

<b>TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL</b>	<b>REFERENCE NO. 9.01 PAGE NO. 1 of 1</b>
<b>Chapter 9: MISCELLANEOUS</b>	<b>INITIAL EFFECTIVE DATE: 10-01-2008</b>
<b>Title: PURCHASING</b>	<b>LAST REVISION DATE:</b>

Employees are to follow Administrative Regulations established for the purchasing of supplies, materials, or equipment for the use of the Town of Prosper.

Town employees shall not purchase supplies, materials, or equipment of any kind through the Town of Prosper for personal use.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 9.02 PAGE NO. 1 of 2
Chapter 9: MISCELLANEOUS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: TRAVEL EXPENSES	LAST REVISION DATE:

It is the Town of Prosper's policy to pay for, or reimburse, all reasonable and necessary expenses incurred by an employee when the employee travels on Town-related business in accordance with this policy.

**I. Authorization**

All travel and cash advances must be approved in advance by the employee's Department Director. Any travel out of state must be approved by the Town Manager. The Town will not be liable for any employee travel expenses unless the employee has the prior approval of his or her Department Director.

**II. Transportation**

**A) Air travel.** The Town will pay employees for round trip air coach. Employees may choose to travel first-class, but the Town will pay only for coach class. Employees may not use private airplanes or charters without the express approval of the Town Manager. Cost saving or schedule requirements must be shown.

**B) Personal Vehicles.** With the approval of the department director, Town employees may use their personal vehicles for travel. The Town will pay the current rate per mile as is established by the Internal Revenue Services, or the equivalent of a coach airline fare, whichever results in the lower cost to the Town.

Mileage reimbursement will be paid to employees who must use their personal vehicles to travel to a training destination further than their designated work location or other location and/or facilities. Reimbursement will be made only for the difference in miles from the normal work location to further training location. Actual mileage readings must be submitted for reimbursement.

**C) Vehicle Rental.** The Town will not pay for rented cars without the approval of the employee's Department Director. Cost savings or schedule requirements must be shown.

**D) Taxi.** The Town will reimburse employees' taxi fares for required transportation

**E) Town Vehicles.** Town vehicles may be used according to the discretion of the Department Director. Direct expenses, such as gasoline and oil, associated with the use of such vehicles will be reimbursed.

**F) Parking and Tolls.** Receipts are required for toll and parking fees.

**III. Lodging**

Expenses for lodging are to be at the single room rate, unless an employee is approved in advance for double occupancy. Extra charges for room service will not be paid by the Town. An itemized hotel receipt must be provided, including an itemization for any room service charges to be paid/reimbursed by the Town.

Title: TRAVEL EXPENSES	REFERENCE NO. 9.02
	PAGE NO. 2 of 2

**IV. Meal Allowance**

The Town shall pay actual necessary transportation and living expenses for an employee or Town official traveling on Town business. Expenses for meals shall either be reimbursed at actual cost as supported by receipt or by per diem allowance. In lieu of itemized receipts for meals, a per diem allowance of \$45 per day is authorized based on \$10 for breakfast, \$15 for lunch, and \$20 for dinner. Even if supported by a receipt, reimbursement shall not exceed \$20 for any one meal. The Town's per diem rate is tied to IRS Publication 1542.

**V. Long Distance Phone Calls**

Reasonable and necessary long distance business phone calls and computer related expenses for Town business reasons will be reimbursed. In addition, the Town will pay the cost of one personal phone call each day.

**VI. Entertainment**

The Town will not reimburse employees for entertainment unless it is specifically related to the purpose of the trip.

**VII. Non-Allowable Expenses**

Expenses for the following will normally not be reimbursed and must be paid for by the employee:

- A) In-hotel pay television and movies;
- B) Dry cleaning and laundry;
- C) Health club and spas;
- D) Expenses of a spouse;
- E) Alcoholic beverages;
- F) Personal long distance telephone calls; and
- G) Other items of a personal nature.

**VIII. Expenses Not Covered in Policy**

The Town Manager's approval must be obtained prior to any expenditure of funds for items or charges that are not specifically addressed in this travel policy.

**IX. Travel Advance, Reimbursement and Travel Expense Reporting**

Employees may request a travel advance in accordance with Administrative Regulations. Upon return to the Town, the employee must complete a Town Expense Report in accordance with Administrative Regulations. All unexpended advance funds must be returned with the report. Authorized expenses in excess of any travel advance funds received will be reimbursed with proper approval.

**X. Compliance**

Abuse of this policy, including falsifying expense reports or submitting false claims, will result in disciplinary action, up to and including termination of employment.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 9.03 PAGE NO. 1 of 1
Chapter 9: MISCELLANEOUS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT ACTIVITIES	LAST REVISION DATE:

**I. Reimbursement for Training, Seminars, and Conferences**

With Department Director approval, the Town of Prosper will pay for training, seminars, and conferences that are job-related and will improve the performance of the employee. The Town will pay for all direct expenses associated with the training. The Town will pay for travel costs as described in the Town's policy regarding travel expenses.

**II. Required Approval**

All payments for training, seminars, and conference must have prior approval of the Department Director.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 9.04 PAGE NO. 1 of 1
Chapter 9: MISCELLANEOUS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: SOLICITATION	LAST REVISION DATE:

**I. Solicitation in General**

- A) Employees of the Town of Prosper may solicit contributions, sell tickets, or take orders for causes related to immediate family members only. Solicitation will be limited to functions related to school activities, Girl Scouts, Boy Scouts, etc. Employees soliciting charitable contributions for the United Way, either from other Town employees or from the general public, are authorized to solicit such contributions either on or off the Town facilities on duty and in uniform.
- B) Permission must be obtained from the Department Director prior to any solicitation. Unless otherwise directed by the Department Director, solicitation should only occur while both the employee and the employee being solicited are on break or at lunch.
- C) No employee may be required to make any contribution nor may an employee be penalized in any way concerning his or her employment according to his or her response to a solicitation.
- D) The Town Manager may grant exceptions to the prohibitions against solicitation and other activities hereunder in special circumstances. Exceptions may include collections for employees leaving Town employment and employees suffering personal hardships.

**II. Posting of Advertisements, Announcements, Leaflets and Items**

Non-job related announcements or printed material may not be attached to any window, or building owned by the Town of Prosper without prior approval from the Town Manager. Announcements and printed material must have the approval of the Town Manager to be posted on a Town bulletin board. All items posted must have a removal date in the lower right-hand corner. The public service bulletin board located in Town Hall is exempt from this policy.

**III. Distribution of Printed Items to Town Employees**

Any printed item, e.g., discount coupons, tickets, announcements, etc., to be distributed to Town employees must be coordinated with the Town Manager or designee. To obtain approval, a printed item must be Town-related business, or a specific benefit for Town employees due to their employment with the Town. The Human Resources Department will determine the method of distributing all approved materials.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 9.05 PAGE NO. 1 of 1
Chapter 9: MISCELLANEOUS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: GIFTS	LAST REVISION DATE:

The Town of Prosper strives to treat employees, citizens and individuals conducting business with the Town in a fair and equitable manner. An employee (and his/her relatives and significant others) may not receive any income or other material gain from anyone outside the Town for services provided by the employee in the performance of his or her job with the Town. Individual Town employees are prohibited from soliciting, accepting or agreeing to accept any gift, gratuity, favor, benefit or anything else of value from any person, organization, or other entity who has done business, is doing business, or seeks to do business, with the Town. However, an employee who accepts the following will not be in violation of this policy:

- an award publicly presented in recognition of public service
- an occasional meal where public business is discussed
- tee-shirts, caps and other similar promotional material
- any gift which would have been offered or given to the employee even if the employee were not a Town employee

Routine food coupons, frequent flier awards, gift with purchase(s), discounts and other promotional items awarded to employees while carrying out Town business may be accepted by employees and will not be considered a violation of this policy due to the administrative difficulty and cost involved in recapturing the discount or award for the Town. If the item is non-routine, or of more than minimal value, the employee must check with his or her supervisor to see if the item should be returned, or in the alternative, turned over to the Town.

Employees may not give their supervisor or anyone else in Town management any gift or other item of more than a minimal value. If offered, supervisors may not accept such gifts or other items. Giving and accepting cards, food items (such as cakes and cookies) or token gifts for birthdays, Bosses' Day, holiday celebrations, bereavement or similar events is not a violation of this policy.

The Town takes this policy very seriously and violations may result in disciplinary action up to and including termination of employment. Any questions regarding the prohibitions imposed by this policy generally, or in connection with a specific situation, should be directed to the Town Manager or designee.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 9.06 PAGE NO. 1 of 1
Chapter 9: MISCELLANEOUS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: CONFLICT OF INTEREST	LAST REVISION DATE:

No employee of the Town of Prosper may:

- Have any financial or other interest, directly or indirectly, in any proposed or existing contract, purchase, work, sale or service to, for, with or by the Town;
- Use Town employment, authority, or influence in any manner for his/her personal betterment, financial or otherwise;
- Have any financial interest, directly or indirectly, in the sale to the Town of any land, materials, supplies or services;
- Have discussions or participate in decisions of any Town agency, board, commission or instrumentality if the employee has any personal economic interest or is employed, directly or indirectly, by the person or entity that is the subject of the discussion or decision;
- Accept other employment or engage in outside activities incompatible with the performance of duties and responsibilities as a Town employee or that might impair independent judgment in the performance of duties to the Town (See Employee Handbook Reference No. 2.13 regarding Outside Employment); or
- Accept remuneration or provide services for compensation, directly or indirectly, to a person or organization requesting an approval, investigation, or determination from the Town.

Violations of this policy may result in disciplinary action up to and including termination of employment. Employees should direct questions regarding the prohibitions imposed by this policy to your Department Director or the Town Manager's office.