

**Current Personnel Policy and Practices Resolution No. 98-394 (PPPR) language  
(Dated 12-5-06):**

A.19.6 Automobile Policy for Executive Management, Unit Y:

Upon meeting the criteria in section D below, employees in Unit Y may receive one of the following options as determined by the County Administrative Officer.

- a) Receive a continuing assignment of a County owned automobile for the execution of official duties and travel to and from home, with the automobile garaged at his or her private residence.
- b) Operate his or her own or a privately owned automobile for the execution of official duties and be allowed, reimbursed, and paid the sum of Three Hundred and Seventy-Five Dollars (\$375) per month. Mileage expense for business travel out of the county shall also be reimbursable at the authorized rates when the mileage necessarily traveled exceeds 100 miles for any one trip.
- c) Operate his or her own or a privately owned automobile for the execution of official duties (business mileage), and be allowed reimbursement at the currently authorized rate for each mile necessarily traveled.

The reimbursement for the flat sum and mileage shall be determined during the month of December each year, or more often if deemed necessary, by the County Administrative Officer.

Criteria for eligibility to receive options A, B, or C listed above:

- d) Justification for employees in Unity Y to receive one of the options listed in section A, B, or C shall be based on at least one of the following:
  - 1) Travel in the execution of official duties for at least seven hundred fifty (750) miles per month.
  - 2) The need to travel to meetings or other work related activities an average of two weekends per month or three evenings per week, or when irregular and extended working hours impose similar demands.
  - 3) The need to respond to an average of four or more after-hours emergency calls per month, requiring a vehicle.
  - 4) The need to transport specialized equipment not easily transferred between vehicles or the need for a specially equipped vehicle for after-hours emergency calls.

Eligibility to receive options A, B, or C listed above shall be determined by the County Administrative Officer.

**Proposed Personnel Policy and Practices Resolution No. 98-394 (PPPR) language:**

A.19.6 Automobile Policy for Executive Management, Unit Y:

Employees in Unit Y may receive one of the following options as determined by the County Administrative Officer.

- a) Receive a continuing assignment of a County owned automobile for the execution of official duties and travel to and from home, with the automobile stored safely at his or her private residence.
- b) Operate his or her own or a privately owned automobile for the execution of official duties and be paid the flat sum of Three Hundred and Seventy-Five Dollars (\$375) per month. Mileage expense for business travel out of the county shall also be reimbursable at the authorized rates.
- c) Operate his or her own or a privately owned automobile for the execution of official duties (business mileage), and be allowed reimbursement at the currently authorized rate for each mile necessarily traveled.

The reimbursement for mileage shall be in accordance with policies in effect governing mileage reimbursement. The County Administrative Officer shall determine eligibility to receive options a, b, or c listed above. Each option has income tax implications for employees. The Office of the Auditor-Controller administers payroll and Internal Revenue Service compliance.

