

# MUNICIPALITY OF BIFROST-RIVERTON

## POLICY & PROCEDURES MANUAL

### Reimbursement Policy

Reference/Title:	HR 02 – Consolidated Reimbursement
Policy Number:	2022-03
DATE ADOPTED:	June 9, 2022
ADOPTED BY:	Council Resolution
Pages:	2
Replaces:	1993 Employee Agreement, 2015-3, 2020-06
Date of Revision/Review	2024

#### 1. POLICY

The Municipality of Bifrost-Riverton have been operating under a 27-year-old employee agreement and the intention of this policy will be to modernize and document the current Reimbursement policies for all personnel. The Policy will be broken into a number of sections covering specific policies and procedures related to employee reimbursement.

The sections are on the following topics:

- i) **Travel (page 1)**
- ii) **Cell Phone (page 2)**
- iii) **Protective Clothing (page 2)**
- iv) **Administrative Certificate Program (page 2)**
- v) **Professional Association (page 2)**

#### i) TRAVEL EXPENSE

1.1 The Municipality of Bifrost-Riverton believes that it is fair to reimburse its employees' subsistence and travel expenses incurred in the course of performing approved Municipal business.

1.2 Permanent employees shall be entitled to reimbursement at rate established under the current Council Indemnity bylaw for the rate of cents per kilometer for usage of their own automobiles on Municipality business, and in addition, upon provision of receipts, shall be entitled to reimbursement of room rentals and meal costs incurred while travelling on Municipal business.

1.3 Reimbursements excludes alcohol and gratuity expenses incurred.

1.4 In the event receipts of meal costs are unavailable, the Municipality shall follow the Worker's Compensation Board of Manitoba's Meal Allowance schedule found: <https://www.wcb.mb.ca/mileage-and-expense-rates>

As at the passing of this policy the meal allowance rates for 2022 are:

Breakfast = \$11.45, Lunch = \$15.65, Dinner = \$30.60; for an entire day amount of \$57.70.

*These rates are amended twice a year by WCB Manitoba and the policy for the Municipality shall follow the most current schedule of meal schedules.*

**ii) CELL PHONE**

2.1 Where it is deemed required, at the discretion of the Chief Administrative Officer, the Municipality of Bifrost-Riverton will compensate employees for cell phone use, as it's the main means of communication amongst personnel. Compensation will be in the amount of \$50.00 per month.

2.2 Use of cellular devices while driving or using machinery or equipment is prohibited. If personnel need to use the phone, they are to pull off to the side of the road, or use hands-free equipment.

2.3 Any violations of law, or liability from accidents incurred while using a cell phone in violation of this policy will be the sole liability of the employee. Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

**iii) PROTECTIVE CLOTHING**

3.1 The Municipality of Bifrost-Riverton recognizes that some employees require protective clothing to safely complete their duties. Where the Municipality determines that uniforms or protective clothing are required, the Municipality shall provide such to its employees at no cost, including the contracted cleaning of coveralls. The only exception is the mandatory requirements of steel-toed boots.

3.2 The Municipality shall reimburse a maximum amount of \$200/calendar year upon receipt for a boot allowance.

**iv) ADMINISTRATIVE CERTIFICATE PROGRAMS**

4.1 All costs associated with administrative post-secondary certificate programs including but not limited to: Tuition, registration fees, class material, and textbooks, may be reimbursed to employees at the discretion of the Municipality and approved by Council Resolution prior to enrollment.

4.2 Leaves of absence with pay shall be granted to employees for the purpose of:

- a) writing examinations in courses taken for this program; and
- b) attendance at required seminars in such courses.

4.3 There will be no maximum number set on the annual courses administrative may enroll into per calendar year, discretion is provided to the CAO to ensure they can successfully complete the course and their day to day administrative work.

**v) PROFESSIONAL ASSOCIATION**

5.1 The Municipality wishes to promote a climate within the organization which recognizes the importance of the existing professional associations employees are members of. If such membership by an Employee is deemed necessary by the Municipality, then the Municipality shall pay all for reimbursement of all required fees or shall have the association directly bill the Municipality and pay for it.

5.2 Employees may be authorized and receive reimbursement and compensation for attending conventions, seminars, courses and meetings deemed necessary or beneficial to the operations of the Municipality and preapproved by Council Resolution.