

SUMMARY: Amends Chapter 5 of the Washoe County Code by repealing and amending certain sections of the Travel Regulation Ordinance.

BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 5 OF THE WASHOE COUNTY CODE BY REPEALING SECTIONS OF THE TRAVEL REGULATION ORDINANCE RELATED TO PER DIEM ALLOWANCES FOR TRAVEL ADVANCES AND RECEIPTS FOR TRANSPORTATION BY PUBLIC CONVEYANCE; AND BY REVISING SECTIONS OF THE TRAVEL REGULATION ORDINANCE RELATED TO: THE POLICY OF THE BOARD OF COUNTY COMMISSIONERS RELATED TO TRAVEL BY COUNTY OFFICERS AND EMPLOYEES; REGISTRATION FEES FOR COURSES, SEMINARS, CONFERENCES AND WORKSHOPS; REQUESTS FOR PERMISSION TO TRAVEL; TRAVEL ACCOUNTS AND SPECIAL ACCOUNTS; EMERGENCY TRAVEL; RECRUITMENT EXPENSES; MOVING EXPENSES; PAYMENT OF TRAVEL EXPENSES; TRANSPORTATION EXPENSES; LIVING EXPENSES; LOCAL BUSINESS EXPENSES; LEGISLATIVE AND LOBBYING EXPENSES; ADVANCE PAYMENTS; TRAVEL ADVANCES CONSTITUTING A LIEN ON A COUNTY OFFICER OR EMPLOYEE'S ACCRUED WAGES; FILING TRAVEL CLAIMS; TRAVEL AUTHORIZATION FOR EMPLOYEES PERFORMING SERVICES IN THE OUTLYING AREAS OF WASHOE COUNTY; DEPARTMENTAL REGULATIONS CONCERNING TRAVEL; USE OF COUNTY VEHICLES; USE OF PRIVATE VEHICLES; TRAVEL AND MOVING EXPENSES UPON AN EMPLOYEE'S TRANSFER; PROHIBITION OF SALARY ADVANCES.

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

SECTION 1. Sections 5.377 and 5.383 are hereby repealed.

SECTION 2. Section 5.353 of the Washoe County Code is hereby amended to read as follows:

5.353 Policy of the board of county commissioners related to travel.

1. It is the policy of the board of county commissioners that travel be kept to a minimum consistent with the efficient conduct of county business.

2. The board of county commissioners' approval of the final budget for the fiscal year and appropriate adjustments made to travel accounts and special accounts as set forth in section 5.356, constitutes approval for a department head to approve travel requests submitted by county officers and employees

employed by that department, provided that:

(a) the travel is consistent with the provisions of section 5.351 to 5.395, inclusive; and

(b) the costs for such travel are included in the department's travel account or special account as provided in section 5.356.

3. It is the department head's responsibility to:

(a) Assure the seminar, conference or other meeting is consistent with county policy and to determine if more than one individual should attend.

(b) Determine if the travel costs are included within the department's travel account or special account referred to in section 5.356.

(c) Request appropriate adjustments to the department's budget throughout the year to ensure sufficient funds are available in the department's travel account or special account to pay for such travel as set forth in section 5.356.

4. For purposes of the Travel Regulation Ordinance, a department's travel budget includes money for transportation expenses, lodging and related charges, and per diem for county officers and employees only.

SECTION 3. Section 5.354 of the Washoe County Code is hereby amended to read as follows:

5.354 Registration fees for courses, seminars, conferences and workshops.

1. County officers and employees who attend courses, seminars, conferences, workshops or similar meetings may request payment of such registration fees by forwarding a request, authorized by their department head, to the county comptroller, along with a copy of the registration form. Registration fee requests for courses, seminars, conferences or workshops held outside of Washoe County may be paid only if an authorized request for permission to travel form is on file in the comptroller's office.

2. If a county officer or employee pays the above authorized registration fees from his or her personal funds, the officer or employee may request reimbursement by submitting a registration fee receipt, along with a copy of the registration form, to the county comptroller.

3. Registration fee requests for non-county personnel who attend courses, seminars, conferences, workshops or similar meetings must be submitted by a department head to the board of county commissioners for approval. Requests must provide information on how attendance at the course, seminar, conference, workshop or similar meeting serves a county purpose. Where feasible, registration fee requests for non-county

personnel should be submitted to the board of county commissioners prior to attendance at the course, seminar, conference, workshop or similar meeting, and must be approved by the board prior to payment of such registration fees. If the course, seminar, conference, workshop or similar meeting is to be held outside of Washoe County, such requests must be submitted along with the request for permission to travel as provided in section 5.355.

4. For members of the district board of health, registration fee requests for courses, seminars, conferences, workshops or similar meetings must be approved by the district board of health. For persons described in section 5.355(3)(b), registration fee requests must be approved by the sheriff, who shall report to the board of county commissioners how attendance at the course, seminar, conference, workshop or similar meeting serves a county purpose.

SECTION 4. Section 5.355 of the Washoe County Code is hereby amended to read as follows:

5.355 Requests for permission to travel; forms; county comptroller authorized to pay travel expenses.

1. Except as otherwise provided in section 5.357, and except for travel to Carson City, all county officers and employees who travel outside Washoe County must submit a travel request to the appropriate department head. The department head will review the request and either approve or disapprove the request in accordance with sections 5.351 to 5.395, inclusive.

2. If the travel request is approved, the department head shall forward a copy of the request to the county comptroller. If the request involves advance money for travel expenses, the request shall specify the nature and amount of the advance requested.

3. Except as otherwise provided herein, travel requests for non-county personnel must serve a county purpose and must be approved by the board of county commissioners. Where feasible, travel requests for non-county personnel should be submitted to the board of county commissioners prior to the travel, and must be approved by the board prior to payment of any travel expenses. Once approved, payment for meals, transportation, baggage fees and lodging must conform to sections 5.351 to 5.395, inclusive. For the following persons, authorization may be given with the limitations below:

(a) For members of the district board of health, provided the district board of health has approved such travel.

(b) For members of the sheriff's office, such as volunteers, auxiliary or reserves, provided the sheriff has approved such

travel and the costs thereof have been included in the sheriff's travel account.

(c) For persons whose expertise or services are necessary to assist in an emergency where the health, safety or welfare of the general public may be threatened, and only where the department head has requested such expertise or service. The department authorizing such travel expenses must report to the board of county commissioners at the next regular meeting where the item can be scheduled regarding the circumstances of such request and the amounts authorized.

4. All requests for permission to travel, requests for advance travel funds and claims for travel reimbursement shall be made on such forms as may be required by the county manager. The forms must provide a means for the county manager or a department head to certify whether the request for payment will or will not overdraw the county manager's or department's travel account or special account. For requests which would overdraw a department's travel account or special account, the form must provide for the budgetary reallocations required by section 5.356.

5. An individual claiming travel reimbursement shall attest to the accuracy of the claim by signing the face of the form.

6. The county comptroller is authorized to pay advance travel expenses and to reimburse travel expenses included on a properly completed and certified request for permission to travel form.

7. Nothing in this section requires approval by the board of county commissioners if the travel is part of an approved contract for services.

SECTION 5. Section 5.356 of the Washoe County Code is hereby amended to read as follows:

5.356 Travel account; special account; adjustments to travel and special accounts approved by budget manager; travel expenses included within approved final budget constitutes approval for payment.

1. The county manager and each department head shall include in his or her proposed budget an estimated amount to pay for travel expenses for the fiscal year. Within the department's proposed budget, the amount may be shown in a travel account and/or in a special account established for the purpose of carrying out an official function of the department where travel is necessary, but incidental to that function. The following types of functions for special accounts are provided for illustration purposes only: extraditions, witness transport, investigations, child/foster care accounts. Each department head shall notify the county comptroller of any special

account(s) used by that department for travel purposes. As needed throughout the year, the county manager and department heads shall request appropriate adjustments from within their existing budgets to ensure sufficient funds are available in their travel accounts or special accounts.

2. In the event the amount included in a travel account or special account is insufficient to pay for all travel expenses for that fiscal year, the county manager or the appropriate department head shall, if funds are available, reallocate money from another part of his or her budget into the travel account or special account. Any such reallocations shall be reviewed and approved by the budget manager, or person otherwise designated to administer the budget. In the event the county manager or the department has insufficient funds available in its budget to reallocate, the county manager or department head must request that the board of county commissioners make additional appropriation to his or her budget to pay for such travel expenses.

3. The board of county commissioners' approval of the final budget for the fiscal year constitutes approval for travel and payment therefor.

SECTION 6. Section 5.357 of the Washoe County Code is hereby amended to read as follows:

5.357 Emergency travel; "emergency" defined.

1. As used in sections 5.351 to 5.395, inclusive, an emergency means an unforeseen circumstance which requires immediate action and which would result in impairment of the health, safety or welfare of the general public. "Emergency" also includes, but is not limited to, extraditions, witness transports and criminal investigations.

2. In cases of emergency where a request for permission to travel form cannot be presented prior to such travel, the department head or his or her designee may approve the travel and submit a travel claim to the county comptroller indicating the nature of the emergency and the expenses paid, along with supporting documentation. If the comptroller approves the claim, payment shall be made from available funds in the department's travel account or special account.

3. In cases of emergency where county officers or employees are assigned to work through normal meal or rest periods, the department head or his or her designee may approve reimbursement for meals at the rates set forth in section 5.363 without submitting receipts.

4. In the event the costs for emergency travel exceed the amount budgeted for travel by that department, the department

head may nonetheless authorize the travel. The department head shall submit to the county comptroller for approval and payment:

(a) certification that an emergency exists which specifies the nature of the emergency; and

(b) supporting documentation for the travel claim.

As soon as practical thereafter, the department head shall submit a request to the budget manager, or person otherwise designated to administer the budget, to reallocate money from another part of the department's budget into the department's travel account or special account or submit a request for additional appropriations to the department's budget as provided in section 5.356.

SECTION 7. Section 5.358 of the Washoe County Code is hereby amended to read as follows:

5.358 Recruitment expenses.

1. Upon approval of the county manager or his or her designee, expenses incurred for travel, meals and lodging by candidates competing for management positions as designated on the unclassified management salary schedule shall be reimbursed at the same rates as would be payable to county officers and employees. Subject to the same limitations, the county manager or his or her designee may also approve reimbursement for expenses incurred by candidates competing for positions other than those listed on the unclassified management salary schedule, when reimbursement is deemed necessary to attract top quality candidates for such positions.

2. In the event the director of human resources deems it necessary to obtain subject matter experts to assist in the recruitment, assessment, examination and/or selection of candidates for employment with the county, the county manager or his or her designee may authorize reimbursement of travel expenses incurred by those experts at the same rates as would be payable to county officers and employees.

3. To obtain reimbursement pursuant to this section, original receipts for expenses incurred, except for the meal per diem reimbursement, must be submitted to the comptroller for payment.

SECTION 8. Section 5.3581 of the Washoe County Code is hereby amended to read as follows:

5.3581 Moving expenses.

1. Upon approval of the county manager or his or her designee, reasonable and necessary moving expenses incurred by a candidate accepting employment for a management level position as designated on the unclassified management salary schedule may

be reimbursed in accordance with the provisions set forth herein. Costs incurred for travel, meals and lodging by such candidates in relocating to the Truckee Meadows area may be reimbursed at the same rates as would be payable to county officers and employees, except as provided in subsection 3.

2. Moving expenses are limited to:

(a) The costs incurred in moving normal household goods and personal effects from the employee's old residence to the new residence (which includes the costs of packing and transporting household goods) if the distance from the old residence to the new residence exceeds 100 miles;

(b) The cost of moving one of the employee's vehicles; and

(c) The costs incurred for storage (not to exceed 90 days) of normal household goods and personal effects after these items have been moved to the Truckee Meadows area.

3. The cost of traveling by vehicle is reimbursable at the rate of travel by private vehicle set forth in section 5.361(4), and is limited to one of the employee's vehicles.

4. To obtain reimbursement pursuant to this section, the individual must be a county employee at the time reimbursement is sought and paid. The employee must submit original receipts for expenses incurred (except as provided in subsection 3) to the comptroller. The employee must also sign a disclosure statement certifying that he or she has not received, nor will receive, any reimbursement for moving and travel expenses from any other source(s); or, if he or she has received or will receive reimbursement from any other source(s), a statement disclosing the amount of reimbursement from these source(s). In the event the employee has received or will receive partial reimbursement from other source(s), payment of moving and travel expenses under this section is limited to the difference between the actual costs reimbursable under this section and the amount received or to be received from the other source(s).

SECTION 9. Section 5.359 of the Washoe County Code is hereby amended to read as follows:

5.352 Payment of travel expenses. Except as otherwise provided by law, and except for travel to Carson City, when any county officer or employee is entitled to receive compensation for the transaction of public business outside of Washoe County, such person shall be paid necessary travel, transportation and living expenses, if substantiated in the manner provided in sections 5.351 to 5.395, inclusive. For purposes of this section, and except for travel to Carson City, employees are on travel status if they are outside of Washoe County.

SECTION 10. Section 5.361 of the Washoe County Code is hereby amended to read as follows:

5.361 Transportation expenses: public air transportation; private vehicles; county vehicles; rental cars; other transportation expenses.

1. Each county officer or employee who is authorized to travel shall receive an allowance for transportation expenses based on an application for advance travel funds and/or reimbursement for transportation expenses incurred while traveling in connection with the public business of the county, as long as those expenses are incurred in conformance with sections 5.351 to 5.395, inclusive.

2. Transportation expenses shall be incurred at the least possible cost to the county, considering the total cost and time spent in transit.

3. Public air transportation. Air travel may be booked through travel agents, directly through the airline, or online through third-party travel vendors. ProCards may be used to purchase air travel, provided a request for permission to travel form is on file with the county comptroller. Airfare which is paid for by the county officer or employee will not be reimbursed until the travel is completed and proper documentation is submitted to the county comptroller. Any monetary or non-monetary credits resulting from cancellation of air transportation revert to the county. For purposes of this section, "public air transportation" means scheduled air service by recognized airlines and does not include privately chartered air transportation.

4. Private vehicles. Private vehicles may be used to conduct county business whenever practicable. The rate of the mileage allowance is the standard mileage reimbursement rate allowed by the Internal Revenue Service to be deducted from federal income tax, and which is in effect at the time the mileage is traveled as determined by the county comptroller. The allowance for travel by private vehicle shall not exceed the cost of public air transportation if the travel is between cities served by public air transportation, except in cases where the scheduled public air transportation is wholly impractical for the employee's travel. If a private vehicle is used for reasons of personal convenience to conduct county business and is not the most economical or practical means of transportation, the allowance for travel is one-half the rate provided above. Payment of any amount for this mode of transportation is contingent on compliance with section 5.391.

5. County vehicles. County vehicles may be used to conduct county business if available and with department head approval.

When county vehicles are being used for travel pursuant to sections 5.351 to 5.395, inclusive, only county officers and employees may drive such vehicles.

6. Rental cars. Rental cars may be used to conduct county business, as long as the county officer or employee obtains prior approval for such rental on the request for permission to travel form. Insurance paid for rental cars is not a recoverable expense.

7. No compensation shall be allowed for transportation to or from a county officer or employee's home and principal business office.

8. All other transportation expenses, such as ground transportation, baggage fees, parking fees, or other expenses which are not a part of living expenses, shall be incurred at the least possible cost to the county, and may be paid as long as the county officer or employee submits proper receipts. All receipts and actual travel expenses must be itemized on a separate sheet attached to the travel per diem claim form, together with an explanation for any unusual expenditures. In computing transportation costs, the total cost to and from the point of departure of the public conveyance and to and from the point of destination is included.

SECTION 11. Section 5.363 of the Washoe County Code is hereby amended to read as follows:

5.363 Living expenses: Meals and incidental expenses; lodging; miscellaneous expenses; telephone calls.

1. In addition to the transportation expenses provided for in section 5.361, a county officer or employee shall be paid living expenses while on authorized travel status from the point of departure to the point of return or whenever travel status is terminated, whichever occurs first. Such living expenses include the following:

(a) Meals and incidental expenses. Meals and incidental expenses incurred in conducting business for which travel is authorized will be reimbursed at the per diem rates established by the U.S. General Services Administration as determined by the county comptroller. When travel status is for a period of less than 24 hours, meals shall be reimbursed individually at the rates established by the U.S. General Services Administration. Incidental expenses include fees and tips for porters, baggage carriers and hotel staff, and will not be reimbursed for partial days.

(1) No receipts are required to obtain reimbursement for the above per diem amounts.

(2) If a single meal is provided at a fixed cost at a

conference, seminar or similar business meeting and that cost exceeds the single meal reimbursable amount set forth above, the county officer or employee shall be reimbursed for the actual cost of the meal unless the employee is receiving the fixed daily rate.

(3) No reimbursement shall be made for any banquet or dinner which is not related to county business but which is provided primarily for the entertainment of those in attendance.

(4) When registration fees for a conference, seminar or similar business meeting, or when hotel or other lodging fees include a meal, county officers or employees shall not request double reimbursement for the cost of that meal.

(5) No reimbursement will be made for in-flight meals included in the cost of airfare.

(6) No reimbursement will be made for any meal purchased in the Reno-Sparks area. For purposes of this section, if departure from the Reno-Sparks area is after 7:30 a.m., reimbursement for breakfast will not be made. If departure is after 11:00 a.m., reimbursement for lunch will not be made. If return to the Reno-Sparks area is prior to 6:30 p.m., reimbursement for dinner will not be made.

(b) Lodging. Each county officer or employee shall be prudent in choosing lodging. No reimbursement for lodging may be made without a receipt. Credit card receipts are not an acceptable substitute for the itemized hotel receipt. No lodging expenses for any other person are reimbursable. Lodging expenses for oversized, special or unique rooms (e.g., suites) will be reimbursed at the standard room rate.

(c) Miscellaneous expenses. Miscellaneous expenses necessary to conduct county business for which travel is authorized may be reimbursed with proper receipts. Ground transportation to a restaurant will not be reimbursed unless the county officer or employee's lodging has no facilities to provide a similar meal. For example, if the hotel in which the employee is lodging has a dining room which serves dinner, the employee will not be reimbursed for taxi fare to travel to a distant restaurant for dinner.

(d) Telephone calls. Work-related telephone calls which are billed to the county officer or employee's personal cell phone or lodging will be reimbursed unless the officer or employee has a county-issued cell phone, in which case, all telephone calls must be made using the county-issued phone. The billing must reflect the number called and the officer or employee must include a written explanation of the person called and business purpose.

SECTION 12. Section 5.364 of the Washoe County Code is hereby amended to read as follows:

5.364 Local business expenses.

1. Upon approval of the county manager or his or her designee, a county officer or employee may obtain reimbursement for reasonable and necessary, actual expenses incurred in conducting county business provided that available funds have been identified in the appropriate department's budget. A person seeking reimbursement under this section must submit receipts or a written statement to the county manager indicating all expenses for which reimbursement is sought.

2. For purposes of this section, the term "county business" is to be strictly construed. For example, county business does not include partisan political functions, events or meals, even though topics affecting the county may be discussed.

3. A department may use a petty cash fund to reimburse county officers and employees for parking fees incurred in connection with county business. To obtain reimbursement, a county officer or employee must sign a form which indicates the amount used, the date, location and business conducted, and must submit the form to the comptroller's office. A county officer or employee shall not use such money to pay parking fees in connection with that officer's or employee's regularly assigned work location.

SECTION 13. Section 5.365 of the Washoe County Code is hereby amended to read as follows:

5.365 Legislative and lobbying expenses.

1. The board of county commissioners finds that in order to provide for the security and welfare of the inhabitants of Washoe County, it is necessary for county officers and employees to participate in legislative and lobbying activities at the local, state and national level, and that in so doing, those county officers and employees are carrying out public business.

2. The board authorizes payment of reasonable and necessary expenses incurred in furtherance of the legislative activities of Washoe County, including transportation expenses; lodging and meals for county officers, lobbyists or employees; and expenses for supplies, equipment, facilities, personnel and services needed to support the legislative activity.

3. For county officers and employees engaged in legislative and lobbying activities in accordance with this section, meals will be reimbursed based upon the rates set forth in section 5.363 (except that such amounts may not be used to purchase alcohol) and no receipts are required. For meals at which legislators, federal, state or local government officers and

employees or other non-county persons engaged in lobbying efforts are in attendance, and where the amount set forth in section 5.363 is insufficient, meals will be reimbursed at cost (except that such amounts may not be used to purchase alcohol) upon submission of receipts.

4. Requests for payment or reimbursement shall be made on forms prescribed by the comptroller. Such requests shall include the following information: date of purchase, acquisition or meeting; location; individuals present; and the county purpose served. Any request for payment or reimbursement for legislative and lobbying activities as set forth herein must be approved by the county manager or his or her designee, or by the department head prior to payment or reimbursement.

5. The county manager and each department head desiring to do so shall identify an amount in their budget for legislative and lobbying activities. Once the budget is approved, all authorized expenditures for legislative and lobbying activities shall be paid from the amount identified in the budget for that purpose. In the event the amount identified is or may be overspent, the county manager or department head shall request appropriate adjustments to its budget in accordance with section 5.356.

SECTION 14. Section 5.369 of the Washoe County Code is hereby amended to read as follows:

5.369 Advance payments.

1. Upon receiving the properly completed request for permission to travel form and all necessary supporting documentation, the county comptroller may issue a payment in the amount of the advance requested, made payable to the county officer or employee who is authorized to travel or his representative.

2. No request for advance travel money shall be made in an amount less than \$100.

SECTION 15. Section 5.371 of the Washoe County Code is hereby amended to read as follows:

5.371 Travel advance constitutes lien on accrued wages of county officer or employee. Payment of an advance travel request constitutes a lien in favor of the county upon the accrued wages of the requesting county officer or employee in an amount equal to the sum advanced, but the county comptroller may advance more than the amount of accrued wages of the officer or employee.

SECTION 16. Section 5.375 of the Washoe County Code is hereby amended to read as follows:

5.375 Filing of claims; payment of travel claims presumed full compensation.

1. Travel and per diem claims must be filed within 1 month of return, even if no additional reimbursement is required. If advanced funds are due to the county, a check made payable to the treasurer must accompany the claim. Travel and per diem claims submitted without a request for permission to travel form on file with the county comptroller's office must be accompanied by an explanation signed by the department head.

2. Any travel claim filed and paid in accordance with sections 5.351 to 5.395, inclusive, shall be considered full compensation for all travel, transportation and living expenses, and any other expenses authorized in accordance with the Travel Regulation Ordinance.

SECTION 17. Section 5.381 of the Washoe County Code is hereby amended to read as follows:

5.381 Authorization of travel for county officers and employees performing services in the outlying areas of Washoe County.

1. County officers and employees who are required to perform services in any outlying area of the county need not submit a request for permission to travel in accordance with section 5.355. For the purposes of this section, outlying areas of the county include, but are not limited to, Incline Village, the Pyramid Lake area, and the Wadsworth, Empire, Gerlach and Vya areas.

2. The department head of such officers and employees shall be responsible for determining the number of trips required and the number of personnel required to complete assigned duties in any outlying area of the county. All costs incurred in connection with travel in an outlying area of the county shall be charged to the department in which the traveling officer or employee is employed.

3. A county officer or employee who incurs travel expenses in the Vya and Gerlach areas of the county may charge expenses for meals and lodging to vendors, which vendors shall request reimbursement from the county rather than the county officer or employee. Prior to reimbursement of any vendor in accordance with this section, the county officer or employee who incurred any such meal or lodging expense shall provide receipts for the same to the head of the department in which such officer or employee was employed in order to assure that an accurate

accounting will be made when the invoice is received from the vendor.

SECTION 18. Section 5.385 of the Washoe County Code is hereby amended to read as follows:

5.385 Departmental regulations concerning travel.  
Departmental travel regulations must be consistent with the provisions of the Travel Regulation Ordinance. Any department wishing to adopt or amend travel regulations so that they are specifically designed to meet the department's travel needs shall submit the proposed travel regulations to the board of county commissioners at least 1 month prior to the date the department wishes such regulations to become effective.

SECTION 19. Section 5.389 of the Washoe County Code is hereby amended to read as follows:

5.389 Use of county vehicles.

1. County officers and employees may use a county vehicle for transportation relating to their official duties, and other public activities or functions, provided a county vehicle is available and with department head approval. For purposes of this section, public activities or functions are those which the county officer or employee would be expected to attend by virtue of their office or assigned job duties. Activities and functions which are political, which are primarily related to private enjoyment, or which are primarily designed to further private personal gain are not considered public activities or functions.

2. Unless otherwise authorized by the board of county commissioners, only county officers or employees may drive county-owned vehicles.

3. Except as otherwise provided, county officers and employees may use a county vehicle to transport other persons who are:

- (a) Engaged in the same public business;
- (b) Attending the same county or public activity or function;
- (c) In the custody or care of county officers and employees in the course of official county business; or
- (d) Being transported as part of a county sponsored or county co-sponsored activity, event, or program. In such event, the department head must contact the county comptroller who will determine whether ride-a-long waiver(s) must be executed.

SECTION 20. Section 5.391 of the Washoe County Code is hereby amended to read as follows:

5.391 Use of private vehicles.

1. Private vehicles may be used to conduct county business whenever practicable. Mileage reimbursement will be made pursuant to section 5.361(4).

2. It is the employee's responsibility to assure that their personal automobile insurance policy is appropriate for the use of their private vehicle in conducting county business.

3. A county officer or employee traveling by private vehicle for personal convenience is entitled to reimbursement for only those living expenses that would have been incurred if the county officer or employee utilized a county-owned vehicle or public transportation. Any additional living expenses are the sole responsibility of the county officer or employee, and the county officer or employee shall be deemed to be on annual leave or compensatory time off for any extra time involved in traveling by private conveyance for personal convenience in comparison to the time that would have been involved in traveling by public conveyance.

SECTION 21. Section 5.395 of the Washoe County Code is hereby amended to read as follows:

5.395 Travel, moving expenses on transfer of employee.

1. If a county department transfers, for the convenience of the county, any permanent employee from one location to another for permanent assignment, the department may pay the employee's travel expenses and expenses of moving household furnishings and appliances.

2. Nothing in this section shall be construed to require the payment of any travel or moving expenses or the use of county employees or equipment in the transfer of any employee.

3. All requests for payment of travel expenses and moving expenses shall be submitted to the county manager before obligations are incurred. Upon approval by the county manager, claims shall be submitted for payment in the same manner as other claims against the county from funds available to the department.

SECTION 22. Section 5.421 of the Washoe County Code is hereby amended to read as follows:

5.421 Salary advances prohibited.

1. All county officers and employees shall be paid their salaries at regular intervals fixed by law, ordinance or resolution. Salaries for a regular pay period shall not be paid before the day following the last day of a regular pay period in

which such salary is earned; but salary checks shall be issued not later than 10 calendar days following the end of each regular pay period.

2. In no event shall county officers and employees be given a salary advance upon salary anticipated to be earned, nor shall any salary be paid on any day except upon a regular payday, set pursuant to the provisions of this section, unless an employee has been terminated at the county's instigation.

[Business Impact Note: The Board of County Commissioners hereby finds that this ordinance does not impose a direct and significant economic burden upon a business, nor does it directly restrict the formation, operation or expansion of a business.]

Proposed on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Proposed by Commissioner \_\_\_\_\_.

Passed on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Vote:

Ayes:

Nays:

Absent:

\_\_\_\_\_  
Chair  
Washoe County Commission

ATTEST:

\_\_\_\_\_  
County Clerk

This ordinance shall be in force and effect from and after \_\_\_\_\_, 2018.