

**TOWN OF TIMNATH, COLORADO  
RESOLUTION NO. 16, SERIES 2013**

**A RESOLUTION APPROVING CERTAIN TOWN OF TIMNATH POLICIES**

**WHEREAS**, the Town Council of the Town of Timnath ("Town") pursuant to C.R.S. § 31-15-103, has the power to pass resolutions; and

**WHEREAS**, pursuant to that power, the Town Council finds it necessary to adopt policies that provide guidance to staff and future decision makers regarding the management of the Town's matters; and

**WHEREAS**, the Town Council has determined that the attached policies for travel and cell phone use are critical to the proper management of the Town's affairs.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH, COLORADO as follows:**

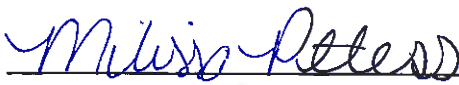
The Town Council hereby adopts the attached policies and directs the Town Manager to place them into effect immediately.

INTRODUCED, MOVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH, JUNE 11, 2013,

**TOWN OF TIMNATH, COLORADO**

  
\_\_\_\_\_  
Jill Grossman-Belisle, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Milissa Peters, Town Clerk





## TOWN COUNCIL ADOPTED POLICY

**SUBJECT: Town Cell Phones**

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**ISSUE DATE**

**June 11, 2013**

**EFFECTIVE DATE**

**June 11, 2013**

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**INTENT**

The Town issues cell phones to improve job productivity, to enhance safety and to allow communications during emergencies or when employees are off-site. The intent of this policy is to provide clarification on the issuance and use of Town cell phones.

**POLICY**

- I. **Cell Phone Issuance** – A cell phone may be issued under one or more of the following conditions.
  - a. Job responsibilities require an employee to be away from regular landline access for extended periods of time and communication by the employee is necessary to fulfill job duties.
  - b. Cell phone access improves the employee's personal safety on the job, and provides communication during emergencies.
  - c. The employee's role requires two-way communication.
- II. **Cell Phone Approval** - The issuance of Town-owned cellular phones shall be reviewed by the applicable Department Director who will forward the same to the Town Manager for approval. It shall be the responsibility of the Department Director to ensure that funds are budgeted for the purchase and monthly services costs prior to phone issuance.
- III. **Cell Phone Usage, Generally** – The following shall govern the use of Town-owned cell phones.

- a. Cell phones provided by the Town are to be primarily used to conduct Town business. Incidental personal use is allowed.
- b. Employees issued cell phones are expected to protect the Town-owned cell phone from theft, loss or damage.
- c. Employees must immediately report loss or theft of a Town cell phone to their supervisor or Department Director.
- d. Employees shall recognize that cell phone calls are not secure and shall exercise discretion while making sensitive or confidential calls. In addition, all communications, including text and email shall conform to the "Information Services" section of the Employee Handbook.
- e. Employees shall immediately return the cell phone to their supervisor or Department Director if it is determined that the phone is no longer necessary, or upon their leaving Town employment.
- f. The Town reserves the right to monitor the use of all Town-owned cell phones. Cell phone use in violation of any local, state, or federal law is prohibited. Cell phone use in violation of department work policies or for the purpose of personal financial gain is prohibited.
- g. At any time, the Town may require the employee to produce the phone for inspection. Employees who either fail to produce the phone or produce a phone that is in good working condition may expect to pay the cost of phone replacement.
- h. Unless the employee has access to a hands-free system, employees are prohibited from driving while talking on a cell phone. (Police officers, please refer to Timnath Police Department Policy Manual, Policy 702.2.3). They are expected to pull off to the side of the road at an appropriate location to make or receive calls. Employees who are charged with traffic violations resulting from the use of their cell phones shall be solely liable for any fines, charges, or costs associated with same.
- i. Employees receiving Town-owned cell phones will be required to acknowledge and sign a copy of this policy prior to issuance of the phone.

**IV. Acknowledgement**

I have read, understand, and agree to comply with the Town's policies for use of Town-owned cell phones as specified in the above policy. If I misuse or fail to return assigned equipment when requested to do so, I may be liable to the Town for the full replacement cost of the equipment. I understand that failure to comply with the stated policies may lead to disciplinary actions, including the possibility of termination of my employment.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Director : \_\_\_\_\_ Date: \_\_\_\_\_



## TOWN COUNCIL ADOPTED POLICY

**SUBJECT: Travel**

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**ISSUE DATE**

**June 11, 2013**

**EFFECTIVE DATE**

**June 11, 2013**

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**INTENT**

The intent of this policy is to establish a procedure related to travel authorization, expenditure and reimbursement of expenses incurred in the conduct of Town business.

**POLICY**

The Town is supportive of continuing education, participation in professional organizations and associations for its employees. For the purpose of this policy, an employee shall include contracted town staff, Town Council members, Planning Commission members or other appointed officials traveling on behalf of Town business. Procedures are hereby established to approve, secure and reimburse for travel arrangements. This policy shall not govern expenses to be reimbursed to the Town's consultant for routine travel to and from the Town for meeting attendance or other Town business.

*Approval.* If an employee intends to travel for a conference, meeting or other purpose directly related to Town business, they will complete a travel request form (attached) to be signed by the appropriate Department Director prior to the event if the travel is in-state. For out of state travel, both the appropriate Department Director and the Town Manager's approval is required. (This approval is not required for standard mileage reimbursement for use of personal car for errands on the Town's behalf in the immediate vicinity.)

*Budget Authority.* It shall be the respective Department Director's responsibility to assure that there are appropriately budgeted funds for travel.

*Eligible Expenses, reimbursement and payment therefore.*

Eligible expenses mean travel to and from an approved travel site, associated incidental expenses (e.g. parking, taxi, luggage check, tips, etc.). Eligible expenses also include meals that are not provided as part of the meeting or conference registration and which are reimbursed on a per diem basis per the U.S. General Services Administration (GSA) rate found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). An employee may choose to charge meals to a Town credit card. If meal costs are charged to a Town credit card, the employee's travel reconciliation form shall include an itemized receipt for the meal demonstrating what was ordered and to confirm no alcohol was purchased. In no case, shall eligible expenses include alcohol or tobacco.

Eligible expense includes airfare or other means of transportation including car rental and use of personal vehicle, including reimbursement for toll charges. All estimates for transportation costs must be approved as part of the travel request. Reimbursement for use of a personal car will be reimbursed on a per mile basis at the GSA rate found at <http://www.gsa.gov>.

Air fare, conference registration and hotel may be paid for by use of an employee's Town credit card as long as the amount does not exceed the employee's allowable card limit or that amount that was approved on the travel request form. If costs exceed said card limit, the employee will work with the Finance Department to secure payment for those costs.

Reimbursement and reconciliations will be submitted to accounting staff on the attached Travel Accounting Form within five (5) days of return. Accounting staff will then compare the Travel Accounting Form with the Travel Request Form to assure that actual expenses were comparable to estimated.

**Request Travel Form  
Town of Timnath, Colorado**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

Date	From (City, State)	To (City, State)	Estimated Time		Description	Estimated Amount
			Depart	Return		
					Transportation	
					Air	\$
					Bus	\$
					Train	\$
					Rental Car	\$
					Private Vehicle miles x rate =	\$
					Lodging #Nights x Rate =	\$
					Meals not include with registration	
					Breakfast \$ x # days =	\$
					Lunch \$ x # days =	\$
					Dinner \$ x # days =	\$
					Registration Fees (attach copy of registration form)	\$
					Other (taxi, misc.)	\$
					<b>TOTAL</b>	\$

Employee Signature \_\_\_\_\_

Account No. \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

Out of State Travel Requires Town Manager Approval

Town Manager Approval \_\_\_\_\_ Date \_\_\_\_\_

