

CLASSIFICATION AND COMPENSATION

AS APPROVED 6/7/19

A. Mileage, parking, and tolls:

1. Employees shall be reimbursed for actual miles starting at the administration building, while on official township business, at the IRS rate, as amended, when using personal vehicle. Such payment is considered to be total reimbursement for all vehicle-related expenses (e.g., gas, oil, depreciation, etc.). Mileage reimbursement is payable to only one (1) of two (2) or more employees traveling on the same trip, in the same automobile.
2. Charges incurred for parking at the destination, and any highway tolls are reimbursable at the actual amount. Receipts for parking costs and highway tolls are required.
3. No expense reimbursements are paid for travel between home and office.

B. Meals: While on official Township business, employees will receive a daily meal per diem in an amount up to fifty (\$50.00) dollars. An employee is eligible for such per diem only when travel has been authorized in writing by the Employer, when travel extends through a normal meal period, and when proper receipts are submitted. If meals are included in the registration fees, the per diem shall not be paid. Daily meal reimbursement shall not exceed the daily per diem. Alcohol, tax, and tips are not eligible for reimbursement under the per diem.

C. Overnight expenses: Expenses covering the actual cost of overnight lodging will be reimbursed in full when an employee travels out of the township on official township business, and such travel requires an overnight stay. Motel expenses will be reimbursed only with prior written authorization of the employer.

D. Receipts shall be required for reimbursement of all authorized expenses.

TOWNSHIP-PAID HOSPITALIZATION AND SURGICAL CARE SECTION 6.11

Each full-time employee is granted the opportunity to join the township's health care plan provided as a fringe benefit by the township.

HOSPITALIZATION COVERAGE FOLLOWING SEPARATION SECTION 6.11.01

The employer or third party administrator shall comply with COBRA and initiate notices as required by law.

PAY PERIOD SECTION 6.12

A. Full-time employees will be paid on the 7 and 22 of each month. If this date falls on a Saturday, paychecks will be available on Friday; if it falls on Sunday, paychecks will be available on the following Monday. They are not to be handed out earlier even if signed.

B. Supervisors are to receive any questions regarding an employee's pay and are responsible for making the necessary explanations or inquiries to resolve the matter.