CHAPTER 23.
Personnel.

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Article I. Insurance.

Sec. 23.01. Group medical.

For each regular employee the city shall pay from appropriated funds, but within limitations imposed by the state, that portion of the premium for group medical insurance designated as the amount for "single coverage." Should an increase in rate of premium occur upon policy renewal the city's portion shall be increased to the new "single coverage rate," but, if necessary, limited to the availability of funds properly appropriated. (Ord. No. 18-72, § 1.)

Sec. 23.02. Group life and accidental death and dismemberment.

For each regular employee the city shall pay from appropriated funds, but within limitations imposed by the state, the premium required to maintain five thousand dollars of group life and accidental death and dismemberment insurance. This coverage is to become effective and in full force as of December 31, 1972, and is to remain in effect until modified or amended by appropriate action. (Ord. No. 18-72, § 2.)

Sec. 23.03. Group major medical.

For each regular employee the city shall pay from appropriated funds, but within limitations imposed by the state, that portion of the group major medical expense policy designated as the amount for "employee" coverage. Should an increase in rate occur, the city's portion shall be increased to the new "employee" coverage rate, but, if necessary, limited to the availability of funds properly appropriated. (Ord. No. 18-72, § 3.)

Sec 23.04. Employee contribution.

Each employee shall contribute five cents per year to any insurance program for which the employee otherwise would not be paying some portion of the required cost of the program. Employee participation in the above programs is voluntary and not compulsory. When an employee does not participate, there shall be no expense to the city. (Ord. No. 18-72, § 4.)

Article II. Travel Policy.

Sec. 23.20. Travel authorization.

Travel shall be limited to official work of the city or to travel from which the city can normally expect benefit. Travel shall be only accomplished following approval of the travel by the normal administrative official or officials. (Ord. No. 19-72, § 1.)

Sec. 23.21. Appropriation control.

Reimbursable travel will not be authorized in any case, short of emergency, until it has been determined that the entire cost for the travel will be within limits established by available appropriated funds. (Ord. No. 19-72, § 2.)

Sec. 23.22. Reimbursement--travel expenses generally.

Subject to the following guidelines, necessary and proper travel will be reimbursed as follows:

(a) Transportation - Personal vehicles. The rate of reimbursement will be that rate approved by the Board of Public Works and Safety, with the maximum rate being the Internal Revenue Service business mileage rate. (Ord. No. 8-97, § 1)

(b) Transportation - Other. Reimbursement shall be the actual amount expended as indicated by a receipt indicating payment in full has been made. Payment shall be approved only for just and proper amounts. Premium transportation should not be used when other classes or methods are available.

(c) Housing. Reimbursement shall be by receipt only. When more than one person occupies a room, motel, apartment, etc., reimbursement shall be limited to the rate for single occupancy or in the event of two or more employees occupying such facilities, reimbursement shall be limited to each such employee's proportionate share of the expense.

(d) Meals. Necessary meals while in travel status will be reimbursed. A receipt should be obtained, if at all possible, particularly for meals other than breakfast. Reimbursement shall be based on actual cost to the individual including a reasonable tip. (Ord. No. 19-72, § 3; Ord. No. 29-77, § 1; Ord. No. 20-80, § 3.)

Sec. 23.23. Same--miscellaneous expenses.

(a) Parking. A receipt is required for all reimbursement other than meter.

(b) Tips. Must be detailed in claim and must be in accordance with the general practice of society.

(c) Telephone. Calls are limited to official business calls only.

(d) Registration fees. When required, a receipt must be obtained.

(e) In general, reimbursement shall be made for all expenses deemed necessary and proper to the actual travel situation. Receipts are a requirement for major expenses and are desirable to prove all other expenses. (Ord. No. 19-72, § 4.)

Article III. Deferred Compensation Plan.

Sec. 23.40. Established.

The common council hereby establishes the city deferred compensation plan for voluntary participation of all eligible employees and elected officials. (Ord. No. 25-88, § 1.)

Sec. 23.41. City to utilize state's plan.

The city will utilize the state's plan document and its investment options. The city shall contract with Indiana Deferred Compensation Plan, Inc. to be the exclusive servicing manager and enroller. (Ord. No. 25-88, § 2.)

Sec. 23.42. Clerk-treasurer appointed--cost of program.

The city hereby appoints the clerk-treasurer as administrator of the plan, and authorizes the clerk-treasurer to make deductions from the pay of employees, who voluntarily participate, and to make such other arrangements as are necessary to implement the plan. It is understood that, other than the incidental expenses of collecting and disbursing the employee's deferrals and other minor administrative matters, that there is to be no cost or contribution by the city to the program. (Ord. No. 25-88 § 3.)