

Category: 300 – PERSONNEL

Number: 352

Subject: Board of Commissioners’ Compensation and Reimbursement Policy

Purpose: The purpose of this policy is to define:

1. the compensation procedures and guidelines of the St. Clair County Board of Commissioners;
2. the eligible per diems and approved rates for the St. Clair County Board of Commissioners;
3. the eligible mileage/travel reimbursements and approved rates for the St. Clair County Board of Commissioners.

Authority: St. Clair County Board of Commissioners

Application: This policy applies to the St. Clair County Board of Commissioners.

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

Definitions: **Authorized Meetings** are any meetings that the St. Clair County Board of Commissioners’ Chairperson assigns to a member (see Exhibit A), any scheduled meeting with a department head, any municipal association meeting, any municipal council meeting, or any municipal/civic dedication or groundbreaking ceremony.

Unauthorized meetings are private dedication/groundbreaking ceremony, unscheduled meetings with departments, retirement parties, political events, fundraisers, community events or annual dinners.

Scheduled Meetings are meetings set up in advance to conduct official county business.

Members refer to all of the St. Clair County Board of Commissioners including Chairperson and Vice-Chairperson.

Campus refers to the downtown Port Huron area County buildings including Courthouse, Library and Administrative Offices.

Policy: **Salary and Fringe Benefits** - The Board of Commissioners’ annual salary and fringe benefits are set by resolution during the regular County budget process on a bi-annual basis. Differential compensation levels may be set for the office of Chairperson, Vice-Chairperson, and the Chairs of Commission Committees. Members will be entitled to the same fringe benefits as provided to employees in the Wage & Grade plan.

Per Diem – Members are eligible for per diems when they are *representing the Board of Commissioners on other Boards/Commissions or Special Committees*, as assigned by the Board Chairperson and upon the timely submission of a County travel voucher with a notation of the date and meeting attended. Per diems are only allowed for overnight, out-of-county meetings. An oral report of the meeting attended shall be given to the Board member at the next regularly scheduled Board of Commissioners’ meeting.

Members are eligible for per diem when they are attending Board Chairperson authorized *conferences or seminars* upon the timely submission of a County travel voucher with a notation of the date and conference/seminar attended. Once again, these per diems are only allowed for overnight, out-of-county conferences/seminars. An oral report of the conference/seminar attended shall be given to the Board by the member at the next regularly scheduled Board meeting. Members planning to attend a conference/seminar should submit a request during the budget process to ensure that funding is in place.

Members are eligible for only one (1) per diem payment per day regardless of the number of meetings attended. The day is designated into three categories (breakfast, lunch, dinner) and members are only eligible for reimbursement for those time periods that apply in accordance with the St. Clair County Employee Handbook and IRS regulations. Any per diem (any category: breakfast, lunch or dinner) must be for business purposes in order to receive the allotted per diem.

Members are not eligible for per diems at any scheduled meeting of the Board of Commissioners regardless of location, township board meetings or city/village Council meetings. Meals that are included in the cost of a conference, seminar or meeting shall not be subject to reimbursement.

Members should refer to the approved St. Clair County Employee Handbook for further clarification.

Per IRS rules County travel vouchers must be submitted within **60 days** of the event to be considered timely. Payment will be made on the next available payroll cycle.

Mileage -

Members are not eligible for mileage for any meeting on the downtown campus, which includes the Administration building, Courthouse or Library building. Members are not eligible for mileage reimbursement for unauthorized meetings as described above.

Any authorized meetings with departments outside of the campus are eligible for mileage reimbursement. Members are eligible for mileage reimbursement for attending township, city or village meetings in the district that they represent, the

County Annual Employee Recognition Event, municipal association meetings (e.g. Township Supervisors Association, Clerks Association, etc.), and any authorized meeting as defined above.

Members are encouraged to utilize the County Motor Pool for vehicle travel outside the boundaries of the County. Members should refer to the approved St. Clair County Employee Handbook for further clarification.

Per IRS rules County travel vouchers must be submitted within **60 days** of the event to be considered timely. Payment will be made on the next available payroll cycle.

Travel Reimbursement - Attendance at seminars or conferences is subject to approval of the Board of Commissioners Chairperson and should be included in the annual budget. Members using their personal vehicles to attend other authorized meetings, conferences/ seminars, or other County related activities are eligible for reimbursement at the applicable IRS rate upon the timely submission of a County travel voucher, with a notation of the date, activity and actual number of miles driven. Parking charges are also eligible for reimbursement on the travel voucher, with receipt attached.

Per IRS rules County travel vouchers must be submitted within **60 days** of the event to be considered timely. Payment will be made on the next available payroll cycle.

Conference/Seminars

Attendance at seminars or conferences is subject to approval of the Board of Commissioners Chairperson and should be included in the annual budget. Registration for conferences/ seminars, hotel reservations, or airline ticket purchases should be made through the Administrator/Controller's office whenever possible. If a member pays for registrations, hotel bills, airline tickets, taxi or car rental, or other incidental out-of-pocket payments a timely County travel voucher must be submitted with original receipts attached for reimbursement.

On those occasions when spouses accompany the member to a conference/seminar, only those bonafide expenses incurred by the member on behalf of the County will be reimbursed. The County does not make travel arrangements or accommodations for spouses or guests.

Members should refer to the approved St. Clair County Employee Handbook for further clarification.

Per IRS rules County travel vouchers must be submitted within **60 days** of the event to be considered timely. Payment will be made on the next available payroll cycle.

To the extent any County policies or resolutions conflict with this policy in whole or in part, they are hereby rescinded.

Periodic

Review: The Administrator/Controller shall periodically review this policy and submit recommended changes to the Board of Commissioners for approval as needed.

Originally Adopted: November, 28 2001

Revision Adopted: September 20, 2006

Revision Adopted: October 19, 2011