

RESOLUTION #12-507

A RESOLUTION of the Town of Twisp, Washington, modifying the Town of Twisp Personnel Policy Manual.

WHEREAS, it has been determined that the current Section 6.2 (a) and (d) of the Town of Twisp Personnel Manual (Revision January 2012), hereinafter referred to as "Personnel Manual" should be modified; and

WHEREAS, the Town Council of the Town of Twisp has determined that it is in the best interest of the Town and the Town employees to make such modifications:

6.2 TRAINING/TRAVEL POLICY

- (a) **Training:** The Town of Twisp recognizes the mutual benefits derived from personal growth and increased work competence and thereby encourages staff to pursue applicable training opportunities that are: approved by the Department Head and Mayor; "reasonably necessary" for the improvement and performance of the position; the distance for training must be "reasonably proportionate" to the value and necessity of the travel and training; and a mapping program (Google Maps/Map Quest) must be used to determine travel time and distance.

- (d) **Travel & vehicles used:** Town owned vehicles may be used for out of town trips whenever possible. If no appropriate Town vehicle is available, an employee's use of a private vehicle will be reimbursed at the current IRS allowable rate per mile. This amount is subject to change at any time. Whenever traveling in a personal vehicle for business purposes, the following information should be verified: the date and destination, the purpose of the trip and total mileage of the trip. Mileage is always calculated from the workplace. All use of town or private vehicles for travel must be pre-approved by the department head. If such use is by a department head, it must be pre-approved by the Mayor. An employee must have liability insurance coverage on the personal auto used or they are not eligible to use the vehicle on Town business.

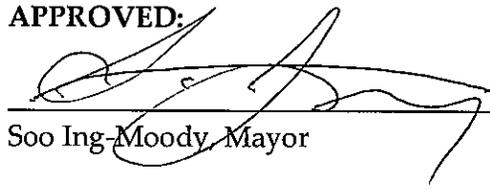
If an employee is traveling by themselves or is the driver of a private or town owned vehicle with other town employees traveling on approved town business, the driver will be paid their hourly wage when travel time exceeds their normal working hours. Overtime is payable after more than forty actual work hours have been worked.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Twisp, as follows:

The Personnel Policy Manual titled "Revision November 2012" is attached and is adopted as the new set of guiding policies and procedures for the staff and officials of the Town of Twisp.

PASSED by the Town Council this 13th day of November, 2012.

APPROVED:



Soo Ing-Moody, Mayor

ATTEST:



Jackie Moriarty, Clerk/Treasurer