed only for the time that would have been required to make the trip by the most common commercial transportation. Any additional work days necessary for making the trip by a privately owned vehicle over the number of days required to make the trip by commercial transportation will be charged to compensatory time or annual leave.
- E. When travelers are sharing the use of a privately owned vehicle in lieu of commercial transportation, reimbursement for mileage is allowable for the owner/operator only.
- F. Reimbursement for miles traveled will be actual map miles or odometer readings from point A to point B and back. Standard map miles should always be used when available. The Accounts Payable Office will utilize MapQuest® (<http://www.mapquest.com>) to determine reimbursable mileage for all in/out-of-state travel. Mileage will be calculated from the origin city to the destination city. Personal travel mileage such as to entertainment venues, movies, shopping, etc. is not reimbursable.

13.10. NON-REIMBURSABLE EXPENSES AND EXCLUSIONS.

- A. No payment is to be made for unused lodging reservations due to the traveler's failure to make cancellations. Travelers are expected to exercise good judgment when making lodging reservations. If the traveler fails to use the reservation and subsequently either the traveler or the county is charged by the vendor, it is considered the traveler's responsibility to pay such charges, and not that of the county. (Exception: If circumstances were such that the traveler couldn't contact the vendor and make a cancellation, such circumstances must be explained in writing and signed by the traveler, and the explanation must accompany the travel expense report).

- B. Travelers may be reimbursed for commercial transportation re-booking or cancellation penalties provided such changes are due to circumstances beyond the control of the traveler. All travel expense reports for such payments shall be accompanied by an explanation. Commercial transportation cancellation penalties shall not be reimbursed by the county for circumstances due to traveler negligence.
- C. No traveler will be reimbursed for travel expenses incurred while on personal consultation, vacation, military leave, excused absence without pay, or sick leave, unless a justification statement approved by the Elected Official or Department Head, accompanies the travel expense report.
- D. Under no circumstances shall a traveler attempt to secure a refund from a commercial transportation company for an unused ticket, or portion thereof, which was charged to or paid by the county. Unused tickets are to be returned by the traveler to the department for future official county travel use.
- E. In cases where the spouse, domestic partner or personal guest accompanies the traveler on official business, not for the benefit of the county, lodging and other receipts must indicate the appropriate single-person charge.
- F. No employee or department head shall approve their own travel request, travel advance or travel expense report.
- G. When a disclaimer has been signed accepting reimbursement for travel at a lesser amount than the total cost of the trip, no subsequent travel expense report for the same trip can be submitted.
- H. Reimbursement for overnight travel shall not be authorized within a forty-five (45) mile radius of the traveler's official domicile except in unusual circumstances, which will be approved by the appropriate county Elected Official or Department Head.
- I. The following expenses are not authorized for reimbursement:
 - i. alcoholic beverages
 - ii. entertainment expenses (except when approved as they pertain to county development)
 - iii. expenses caused by driver error pertaining to the use of either a personal or county owned vehicle (ex. towing charges due to parking violations, locksmith fees related to traveler locking keys inside vehicle, etc.)
 - iv. gifts
 - v. laundry charges when the trip is of a duration less than eight (8) calendar days
 - vi. mileage reimbursement between a place of residence and official domicile
 - vii. optional entertainment/social events that occur in conjunction with conferences/seminars
 - viii. personal expenses incurred during travel which are primarily for the benefit of the traveler and not directly related to the official business

purpose of the travel (examples include the purchase of personal hygiene items, magazines, snacks, personal phone calls, movie rentals and other miscellaneous items)

- ix. personal travel insurance expenses paid by the traveler
- x. traffic fines and tickets, including parking tickets.