



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY
OFFICE OF THE MAYOR

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STEVEN M. FULOP
MAYOR OF JERSEY CITY

Report of Directors
8.6
Meeting 06.14.23

E.O. # 2023-002
Amending & Superseding
E.O. 2019-003
E.O. 2019-001

June 5, 2023

**EXECUTIVE ORDER OF THE MAYOR OF THE CITY OF JERSEY CITY AMENDING
ESTABLISHED BENEFITS FOR MANAGEMENT EMPLOYEES**

Pursuant to the legal authority vested in the Mayor of the City of Jersey City to set the compensation of City employees, I issue the following Executive Order covering classified and unclassified managerial non-union employees amending and supplementing established compensation currently offered to the City of Jersey City's managerial employees.

Any other Executive Orders inconsistent with the provisions of this order are repealed. All other provisions that do not conflict with this order remain in effect.

As used in this order, the terms management or managerial employees shall mean all non-union classified and unclassified City employees, hired or appointed, whose positions are not covered by any union contract who are designated as full-time employees as set forth in the The City of Jersey City's Policies and Procedures Handbook or state law.

Notwithstanding any section of the City Code, managerial employees shall receive the following benefits as compensation in addition to base salary. The City shall have the right to change any of the benefits noted or provided herein, except as not permitted by applicable law.

I. EMPLOYEE HEALTH BENEFITS

A. **Medical Health Coverage.** The City offers management employees and their eligible dependents benefits consistent with either Horizon Blue Cross/Blue Shield Direct Access or Horizon POS plans, which includes, but is not limited to:

- i. Emergency room visit. Emergency room visits shall require a \$75 co-pay per visit. The Copay shall be waived if admitted to the hospital.
- ii. Access to out-of-network providers. The out of network deductible is: \$250/\$500 (Individual/Family).
- iii. The out of network reimbursement schedule shall be 70th percentile of the applicable fair health rate.

Note: the City may also offer additional health benefit plans providing separate coverage amounts other than those noted above.

B. **Life Insurance.** Employees are covered for three (3) times their salary on their lives and an additional three (3) times their salary for accidental death and dismemberment, subject to the

January 1, 2011, management employees who have received a terminal leave payment and retired from the City and have been re-hired by the City, shall no longer receive life insurance benefits. Some retirees may have the option to convert their policy into an individual policy within 31 days after group life insurance coverage is either terminated or reduced.

C. **Prescription Plan.** Prescription plan coverage is available to management employees and their eligible dependents as follows:

Generic Drugs	RETAIL \$5.00 co-pay for a thirty (30) day supply of a prescription.	MAIL ORDER Any ninety (90) day supply filled via mail order will have a \$25.00 co-pay per prescription.
Brand Drugs	RETAIL \$25.00 co-pay for a thirty (30) day supply of any preferred brand prescription. \$35 co-pay for a thirty (30) day supply of any non-preferred brand prescription.	MAIL ORDER Ninety (90) day supply filled via mail order will have a \$35.00 co-pay per prescription. For non-preferred brands, a ninety (90) day supply filled via mail order will have a \$35.00 co-pay per prescription.
Prescriptions that cost over \$1,000.00 (RETAIL & MAIL ORDER)	Prescriptions between \$1,000.00- \$1,999.99: The employee is responsible for a \$50.00 co-pay per prescription. Prescriptions between \$2,000.00-\$2,999.99: The employee is responsible for a \$100.00 co-pay per prescription. Prescriptions over \$3,000.00: The employee is responsible for a \$150.00 co-pay per prescription.	

Please note that the prescription plan is administrated in accordance with the Express Scripts National Preferred Formulary.

Mandatory Generic Prescriptions: It is mandatory that the employee shall accept the generic version of a prescription medication, if a generic version of the prescription medication exists. It will be mandatory for all drugs that are defined as maintenance drugs by the United States Food and Drug Administration (FDA) to be bought through mail order (when available). However, the co-pay on the first two prescriptions filled on any maintenance drug, whether that drug is over \$1,000.00 in cost or not, will be at the retail co-pay rate for a generic or brand drug, following which the employee will be responsible for the mail order co-pays set forth above depending on the cost of the particular drug.

D. **Optical Reimbursement Plan.** The City will provide a maximum of two hundred and fifty dollars (\$250.00) for each employee and eligible dependent as reimbursement for optical expenses per calendar year. The proof of purchase must be submitted to the Office of Employee Benefits within ninety (90) days of purchase to be eligible for reimbursement.

E. **Dental Plan.** Each employee is offered a choice of plans: either a closed panel program or an open

panel program. The plan you select will remain in effect until you make a change during the annual open enrollment period or if there is a qualifying event under the City policy and applicable law that may permit additions or changes to coverage.

. Under the closed panel program, all dental services are provided by a dentist chosen by the employee from a list made available by the closed panel provider and it provides more coverage in certain areas. However, after choosing a dental office from the list, only that dental office may be utilized. You may change a dental office location within the closed panel program by contacting the carrier. The change will generally be effective the first of the following month. Under the open panel program, any dentist that accepts the plan may be utilized at any time, but coverage is less in certain areas. The coverage is a maximum of one thousand, three hundred dollars (\$1,300.00) per employee and per dependent each calendar year under the open plan. Children are covered beyond age 19 if they are full-time students and proof must be submitted to the insurance carrier each semester. Dependent coverage will terminate at the end of the month the dependent turns 23 years of age. (For more details, please read outlines of both programs.).

F. **Employee Assistance Program.** The City has contracted with a professional organization to administer an Employee Assistance Program which will provide employees with assistance with problems such as drug abuse and alcoholism, as well as, family, financial and psychological stress. To utilize this program, contact the City Employee Assistance Program or the Office of Employee Benefits.

II. PAID TIME OFF

All time off shall be accumulated in hours for purposes of the payroll system accumulation. Any reference to a day herein shall be equal to eight (8) hours except for individuals working less than eight (8) hours per day whose time shall be recorded on a prorated basis. Any time accumulated in the City prior to appointment as a manager shall be recorded in conformity with the employee's respective contract prior to the appointment. Time shall be paid and deducted from the accrual bank accordingly.

All vacation and sick days shall be added to employees' accumulated time during the first pay cycle of the new year that includes January 1. For example, if the first paycheck of the new year accounts for time worked from December 17-30, of the prior year, accrued time for the new year will not appear on the first paycheck of the new year. It will appear on the second paycheck of the new year. Accordingly, if the first cycle of the new year accounts for time worked January 1, then paid time off accruals will appear on that first paycheck.

A. **Sick Leave/Sick Leave of Absence.** Managerial employees shall be entitled to paid sick leave. Pursuant to N.J.S.A. 11A:6-19, any unused sick leave will accumulate to the employee's credit from year to year. All employees shall receive sick leave as follows:

1. **Permanent employees:**

- a) Up to the end of the first calendar year of employment, management employees shall receive 1 day of sick leave per month.
- b) Commencing the January following the employee's date of hire, management employees shall receive 15 days of sick leave for the year; and shall accrue 15 days of sick leave each year thereafter.

2. Temporary/provisional employees:

- a) Up to the end of the first calendar year of employment, employees shall receive 1 day of sick leave for each month of employment, not to exceed 10 days.
- b) Commencing the January following the employee's date of hire, temporary/provisional employees shall receive 10 days of sick leave per year.

B. **Annual Vacation Leave.** Except for full time Municipal Court Judges and the Director of Municipal Court, and except for elected officials and statutory officers whose compensation is provided for in Ordinance 10-078, and unless noted differently below, all management employees hired on or before October 6, 1992, shall be entitled to the following vacation leave accruals:

<u>Amount of Service</u>	<u>Vacation Days</u>
Up to the end of the first calendar year	1 day per month
Next full calendar year	12 days
2 to 5 years	17 days
6 to 10 years	20 days
11 to 15 years	25 days
Starting with 16th year and thereafter	30 days

All management employees hired between October 7, 1992, and September 30, 2000, shall be entitled to the following vacation leave accruals provided that any employee promoted or transferred into management from a City bargaining unit who at the time of such promotion or transfer was in the employ of the City in that bargaining unit, shall suffer no loss in the level of vacation benefits enjoyed by him or her immediately prior to becoming a member of management:

<u>Amount of Service</u>	<u>Vacation Days</u>
Up to the end of the first calendar year	1 day per month
Next full calendar year	12 days
2 to 5 years	15 days
6 to 10 years	18 days
11 to 15 years	22 days
Starting with 16th year and thereafter	25 days

All management employees hired by the City on or after October 1, 2000, shall be entitled to the following vacation leave accruals provided that any employee promoted or transferred into management from a City bargaining unit who at the time of such promotion or transfer was in the employ of the City in that bargaining unit, shall suffer no loss in the level of vacation benefits enjoyed by him or her immediately prior to becoming a member of management:

<u>Amount of Service</u>	<u>Vacation Days</u>
Up to the end of the first calendar year	1 day per month
Next full calendar year	12 days

2 to 5 years	13 days
6 to 10 years	15 days
11 to 15 years	18 days
Starting with 16th year and thereafter	20 days

All management employees rehired after a period of separation from employment shall be considered newly hired employees for purposes of determining which of the above schedules apply to them. In the event, however, said employees have more than 5 years of previous service and have been separated for less than one year, they shall not be considered newly hired employees and shall be returned to the schedule based on his or her original date of hire. Employees receiving service retirement benefits arising from previous City employment shall receive credit for any prior City service for purposes of calculating the number of vacation days they are entitled to within the vacation schedule pertaining to employees hired on or after October 1, 2000, above.

Where in any calendar year, the vacation leave of managerial employees or any part thereof is not taken, such vacation leave not taken shall accumulate and be granted during the next succeeding calendar year only; except for that banked vacation time that accumulated prior to December 31, 1988. Employees leaving the employ of the City shall only be paid for accrued annual leave up to a maximum of one (1) year, plus a prorated share of unused annual leave that accrued during the year the employee leaves the employ of the City, except that such employees shall be paid for all annual leave that accrued prior to December 31, 1988 and retiring employees shall be paid for the entire amount of vacation entitlement for the year of their retirements without proration and for any additional vacation that has been carried over into the year of their retirements with the written permission of the Business Administrator.

For employees hired on or after November 1, 2010, upon retirement, accrued vacation time shall be paid at one-half (1/2) the amount accrued if the employee retires between January 1st and June 30th. Should an employee retire between July 1st and December 31st, he/she shall receive the full-accrued vacation amount.

All part-time employees shall receive a pro-rata share of the annual leave days provided for in this section.

C-1 Annual Vacation Leave for Certain Employees in Municipal Court. All full time Municipal Court Judges

and the Director of Municipal Court shall be entitled to the vacation days set forth in the "Annual Vacation Leave" Section of this Order, or any subsequent amendments thereto, based upon their date of hire or the following vacation days, whichever is higher:

<u>Amount of Service</u>	<u>Vacation Days</u>
Up to the end of the first calendar year	1 ½ days per month
Next full calendar year	20 days

All part-time employees shall receive a pro-rata share of vacation days as defined in this section.

C-2 Annual Vacation Leave for Certain Management Employees (Election Day Work). Any management

employee who is required by law to report to work for the City on any State or Federal election day that is a paid holiday for other management employees, shall receive one additional vacation day. This shall be retroactive to November 1, 2017. All part-time employees shall receive a pro-rata share of the vacation

days provided for under this section.

C-3 **Annual Vacation Leave for Certain Management Employees (Unclassified Positions)**. Effective immediately, any full-time management employee who is serving in an unclassified position, except student assistant, or any other title which may be added by amendment hereto, shall be eligible for the annual leave provided to "employees," as "employees" is defined in Ordinance 10-078, or any amendments thereto. All part-time management employees shall receive a pro-rata share of the vacation days provided for under this section. This entitlement shall apply to all management employees serving in an unclassified position, unless expressly excluded from any such entitlement by Ordinance 10-078, or any amendment thereto.

C-4 **Annual Vacation Leave for Management Employees with Professional Licenses**. All classified and unclassified licensed professionals holding degrees in law, medicine, engineering, etc., whose license is required for their job duties, shall receive twenty (20) vacation days per year on the January following their hire date. Every 4 years thereafter, the employee shall earn an additional 3 days with a cap at 32 days of vacation time. This clause shall be applied retroactively with an effective date of January 1, 2022. All limits for vacation time shall carry over to the next year only.

<u>Amount of Service</u>	<u>Vacation Days</u>
Up to the end of the first calendar year	1 day per month
Next full calendar year	20 days
2-4 years	20 days
5-8 years	23 days
9 to 11 years	26 days
12 to 15 years	29 days
Starting with 16th year and thereafter	32 days

D. **Personal Days**. Except for the Chief of Police, Fire Chief and Deputy Chiefs of Police (who receive no personal days), each management employee shall receive personal business days in accordance With the following:

(1) Management employees shall be entitled to three (3) personal business days per annum, retroactive to January 1, 2017, which may accumulate for the next succeeding year only in accordance with current practice for accumulating vacation;

(2) Those employees promoted or transferred from City bargaining units into management on or after October 6, 1992, who at the time of such promotions or transfers were in the employ of the City in a City bargaining unit, shall suffer no loss in the level of personal leave benefits enjoyed by them immediately prior to becoming members of management;

(3) Employees hired into management on or after October 6, 1992 must have one (1) year of service with the City to be eligible to begin to accrue personal days. Employees hired prior to this date need only have six (6) months of service with the City to be eligible to receive personal days.

(4) All part-time employees shall receive a pro-rata share of the personal days as defined in this section.

E. **Holidays**. The following fifteen (15) holidays will be recognized as paid holidays for all management employees, with the exception of the Chief of Police, Fire Chief, and Deputy Police Chiefs.

New Year's Day
Martin Luther King Day
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
General Election (November)
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day

Whenever any of the holidays listed above falls on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed falls on a Sunday, the succeeding Monday shall be observed as the holiday. The Chief of Police and Fire Chief receive identical base salaries. The Chief of Police previously had six (6) holidays rolled into their base salary, and the Fire Chief receives the benefit of six holidays rolled into their base salary. As a result, the Fire Chief, Chief of Police and Deputy Police Chiefs shall receive eight (8) holidays per year and the eight (8) holidays for these positions, within the sole discretion of the Business Administrator, shall be designated as days off or shall be accumulated annually as compensatory time. Effective January 1, 2020, however these eight (8) holidays shall be designated as days off. Each of the fifteen (15) holidays shall only be recognized and paid as holidays for those employees who: (a) actually work on their workdays immediately preceding and following the holiday or (b) are on an approved vacation day, personal business day, jury duty or bereavement leave; or (c) are on a paid sick day supported by a doctor's note; or (d) any combination of a, b, or c. Any other exceptions will result in a failure to be paid for the Holiday.

All part-time management employees shall receive holiday pay only if their regularly scheduled work day falls on a holiday listed in this section.

F. **Bereavement Leave.** In the event of death in an employee's immediate family, the employee shall be entitled to time off with pay for a period of five (5) consecutive workdays, with the option to elect to use, in addition to the five days provided herein, up to five (5) additional earned sick days without need to comply with any applicable City policy on the use of sick time (however, such time will not count as hours worked). The additional sick time used must be taken on the first work day following the last day of bereavement leave and must be wholly taken (e.g., if you elect to use 3 sick days, they must be taken for the three days which immediately follow the last day of bereavement leave). Employees may elect to take bereavement leave at any time within 30 calendar days of the immediate family member's death. For the purposes of bereavement leave entitlement, Immediate family shall be defined as husband, wife, spouse, domestic or civil union partner, mother, father, son, daughter, sister, brother, grandparent, grandchild, sister-in-law, brother-in-law, mother-in-law, father-in-law, son-in-law and daughter-in-law and stepchildren.

Management employees shall also be entitled to one (1) work day off with pay for attendance at the funeral of an aunt, uncle, niece or nephew or first cousin of the employee or of the employee's spouse,

or any other relative residing in the employee's household who is not included in the definition of immediate family. The employee may also elect to take up to four (4) additional earned sick days following the death of an aunt, uncle, niece or nephew or cousin of the employee or of the employee's spouse, or any other relative residing in the employee's household who is not included in the definition of immediate family, without need to comply with any applicable city policy on the use of sick time. The additional sick time used must be taken on the first workday on or immediately following the death and must be wholly taken (e.g., if you elect to use 3 sick days, they must be taken for the three days which immediately follow the death). However, such sick time will not count as hours worked.

Reasonable verification of the event shall be required.

III. RETIREMENT AND OTHER POST -EMPLOYMENT BENEFITS

A. **Pension Enrollment.** Eligible employees may be enrolled in the Employees' Retirement System of Jersey City (Jersey City Pension or ERS), the Public Employee Retirement System (State Pension or PERS), the State Police and Fire Retirement System (PFRS) or the Defined Contribution Retirement Program (DCRP), pursuant to applicable law and regulation. Please contact the Office of Employee Benefits for more information about enrollment.

B. **Deferred Compensation (457 (b) Plan).** This benefit is a voluntary retirement savings plan which allows you to make both pre-tax and after tax (Roth) payroll deductions to a retirement account. To enroll in this program, please contact the Office of Employee Benefits, a trustee of the Deferred Compensation Board or the Plan Administrators.

C. **Terminal Leave.** All management/non-union employees shall be compensated for accumulated sick leave as follows: Except for the Chief of Police, Fire Chief and Deputy Chiefs of Police, managerial employees hired prior to July 1, 2000, leaving the employ of the city who are retiring on a pension, including those electing a deferred pension or retiring on a disability pension, shall be paid a terminal leave benefit equal to eighty percent (80%) of accrued sick leave. Employees hired by the City prior to October 1, 2010, who have attained fifteen (15) years of service or more who are not retiring on a pension, including a deferred or disability pension, but leaving employment with the City of Jersey City shall be paid a terminal leave benefit equal to fifty percent (50%) of accrued sick leave. Employees who leave the employ of the City for a period in excess of one (1) year; employees who are collecting a pension based on prior employment or received a refund of pension contributions upon leaving the employment with the City shall not be eligible to receive terminal leave benefits based on their years of service prior to the date they left the employ or the City, but they shall be considered newly hired employees for all purposes.

Except for the Chief of Police, Fire Chief and Deputy Chiefs of Police, managerial employees hired on July 1, 2000, or thereafter shall be paid a terminal leave benefit upon retirement equal to a maximum of fifty percent (50%) of all unused sick leave days between one (1) through one-hundred fifty (150) days and sixty (60%) percent for all unused sick leave days above one-hundred fifty (150) days, provided that any employee promoted or transferred from a City bargaining unit into management on or after July 1, 2000, shall suffer no loss in the level of terminal leave benefits enjoyed by him or her prior to becoming a member of management. Employees who leave the employ of the City for a period in excess of one (1) year, who are collecting a pension based on prior employment or had received a refund of pension contributions upon leaving the employment with the City shall not be eligible to receive terminal leave

benefits based on their years of service prior to the date they left the employ or the City, but they shall be considered newly hired employees for all purposes.

The Chief of Police, Fire Chief and the Deputy Chiefs of Police upon retirement shall receive benefits earned as members of their bargaining units prior to their appointment to a management position.

Notwithstanding any other provision to the contrary herein, management/non-union employees hired after October 1, 2017, shall not be compensated for any accumulated sick leave after they leave or retire from the employ of the City.

Calculation of Accrued Sick Leave and Annual Leave for Certain Employees, Upon Retirement. For purposes of calculating the value of accrued sick leave and annual leave, upon retirement, any additional salary received by the employee for services performed by the employee as the Chief Financial Officer (CFO), or for the Jersey City Insurance Fund Commission, the Jersey City Pension Commission or the Jersey City ABC Board , shall be added to the employee's base pay, regardless of whether the additional salary is paid through the City Payroll system or directly from an account maintained by such Board or Commission for which the employee performs services.

Changes to Payout of Terminal Leave: Effective immediately, unless provided for differently in a subsequent executive order, all terminal leave payments greater than \$10,000 shall be paid in equal installments over the course of at least three, but no more than five, calendar years, at the employee's election. Also, effective immediately, all employees who retire in the last six months of the year, will receive their first terminal leave payment in January of the following year, with any successive payments due to them to be paid annually thereafter in accordance with the schedule noted above (i.e., at least three, but not more than five, calendar years).

Employee Sick Time Payout: Effective immediately, all current management employees with at least 15 years of credited pensionable service and enrolled in a recognized pension system (e.g., ERS, PERS) shall have the option to elect a onetime payment of all accrued sick time at a rate equal to what would be provided for under this Executive Order, less 20%. The Employee must elect to receive payment for at least half of all currently earned sick time, which shall be prorated as of the month of application. The employee shall submit a request in writing to the Department of Human Resources.

Terminal Leave Application: Effective immediately, all terminal leave payments shall be requested by completing the appropriate form as provided by the Department of Human Resources.

IV. LONGEVITY PAY BENEFITS (Employees Hired before November 1, 2010)

A. **Longevity Pay.** Effective September 1, 2004, managerial employees shall be entitled to the following longevity pay:

Beginning First Day of Year	Percent Base Pay	Through Last Day of Year
4	2%	7
8	4%	11
12	6%	15
16	8%	19
20	10%	22
23	12%	24
25	14%	27
28	16%	Each year thereafter

Effective September 1, 2004, for purposes of calculating longevity pay, any additional salary received by the employee for services performed by the employee as the Chief Financial Officer (CFO), or for the Jersey City Insurance Fund Commission, the Jersey City Pension Commission or the Jersey City ABC Board, shall be added to the employee's base pay, regardless of whether the additional salary is paid through the City Payroll system or directly from an account maintained by such Board or Commission for which the employee performs services.

Effective February 1, 2006, employees who have retired on an ERS, PERS, or PFRS pension, based upon credited service with the City, who are then rehired by the City at any time after that retirement, shall not be entitled to any longevity percentage based upon any service -with the City that in whole or in part formed the basis of that employee's retirement calculation.

All employees hired on or after November 1, 2010, shall not be eligible for or receive longevity pay.

B. Effective April 1, 2023, any employee promoted to a management position or title shall not be entitled to longevity pay regardless of original hire date.

V. MISCELLANEOUS BENEFITS

A. **Tuition & Training Reimbursement.** Full-time employees with two (2) months or more of credited service who successfully complete a course or courses of study which culminate in the award of a degree (e.g. Associates, Bachelors, Graduate (e.g., M.A., M.S.), or Professional (.e.g. Business, Law, etc.) Degrees), or who enroll in any course or certificate program which will require the City to expend at least one-thousand dollars (\$1,000.00) in costs, will receive tuition reimbursement in an amount not to exceed ten thousand dollars (\$10,000) per calendar year beginning January 1, 2022, provided that:

(1) The course or program of study is not intended to meet the minimum qualifications necessary for another vocation; and

(2) Prior approval to attend such course or program of study is received from the employee's Department Director and the Division of Human Resources on the approved form. Said form will also be reviewed by the Budget Office for availability of funds to cover the expense; and

(3) The employee executes a written commitment that he or she shall remain in the employ of the City for at least one (1) year for each year's tuition reimbursement. The one-year period shall start to run on the next business day following the date on the reimbursement check; and

(4) Reimbursement shall be made upon submission of receipts and proof of successful completion of the course/courses; and

(6) Classes must be scheduled to not interfere with normally scheduled working hours (e.g., if the course is offered during nights/weekends, it should be taken at that time). Additional requirements may be provided for by the Director of the Division of Human Resources via the tuition reimbursement policy, if drafted, or any appropriate tuition reimbursement application.

All requests for training seminars and programs are due no later than two weeks prior to attendance at the seminar. Approval for tuition and training reimbursement payments are based solely upon availability of funds and will not be processed without proper pre-approval as set forth herein.

Any employee who resigns or is terminated for cause before the expiration of the commitment period shall refund to the City any tuition reimbursement paid to the employee. The employee may negotiate the terms of a repayment schedule with the City.

B. **Reimbursement for Transportation and Accommodations.** Managerial employees shall be reimbursed for authorized transportation, lodging, meal and miscellaneous expenses incurred in the course of their employment with the City in accordance with the following parameters.

(1) Transportation expenses (airline, bus, train) shall be at coach class rate, not at premium or first class rates. Reimbursement may be available for rental of economy class vehicles and taxi rides for attendance at work related seminars and events may be reimbursable. The City will not reimburse employees for transportation to any extracurricular activities that are not related to official city business;

(2) Effective January 1, 2023, lodging expenses shall be reimbursed to the employee at the lowest available single rate in an amount not to exceed \$300 per night, excluding taxes. Lodging required for attendance at seminars or other work-related travel that involves work absences or overnight lodging of a maximum of three (3) days per seminar, not to exceed six (6) days in any calendar year, may be approved by Department Directors. Any absences or work-related travel for longer periods must be approved by the Business Administrator.

a. Employees may receive permission to attend conferences lasting longer than three (3) days on a case-by-case basis. Employees wishing to attend conferences lasting longer than three (3) days or who wish to attend a conference but will exceed the six (6) days per year maximum, must receive permission from the Director of Human Resources and the Business Administrator, prior to attendance at the conference.

Failure to receive advance permission will result in a denial of any reimbursement claims and the employee will be required to use their accrued time to cover any days the employee was not in the office.

- (3) Employees shall be reimbursed for meal expenses. Meal expense reimbursement shall not exceed seventy-five dollars (\$75.00) per day.
- (4) Miscellaneous expenses including, but not limited to, reasonable amounts for luggage fees and tolls are reimbursable.
- (5) Authorized use of a personal vehicle by a managerial employee shall be reimbursable on a per mile basis based upon the then applicable IRS rate or a daily rate in accordance with existing City policy.
- (6) Reimbursement is subject to submission of reasonably sufficient evidence that the amount sought was expended by the managerial employee with the authorization of the Department Director or Business Administrator and is subject to the requirement that all requests for reimbursement must be submitted to the City not later three (3) months after the expenses are incurred, or the employee shall not be reimbursed.
- (7) Employees must return to work within 12 hours of the end of the conference with the employee completing no less than one half day of work. For example, if the conference ends at 7 pm on Wednesday. The employee is expected to return to work the next day at 7am (or their usual start time, if after 7am). If the conference concludes at 12pm on Thursday, the employee is expected to return to work by 12pm on Friday. Employees who fail to return to work within these time parameters must use their accrued time to cover their absence from work.

C. **Deputy Chief of Police Benefits.** Notwithstanding any provision of tills Executive Order, all employees holding the position of Deputy Chief of Police, retroactive to the date they entered management, shall continue to receive the benefits contained in the collective bargaining agreement entered between the City and the Police Superior Officers Association, but, thereafter, the benefits of this category of employee shall revert to and shall be exclusively governed by this Executive Order.

D. **Part-time Employees and Mgmt. Salary Increases:** All part-time employees shall receive a pro-rata share of monetary increases, where such increases are provided to all employees covered by this Executive Order.

Nothing in this Executive Order shall be construed as a limitation on the powers of the Business Administrator or the City to initiate sound personnel practices, actions or policies necessary to interpret and implement the benefits provided for in this Executive Order and every provision of their Order shall be subject to revision and amendment by action of the Mayor.

This Order shall be effective immediately. Any other Executive Orders inconsistent with the provisions of this Order are hereby rescinded. A copy of this Order shall be made available for review to all managerial employees.

This Order shall be maintained on file in the Offices of the City Clerk and Business Administrator. It will also be made available to the public upon request.

Very truly yours,



STEVEN M. FULOP
MAYOR

cc: John Metro, Business Administrator
Sean Gallagher, City Clerk
Peter Baker, Corporation Counsel
All Department Directors