

Category: 300 – PERSONNEL

Number: 351

Subject: **PER DIEM PAYMENTS TO REGULAR EMPLOYEES WHO ARE MEMBERS OF BOARDS, COMMISSIONS, TASK FORCES, OR A LIKE BODY**

Purpose: The purpose of this policy is to clearly outline the ability for regularly scheduled employees to receive a per diem for attending a meeting, as a member, of a County Board, Commission, Task Force, or a like body.

Authority: St. Clair County Board of Commissioner's

Application: This policy applies to all regularly scheduled County employees.

Responsibility: The Administrator/Controller shall be responsible for the implementation and administration of this policy.

Definitions: **Regularly scheduled employees** are those employees that work the standard workweeks or operational hours of the various departments throughout the County.

Policy: Any regularly scheduled employee who is a member, through assignment or internal election, and attends a meeting of a Board, Commission, Task Force, or like body that meets during their regularly scheduled hours of work will not be eligible for the standard per diem payment.

Any regularly scheduled employee who is a member, through assignment or internal election, and attends a meeting of a Board, Commission, Task Force, or like body that meets outside the their regularly scheduled hours of work will be eligible to receive a per diem payment, if applicable.

Members are eligible for one per diem payment per day regardless of the number of meetings attended.

Administrative
Procedure: None

Periodic
Review: None

Adopted: April 24, 2002