




Administrative Procedure

SUBJECT: CAR ALLOWANCE – EXECUTIVES

HR 4.0 AP 8

EFFECTIVE: 07/25/01
REVISED: 04/10/02
EFFECTIVE: 08/01/08
REVISED: 04/06/12

APPROVED:


Ronald L. Olson, City Manager

REVISED: 04/25/08

Date: 18 June 2012

I. PURPOSE

This procedure sets forth the car allowance provided by the City for designated positions.

II. SCOPE

This procedure applies to regular, full-time employees assigned to designated positions in the Executive Pay Plan, and other positions at the discretion of the City Manager, or designee. This procedure does not apply to Police and Fire personnel covered by collective bargaining agreements, or to employees to whom a City vehicle is assigned.

III. PROCEDURE

- A. Car Allowance:** The following flat rate monthly car allowance will be paid employees in eligible positions:

<u>Eligible Positions</u>	<u>Monthly Car Allowance</u>
City Manager	\$600
City Secretary	\$450
Assistant City Secretary	\$300
Presiding Municipal Court Judge	\$400
Municipal Court Judges, Divisions B or C	\$300
Assistant City Managers, Interim Assistant City Managers	\$450
Department Directors, Deputy Department Directors	\$400
Assistant Department Directors, Interim Department Directors, Interim Assistant Department Directors	\$300
Other positions at the discretion of the City Manager or designee	\$250

- B. **Termination of Car Allowance:** Each authorization for a flat monthly car allowance will be automatically terminated when an employee vacates the position held. The car allowance will be terminated concurrently with the job change information on the Form 12.
- C. **Use of Private Vehicle:** An employee who receives a monthly car allowance is expected to use his/her private vehicle for City business. Use of a City vehicle is authorized only in emergency situations.
- D. **Trips Outside City Limits:** Any eligible employee who receives a flat monthly car allowance, and who drives a personal vehicle on City business outside of the City limits, will be eligible for reimbursement based on documented mileage at the IRS approved reimbursement rate at the time of the travel. It is the responsibility of individuals who receive a car allowance to keep adequate mileage and auto expense records for personal tax purposes.
- E. **City Gasoline and Oil:** City gasoline and oil will not be dispensed to privately owned vehicles.
- F. **Requirements for Car Allowance Recipients:** Employees who receive a car allowance must maintain a valid driver's license, a vehicle that is legally licensed, registered, and meets the basic insurance requirements for that type of vehicle under state laws.

IV. QUESTIONS REGARDING THIS POLICY

Questions regarding this Policy shall be directed to the Director of Human Resources, or designee, who may be contacted at 361/826-3315.