

**Jacksonville City Council
2015 Departmental Manual**

**ADMINISTRATIVE SERVICES
DIVISION**

**EMPLOYMENT & OFFICE
PROCEDURES**

Materials Prepared and Edited by:

Laura Dyer, Executive Administrator

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Rev. JUNE 2008
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TABLE OF CONTENTS

I. ORGANIZATIONAL STRUCTURE	1
A. Services Provided	1
B. Organizational Chart	2
II. TIME & ATTENDANCE REPORTING	3
A. Work Schedule Requirements	3
B. Reporting Requirements	4
EXHIBIT 1 – Signature Authorization Form	5
EXHIBIT 2 – Time and Attendance (PD10) Form	6
EXHIBIT 3 – Leave Form	7
EXHIBIT 4 – Time & Attendance (PD10) Form Instructions	8
EXHIBIT 5 – Payroll Schedule	10
EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan	11
III. INSURANCE	37
A. Insurance Benefits Summary	37
IV. RETIREMENT	43
A. Retirement Benefits Summary	43
V. ALLOWANCE, EQUIPMENT, & TRAVEL	44
A. Communications Allowance Policy	44
EXHIBIT 7 – Communications Allowance Request Form	47
EXHIBIT 8 – Communications Allowance Change Form	48
B. Equipment Provided & Annual Inspection	49
EXHIBIT 9 – Receipt/Acknowledgement for Equipment Form	50
C. Travel Procedures & Requirements	51
EXHIBIT 10 – Travel Authorization Form – Council Related	55
EXHIBIT 11 – Travel Authorization Form – Special Assignment	56
EXHIBIT 12 – Travel Expense Form	57
EXHIBIT 13 – Out of City Mileage	58
EXHIBIT 14 – Affidavit For Undocumented Travel Expenses	62
EXHIBIT 15 – Travel Advance & Expense Report Check Lists	63
EXHIBIT 16 – Travel Regulations	65
EXHIBIT 17 – Travel Expense Form Instructions	77
EXHIBIT 18 – Chapter 106, Part 7, <i>Ordinance Code</i>	80
VI. OFFICE SUPPLIES, ADVERTISING, MAIL OUTS, STATIONERY, & BUSINESS CARDS	90
A. Procedures for Ordering Supplies	90
EXHIBIT 19 – Supply Order Form	92
EXHIBIT 20 – Example of Mass Mailing Card	93
B. Procedures for Advertising	94

ADMINISTRATIVE SERVICES DIVISION

I. ORGANIZATIONAL STRUCTURE

A. Services Provided

The Administrative Services Division is responsible for performing the administrative functions for the Office of City Council. These functions include the preparation and maintenance of the budget, purchasing office supplies and equipment, coordinating and payment for services, human resources, payroll, travel, employee benefits, computer and telephone related services and equipment, scheduling and maintenance of City Council rooms, and the front desk reception area. Additional duties include distribution of incoming mail, preparing coffee and water for meetings, maintaining inventory of all City-owned equipment/supplies, reservations for City Council meeting rooms and many other office-related functions.

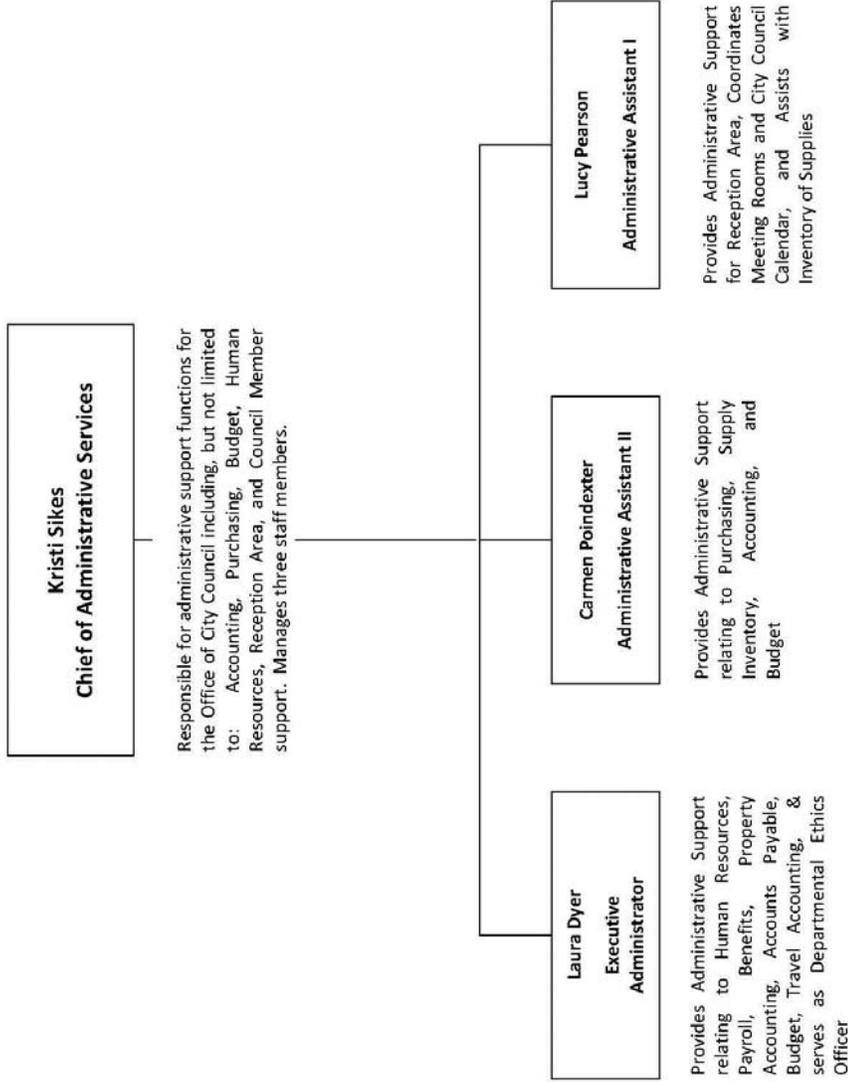
The Administrative Services Division is overseen by the Chief of Administrative Services. Currently, Kristi Sikes serves as the Chief of Administrative Services and has done so since 1992. Ms. Sikes supervises three employees:

- Laura Dyer, Executive Administrator
- Carmen Poindexter, Administrative Assistant II
- Lucy Pearson, Administrative Assistant I

Although the Office of City Council employs many individuals with varied work schedules, the City Council reception area is staffed from 8:00 AM to 5:00 PM, Monday through Friday (with the exception of City-observed holidays). The front doors to the City Council suite are locked as the reception area staff leaves at the end of the day.

B. Organizational Chart

**Office of City Council
Administrative Services Division**



5/16/2014

II. TIME & ATTENDANCE REPORTING

(Rev. December 3, 2010)

A. Work Schedule Requirements

In Order to adhere to local, state, and federal laws, the following policy outlines the requirements for maintaining employment and benefits for the Office of City Council.

Executive Council Assistants

Employees in these positions are required to work* a minimum of 80 hours in a bi-weekly pay period. Dates and hours of work are determined by the appointing Council Member for their Executive Council Assistant. A pay schedule, including the dates (from start to end) for each bi-weekly pay period, is distributed to employees upon employment and then prior to the beginning of each fiscal year.

In addition, these employees are entitled to personal leave hours which are granted at the end of each pay period. Newly hired employees begin earning 6.15 hours of personal leave per pay period which accumulates to 20 days per year. Additionally, employees are entitled to one "Personal Leave Day" per year, meaning an additional eight-hour day off with their supervisor's advance approval. This day cannot be used in increments. City observed holidays are also included as "paid" days off from work. If an employee is required to work on a holiday, they will automatically receive eight hours of pay for the holiday and credit for the hours worked as well. However, the hours worked on the holiday are only compensated at the employee's standard hourly rate; no overtime compensation is permitted. If an employee does not work 80 hours by the last day of the pay period, it is mandatory that personal leave be charged for the hours necessary to reach a total of 80.

Since these particular employees are appointed by elected officials, they are exempt from the *Fair Labor Standards Act (FLSA)* and are not entitled to overtime compensation. However, Compensatory Time may be requested on an hour for hour basis for hours worked in excess of 80 in the bi-weekly pay period in accordance with Sections 3.2 and 3.4 of the *Appointed Officials and Employees Salary and Employment Plan*. (This plan formalizes a uniform employment plan for appointed officials and employees throughout City government, which includes benefits as well as restrictions, and should be reviewed prior to employment.)

* *Leave hours charged, as well as City-observed holidays, are counted as "work" hours when determining the 80-hour minimum.*

B. Reporting Requirements

Every employee is required to submit their time and attendance records to the Administrative Services Division on the last day of each pay period, unless otherwise scheduled to accommodate holidays. All forms must be signed by the employee and their approving authority. Each Council Member approves time and attendance records for their Executive Council Assistant. All leave hours used and/or compensatory hours earned must be approved as well and completed, signed forms must be attached to the Time and Attendance Record (PD10 form). Actual work hours (times of day) are not recorded on the PD10 form, only the total hours worked in a particular day. However, employees are encouraged to maintain a personal record of their start and ending times.

The PD10 forms are submitted to the Executive Administrator by 5:00 PM on the Friday before a payweek, unless otherwise scheduled to accommodate holidays. Once all PD10's have been completed, signed, and have all required documentation attached, the Executive Administrator begins preparation for data entry. A delay in submitting completed, signed PD10 forms by an employee may result in a delay for the issuance of a paycheck. It is crucial that the established deadlines be met in order for the City Council to meet the City's deadline for processing city-wide payroll.

There may be times when a Council Member is unavailable to sign their Executive Council Assistant's PD10 and/or leave forms. Therefore, a Council Member may designate another Council Member to sign for the assistant during their absence. Council Members who wish to appoint a designee to sign for their assistant's time and attendance during their absence may do so by completing the Signature Authorization form in the presence of a Notary Public. These forms must be submitted to the Executive Administrator prior to signing for someone else's assistant. There are several Notaries employed by the Office of City Council, including the Executive Administrator.

EXHIBIT 1 – Signature Authorization Form

**SIGNATURE AUTHORIZATION
FOR ALTERNATE COUNCIL MEMBER APPROVAL
OF EXECUTIVE COUNCIL ASSISTANT
TIME AND ATTENDANCE RECORDS**

This is to certify that Council Member _____
is authorized to approve time and attendance records for my Executive Council
Assistant, _____, when I am unavailable to do so
prior to the deadline for submission of the forms required for payroll purposes.

Council Member's Signature

Date

Duval County, Florida

On this _____ day of _____, 20____, I hereby witnessed the signature of
_____, who is personally known to me.

Notary Public

EXHIBIT 3 – Leave Form

**City of Jacksonville
Employee Leave Request/Usage Form**

SECTION 1. LEAVE REQUEST			
Department	Division	Activity Number	
Employee Name	Employee Number	Leave Type	# Hours Requested
Date Leave Starts	Date Leave Ends	Date of Request	
Time Leave Starts (HOUR)	Time Leave Ends (HOUR)	Employee Signature	
Remarks:			
The Employee has sufficient and appropriate leave time accrued to cover leave requested.			
Payroll Clerk Signature	Date Verified	Supervisor Signature	Date Approved
SECTION 2. ACTUAL LEAVE USAGE			
Employee must complete and sign this section if leave usage is different from Section 1.			
Date Leave Started	Date Leave Ended	Leave Type Used	# Hours Used
Time Leave Started (HOUR)	Time Leave Ended (HOUR)	Employee Signature	
Types of Leave			
AD	Administrative Leave	FMS	FMLA With Pay Sick (Plans A&B)
AL	Annual Leave \ Not Sick – Vacation	FMU	FMLA Without Pay
AS	Annual Leave \ Sick	H	Holiday
BL	Bereavement/Funeral Leave – Family	HBR	Holiday Bank Reserve
BLC	Bereavement Co-Workers	HPT	Holiday Paid Temp
CD	Civil Duty	JD	Jury Duty
CE	Critical Emergency Leave	LW	Leave Without Pay
CL	Compensatory Leave	PD	Personal Leave Day
DL	Donated Leave	RL	Retirement Leave
FMC	FMLA With Pay CELB Acct	RS	Retirement Sick Leave
FMP	FMLA With Pay	SL	Sick Leave (Plans A&B)
FMR	FMLA With Pay Retirement Acct	VL	Vacation Leave (Plans A&B)
NOTE	UA – Unauthorized Absence – Absence from work without prior approval or authorization. For use on the PD-10, Time and Attendance Report, but not leave request forms. <u>UA is documented by memo to the employee from the supervisor.</u>		

- Leave tracking issues concerning training, military leave, workers' compensation, volunteer leave, union leave, etc. when needed can be referenced through your Personnel Representative or through the Intracity web site under Human Resources.
- At the Human Resources website, look for Types of Leave definitions.

October 14, 2003

EXHIBIT 4 – Time & Attendance (PD10) Form Instructions

(Page 1 of 2)

Instructions for Completing the Time and Attendance Records (PD10)

1. Department and Division must be noted at the top of the form.
2. Week (1) or (2) should be inserted in the top right-hand corner. To determine the week, refer to Pay Period Schedule for the current fiscal year. Week (1) always begins on the Saturday prior to Friday payday for the following pay period.
3. “Pay Date” is the actual pay date (Fridays).
4. The alpha-numeric department digits must be noted next to “Activity #.”
5. The month and day must be noted above each day of the week. (m/d)
6. The name and identification number (badge #) for each employee should be listed in the appropriate field. The employees’ names should be listed showing last name first and should be shown in alphabetical order.
7. All hours worked and charged should be noted for each day of the week. All leave and overtime must have an abbreviated notation beside the hours to indicate what the hours represent.
8. “Total Regular Time” – Total of all hours worked, training, and holidays.
9. “Paid Overtime” – Total of all hours of cash overtime (N/A for Appointed Employees exempt from FLSA).
10. “Compensatory Time” – Total of all approved compensatory hours earned.
11. “Shift Differential” – Total of all hours worked during one or more of the “shift” work schedules in accordance with bargaining unit agreements (N/A for City Council).
12. “Out of Class” – Total of all hours worked in a higher classification in accordance with bargaining unit agreements (N/A for City Council).
13. “Leave Time” – Total hours of leave which includes all leave types (listed at the bottom of the PD10).
14. “Total Time” – Sum of the Total Regular Time, Cash Overtime, Compensatory Overtime, and Leave Time columns.
15. Employees must sign the certification at the end of their designated line and the supervisor must sign and date the designated field at the bottom of the form.
16. Appointed Employees are required to work 80 hours by the end of the last day of each pay period (Friday of Week 2). Annual leave must be charged for hours not worked or charged up to the 80-hour minimum requirement (hours less than 80). A leave request form must be signed by both the employee and the supervisor and must be attached to the PD10.

EXHIBIT 4 – Time & Attendance (PD10) Form Instructions

(Page 2 of 2)

17. PD10s are due by 5:00 PM every Friday prior to pay week, unless otherwise schedule to accommodate holidays. (See schedule)

18. The PD10 must be signed by the employee and the supervisor with any required documentation attached. Photo copies may be accepted for payroll until Tuesday morning of payweek, at which time an original, signed form is required. The original must contain both an original signature of the employee and the supervisor.

LDyer
12/29/2014
12/3/2010
6/1/2004
6/12/2007

EXHIBIT 5 – Payroll Schedule

Pay Periods FY 2014-2015				
Payroll Number	Pay Date	1 Week Lag		PD10s Due
		Start	End	
1	10/10/2014	9/20/2014	10/3/2014	10/5/2014
2	10/24/2014	10/4/2014	10/17/2014	10/17/2014
3	11/7/2014	10/18/2014	10/31/2014	10/31/2014
4	11/21/2014	11/1/2014	11/14/2014	11/14/2014
5	12/5/2014	11/15/2014	11/28/2014	11/28/2014
6	12/19/2014	11/29/2014	12/12/2014	12/12/2014
7	1/2/2015	12/13/2014	12/26/2014	12/23/2014 * Tues, 5:00 PM
8	1/16/2015	12/27/2014	1/9/2015	1/9/2014
9	1/30/2015	1/10/2015	1/23/2015	1/23/2015
10	2/13/2015	1/24/2015	2/6/2015	2/6/2015
11	2/27/2015	2/7/2015	2/20/2015	2/20/2015
12	3/13/2015	2/21/2015	3/6/2015	3/6/2015
13	3/27/2015	3/7/2015	3/20/2015	3/20/2015
14	4/10/2015	3/21/2015	4/3/2015	4/3/2015
15	4/24/2015	4/4/2015	4/17/2015	4/17/2015
16	5/8/2015	4/18/2015	5/1/2015	5/1/2015
17	5/22/2015	5/2/2015	5/15/2015	5/15/2015
18	6/5/2015	5/16/2015	5/29/2015	5/29/2015
19	6/19/2015	5/30/2015	6/12/2015	6/12/2015
20	7/3/2015	6/13/2015	6/26/2015	6/25/2015 * Thur, 5:00 PM
21	7/17/2015	6/27/2015	7/10/2015	7/10/2015
22	7/31/2015	7/11/2015	7/24/2015	7/24/2015
23	8/14/2015	7/25/2015	8/7/2015	8/7/2015
24	8/28/2015	8/8/2015	8/21/2015	8/21/2015
25	9/11/2015	8/22/2015	9/4/2015	9/3/2015 * Thur, 5:00 PM
26	9/25/2015	9/5/2015	9/18/2015	9/18/2015

PD10s are due by 5:00 PM on dates shown, unless noted otherwise.

* Due "date" and/or "time" adjusted for PD10s due to Holiday.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 1 of 26)

Consolidated City of Jacksonville

APPOINTED OFFICIALS AND

EMPLOYEES

SALARY

AND

EMPLOYMENT PLAN

10-1-90

10-7-91

8-10-98

7-1-02

8-08-03

12-20-06

4-17-15

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 2 of 26)

TABLE OF CONTENTS

Section	Subject	Page
1	Overview.....	2
2	Administration of the Pay Plan.....	3
3	Overtime.....	5
4	Holidays.....	6
5	Annual Leave Plan E.....	7
6	Retirement Leave Account.....	9
7	Personal Leave Plan H.....	11
8	Personal Leave Plan P.....	13
9	Leave Donations.....	15
10	Death Benefits Payment.....	16
11	Absence without Pay.....	17
12	Limited Emergency.....	18
13	Jury/Witness Service.....	19
14	Bereavement/Funeral Leave.....	20
15	Military Leave for Training and Active Duty.....	21
16	Workers' Compensation.....	22
17	Employee Benefits.....	23
18	Drug & Alcohol Abuse Policy & Testing Procedures.....	24
19	Separation.....	25

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 3 of 26)

Section 1: Overview

- 1.1** The purpose of this Plan is to formalize a uniform salary and employment program for Appointed Officials and Appointed Employees.
- 1.2** It is the City's policy to pay a fair and equitable salary that is competitive with the market and based on the duties and responsibilities of each appointed position.
 - 1.3** The Consolidated Government of Jacksonville provides equal opportunity in employment for all qualified persons; and prohibits discrimination in employment because of race, color, religion, gender, national origin, ancestry, age, marital status or disability.
 - 1.4** This Plan has been approved by the Director of Employee Services of the Consolidated Government of Jacksonville and subsequent adjustments shall be consistent with public policy and shall be within allocated financial resources.
- 1.5** The Mayor has full authority to make exceptions to this Plan.
 - 1.6** This Plan applies to Appointed Officials and Appointed Employees who are exempt from the Civil Service System as listed in Section 17.06 of the City Charter and Section 116.901 of the Municipal Ordinance Code. Appointed Officials and Appointed Employees serve at the pleasure of the appointing authority.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 4 of 26)

Section 2: ADMINISTRATION OF THE PAY PLAN

2.1 Employment Rates

An individual who is appointed to serve as an official or employee of the Consolidated Government shall be paid at the minimum rate established for the position to which appointed unless the individual possesses training and/or experience substantially above the minimum training and experience requirements for the position and it has been determined by appropriate authority that the individual is exceptionally well qualified for the position. In such cases, the appointing authority, with appropriate authorization, may pay the employee at any rate within the established pay range which would be commensurate with the individual's qualifications.

2.2 Salary Administration

(1) Appointed Officials' salary ranges shall be adjusted from time to time based on recommendation to the City Council and final action taken by the Council or with final approval by the Mayor or other appropriate authority for appointed positions not requiring Council approval.

Appointed Officials' salaries may be adjusted upward or downward as deemed appropriate by the Mayor or other appropriate appointing authority at the beginning of the fiscal year or at any time during the year for justifiable reasons which are reasonable and within financial resources and applicable salary ranges.

Pay grades, salary ranges and salaries for appointed officials will be established and maintained in accordance with Section 129 of the Ordinance Code.

(2) Appointed Employees' salary ranges shall be in writing and reported to the Director of Employee Services at the time of establishment for official records.

Appointed Employees' salaries shall be reviewed as necessary and appropriate adjustments upward or downward made pursuant to procedures established by the Mayor or other appropriate appointing authority.

(3) Compensation paid to Appointed Officials and Employees may be in the form of one-time payments rather than base pay.

2.3 Service (Longevity) Raises

For each five (5) years of continuous service with the City (computed from the date of initial employment), an employee shall receive an annual increase in salary of three hundred dollars (\$300). Continuous service shall be defined as employment which is creditable and without a break in service.

For the purpose of this section, continuous service is defined as employment in a position authorized by the City Council or other appropriate authority and paid from salary funds with one or more departments or agencies of the City. Authorized leave of absence with or without pay and/or a break of up to twenty-four (24) months because of separation due to layoff shall not be considered a break in service.

"Creditable Service" is defined as service for which an employee was on the payroll in a position authorized by the City Council or other appropriate authority and paid from salary funds.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan

(Page 5 of 26)

The Director of Employee Services may connect periods of broken service under the provisions of the Ordinance Code for the purpose of service (longevity) raises; however, no retroactive payment may be made as the result of approved time connections.

Service raises shall be in addition to any general or special raises which may be granted from time to time.

2.4 Employment Dates

(1) Adjusted Employment Dates: An employment date shall be advanced when an employee is absent for one (1) day or a total of eight (8) hours cumulative, as applicable, in accordance with procedures established by the Director of Employee Services for adjusting employment dates.

(2) Time Connections: The Director of Employee Services may connect periods of broken service for purposes of service (longevity) raises and vacation or annual leave accrual; however, no retroactive payment may be made as the result of approved time connection.

2.5 Incentive and Award Programs

(1) In addition to regular wages provided under this Plan, the City may elect to establish incentive programs for its employees. If the City establishes such an incentive program, it may award cash and other awards to individuals or groups in order to recognize performance improvements, innovative ideas that result in savings or other benefits, improved safety records, or other similar work-related improvements.

(2) Team Outstanding Performance Programs (TOPP) may be developed to encompass reasonable goals and be consistent, taking assignment and position into consideration. It is the intent that employees on teams who have demonstrated outstanding ability and exemplary effort by reaching the goals in their Team Outstanding Performance Program (TOPP) receive increases in the form of one-time payments not applied to the employees' base salary. TOPP programs must be approved by the Director of Employee Services.

(3) From time to time, the City may elect to establish financial incentives to encourage employees to obtain certain work-related certifications or other educational credentials. Incentives may take the form of supplemental pay or one-time or periodic payments. All affected employees will be equally eligible to qualify for, and receive, such incentives under the same terms and conditions.

(4) From time to time, the City may elect to establish an "Employee Referral Program" with financial incentives to encourage current employees to refer candidates for employment in City jobs. Incentives will be in the form of one-time payments. All eligible employees may participate in such a program and receive incentives under the same terms and conditions.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 6 of 26)

Section 3: OVERTIME

3.1 When possible, and with appropriate authorization, Appointed Officials and Employees should rearrange their work schedules within a work week to avoid working overtime. When an employee in an appointed position must work overtime hours, one of the following provisions will apply. For purposes of this section, “appropriate authority” shall mean the Chief Administrative Officer or his/her designee for department heads and the department head for division chiefs. For other Appointed Officials and Employees it shall mean the individual given the authority to make appointments to that position.

3.2 Appointed Officials and Employees Exempt from the Overtime Provisions of, or Not Covered by, the Fair Labor Standards Act

(1) Appointed Officials and Employees who are exempt from the overtime provisions of, or not covered by, the Fair Labor Standards Act are expected to work the hours necessary to carry out the duties and responsibilities of their positions, which may include attendance at meetings after normal hours.

(2) From time to time it may be necessary for such employees to work hours beyond those referred to in 3.2(1) above. It is the intent of this section to prevent such employees from being unduly burdened with uncompensated overtime.

(3) When authorized by appropriate authority, employees who work beyond what is normally required may be compensated for such hours with compensatory time at the rate of one hour for each hour worked. Compensatory time may be accumulated to a maximum of forty (40) hours for employees in the Office of the Sheriff and eighty (80) hours for employees in all other departments.

(4) Exempt employees shall forfeit all accrued but unused compensatory time when they terminate. There shall be no payment for accrued but unused compensatory time.

3.3 Appointed Employees Not Exempt from the Overtime Provisions of the Fair Labor Standards Act

(1) When authorized by appropriate authority, Appointed Employees who are non-exempt from the overtime provisions of the Fair Labor Standards Act shall be entitled to earn compensation for overtime at the rate of one and one-half (1-1/2) hours for each hour worked in excess of forty (40) hours per workweek.

(2) Compensation for such employees shall be in the form of a cash payment unless compensatory time is mutually agreed upon between the employee and the appropriate authority.

(3) Such employees may accrue up to eighty (80) hours of compensatory leave credits; once this maximum has been reached, compensation for additional overtime hours worked shall be in the form of cash payments.

3.4 Personal Assistants to Elected Officials

(1) Appointed Employees who serve as personal assistants to Elected Officials are not covered by the Fair Labor Standards Act.

(2) The provisions in 3.2 or 3.3 above may be applied to employees in such positions, at the discretion of the Elected Official to whom they report. Designations for such positions shall be reported and maintained by the Employee Services Department.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 7 of 36)

Section 4: HOLIDAYS

4.1 The following twelve (12) paid holidays shall be observed as indicated each year:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Friday after 4th Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
Personal Leave Day	By mutual agreement

4.2 When a holiday falls on Sunday, the following Monday shall be observed as the holiday. When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday, provided, however, that when Christmas Eve falls on a Sunday, the following Tuesday shall be observed as the Christmas Eve holiday.

4.3 For employees on a four-day, ten-hour-day workweek, who normally work Monday through Thursday, Friday holidays will be observed on the preceding Thursday. For employees on a four-day ten-hour-day workweek, who normally work Tuesday through Friday, Monday holidays will be observed on the following Tuesday.

4.4 Employees scheduled for eight (8) or ten (10) hour days, shall be compensated for the holiday at their respective rates of pay for eight (8) or ten (10) hours.

4.5 The following shall apply when employees covered by this Plan are required to work on a holiday:

(1) In addition to straight time pay for all hours worked, exempt employees shall receive compensatory leave credits at the rate of one and-one-half (1-1/2) times the employee's straight time rate.

(2) In addition to straight time pay for all hours worked, non-exempt employees shall receive compensatory leave credits or cash payments at the rate of one and-one-half (1-1/2) times the employee's straight time rate.

4.6 The Personal Leave Day may be taken on any date during the fiscal year as mutually agreed upon by the employee and the department or agency head. If not taken during the fiscal year, the personal leave day will be forfeited.

4.7 An employee covered by this Plan shall receive payment for a paid holiday unless:

(1) he/she has an unexcused absence on the last work day preceding such holiday or on the next work day following such holiday; or

(2) he/she is absent without pay on the last work day preceding such holiday and on the next work day following such holiday.

(3) he/she is receiving a wage benefit from workers' compensation.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 8 of 26)

Section 5: ANNUAL LEAVE PLAN E

This section shall apply to all employees covered by this Plan who were (1) employed on or after October 1, 1968 through September 30, 1987; and (2) those hired prior to October 1, 1968, who did not elect, prior to April 1, 1969, to remain subject to former policies of the City of Jacksonville and County of Duval; and (3) to employees who were employed prior to October 1, 1968, who elected to become subject to these provisions.

5.1 Method of Earning and Accruing Annual Leave Credits

(1) All full-time employees covered by this Plan shall earn annual leave credits in accordance with the following:

Continuous Years of Service	Hours Accrued Per Year
0 thru 4th year	160
5th thru 9th year	184
10th thru 14th year	208
15th thru 19th year	232
20th thru 24th year	256
25 and above	280

(2) Annual leave will accrue biweekly to the credit of the employee at the rate stated above and shall be credited on the last day of the pay period for all hours actually worked or hours on approved leave with pay. The maximum annual leave credits that may be accrued shall be 840 hours (105 days). Any excess over this amount shall be treated in accordance with Section 5.3. Accrual rates shall change to the higher rate on the first day of the pay period in which the anniversary date occurs.

(3) For employees being paid less than eighty (80) hours in a biweekly pay period, the biweekly accrual must be calculated by multiplying the hourly accrual rate times the number of hours for which the employee is being paid.

5.2 Use of Annual Leave Credits

(1) Annual leave credits should be used to provide periodic vacation; however, earned annual leave credits may be used for any other purpose when authorized by the appointing authority.

(2) Use of annual leave shall be arranged so as to be mutually convenient to both the employee and the appointing authority.

(3) Employees may split their annual leave in any manner desired if approved by the appropriate appointing authority. The minimum amount of annual leave that can be taken and charged is one-half (1/2) hour.

(4) Regardless of the sequence of time approved for annual leave, an employee will be charged annual leave credits for every one-half (1/2) hour during that period which is a regularly scheduled workday when not on his/her assigned job, unless another type of leave is granted.

(5) An employee will not be charged annual leave for a holiday that occurs while he/she is on approved leave.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 9 of 26)

(6) Employees are encouraged to retain ten (10) days in their annual leave account in case of serious illness.

5.3 Payment for Annual Leave Credits

(1) Sellback: If an employee does not use all of the annual leave accrued in a fiscal year under Plan E, he/she may be paid for such difference on an hour-for-hour basis, or allow such difference to continue to accumulate for up to a maximum of 840 hours (105 days). The option to receive a cash payment for such leave is not available to an employee who would have ten (10) or fewer days annual leave remaining after such payment.

(2) Rollback: Annual leave in excess of 840 hours (105 days) shall either be paid to the employee or, for employees hired on or before November 29, 1978, at the employee's option, may be placed in the employee's retirement leave account as provided in Section 6.

(3) Payments made under 5.3 (1) or 5.3 (2) will be computed based on the salary rate and leave balance as of September 30 of each year. The employee will select one of the following payment options by the close of the fiscal year, September 30, but no later than October 31.

(a) The employee may be paid as early as the first pay day in November, but no later than the first pay day in December.

(b) The employee will be paid the second pay day in January.

Once selected, the payment option and the amount of annual leave for which to be paid shall not be changed.

(4) Upon separation from City service due to retirement or resignation, an employee shall be paid for all remaining accrued and unused annual leave credits.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 10 of 26)

Section 6: RETIREMENT LEAVE ACCOUNT

This section shall apply to those employees covered by Section 5 (Plan E) who were hired prior to November 29, 1978.

6.1 Method of Accrual of Retirement Leave Credits

An employee who has accrued annual leave credits in excess of 840 hours (105 days) may elect to place the excess days in a retirement leave account up to a maximum of 840 hours (105 days).

6.2 Use of Retirement Leave Credits for Illness

- (1) If an employee has used all annual leave credits and suffers an illness, retirement leave credits may be used for such illness.
- (2) If an employee, due to an extended continuous illness, requires ten (10) or more working days leave for such illness, at the employee's option, retirement leave credits may be used for such illness.

6.3 Use of Retirement Leave Credits for Retirement

(1) For purposes of this section, retirement shall mean retirement pursuant to full-time service requirements or early retirement pursuant to provisions for same in the pension funds of the City or of its former governments, the accrual of Social Security benefits for employees covered solely by Social Security, provided such employee has ten (10) years' service with the City; and retirement of officers or employees of the City who are covered by the Florida Retirement System. A request to be placed on retirement leave shall be in writing and shall be irrevocable.

(a) Retirement leave credits, or any portion thereof, may be used by an employee in conjunction with scheduled retirement, unless the employee elects to receive payment for retirement leave credits as provided in Section 6.4. Such retirement leave credits may be used either to fulfill time service requirements or, if time service requirements have been fulfilled, to increase retirement benefits.

(b) An employee on retirement leave shall be maintained on the regular payroll, thereby continuing to avail the employee of payroll deductions, pension contributions and insurance deductions.

(2) An employee on retirement leave shall not accrue annual leave credits, but shall be eligible for observed holidays, as provided in Section 4, and any general salary increases, but no performance increases.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 11 of 26)

6.4 Payment (Lump-Sum) for Retirement Leave Credits

- (1) Upon retirement, an employee may elect to be paid for all remaining retirement leave credits in a lump-sum payment; however, such lump-sum payments cannot be used for City pension computation.
- (2) An employee who terminates prior to becoming eligible for retirement shall be paid for one-half of any retirement leave credits, except if applied in accordance with 6.4(3).
- (3) An employee who terminates prior to becoming eligible for retirement but who has ten (10) years or more of consecutive employment with the City shall be paid for all retirement leave credits in a lump-sum payment.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 12 of 26)

Section 7: PERSONAL LEAVE PLAN H

This article shall apply to all permanent, probationary and provisional employees employed on or after October 1, 1987.

7.1 Method of Earning and Accruing Personal Leave

(1) Employees shall accrue personal leave for straight time hours worked in accordance with the following schedule:

Continuous Years of Service	Hours Accrued Per Year
0 thru 4th year	160
5th thru 9th year	184
10th thru 14th year	208
15th thru 19th year	232
20th thru 24th year	256
25 and above	280

(2) Employees shall accrue personal leave based on time actually worked and time on approved leave with pay.

(3) Personal leave will be credited to the employee at the rate stated above on a bi-weekly basis. The leave shall be credited on the last day of the pay period.

(4) The accrual rate shall change to the higher rate on the first day of the pay period in which the anniversary date occurs.

(5) Personal leave shall accrue to a maximum of 480 hours. Accrued and unused personal leave over 480 hours will be forfeited, except if applied in accordance with Section 7.2 below.

7.2 Critical Emergency Leave Bank

(1) There shall be established a Critical Emergency Leave Bank (CELB). Any accrual over the maximum 480 hours allowed in the regular personal leave account may be credited to the CELB account up to a maximum of 720 hours. To transfer excess time to the CELB, those employees with accrual over 480 hours in the Personal Leave Account on September 30 each fiscal year, shall execute a transfer option immediately after the close of the fiscal year, but no later than October 31. The CELB account shall be used as follows:

(a) The CELB shall only be used for critical emergency illness. A critical emergency illness is defined as any incapacitating emergency illness requiring hospitalization and/or a recuperation period documented by a certified physician and/or hospital.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan

(Page 13 of 26)

(b) The CELB shall only be used for a critical illness of more than ten (10) consecutive days of the employee or member of his/her immediate family. Immediate family is defined as: spouse, child¹, parent², and any blood relative who permanently resides with the employee.

(2) Upon resignation, termination, retirement, or an employee's death, there shall be no compensation for the accrued leave in the CELB.

7.3 Use of Personal Leave

(1) Employees, when eligible and authorized as provided above, may take personal leave for any reason they deem necessary. Personal leave may be taken only from accrued personal leave days earned.

(2) Requests for personal leave must be submitted in writing at least two (2) weeks in advance for personal leave requests of forty (40) or more consecutive working/shift hours. Requests for personal leave of less than forty (40) consecutive working/shift hours must be submitted in writing for approval at least twenty-four (24) hours in advance, unless the personal leave is for illness or emergency. In the latter case, written requests shall be submitted as soon as practicable. These advance notice requirements may be waived by the Department Head. Requests for leave of any nature, as provided for above, shall not be unreasonably denied.

(3) The minimum amount of personal leave to be taken and charged shall be one-half (1/2) hour.

(4) An employee must notify his/her supervisor as early as possible, and no later than thirty (30) minutes before starting time, the first day the employee is unable to report for work because of illness. The employee will notify the supervisor of the nature of the employee's illness and the approximate amount of time the employee will be absent. Use of personal leave for illness is subject to investigation by the appropriate supervisor. An employee will be counseled whenever a pattern clearly develops where an employee is abusing personal leave taken for illness. (Example: when leave for illness is combined with regular days off more than three (3) times annually or when leave is used on an unscheduled basis more than six (6) times annually.)

(5) Upon retirement (including vesting under the pension law), attainment of five (5) years of continuous service, or death of an employee, the employee shall be paid for all unused, accrued personal leave on an hour-for-hour basis.

(6) Upon termination of an employee for other than retirement (including vesting under the pension law), if the employee has less than five (5) years of continuous service, the employee shall be paid for seventy-five percent (75%) of all unused personal leave on an hour-for-hour basis.

¹The term "child" means biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

² The term "parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 14 of 26)

Section 8: PERSONAL LEAVE PLAN P

8.1 This article shall apply to all permanent, probationary and provisional employees employed on or after January 10, 1989, who are members of the Police and Fire Pension Plan.

8.2 Method of Earning and Accruing Personal Leave

(1) Employees shall accrue personal leave with pay for straight time hours worked in accordance with the following schedule:

Continuous Years of Service	Hours Accrued Per Year
0 thru 4th year	160
5th thru 9th year	184
10th thru 14th year	208
15th thru 19th year	232
20th thru 24th year	256
25 and above	280

(2) Employees shall earn leave time based on time actually worked and time on approved leave with pay.

(3) Personal leave will be credited to the employee at the rate stated in Section 16.2 (a) on a bi-weekly basis. The leave shall be credited on the last day of the pay period.

(4) The rate of accrual shall change to the higher rate on the anniversary date of employment.

(5) Personal leave shall accrue to a maximum of six hundred (600) hours. Accrued and unused personal leave over six hundred (600) hours will be forfeited. However, at the end of the fiscal year, accrued and unused personal leave in excess of six hundred (600) hours may be sold back to the Employer to the extent that the employee had timely requested but was not permitted by Management to take the leave during that year. Such leave shall be sold back to the Employer at the employee's rate of pay at the end of the fiscal year.

8.3 Use of Personal Leave

(1) Employees, when eligible and authorized as provided above, may take personal leave for any reason they deem necessary. Personal leave may be taken only from accrued personal leave days earned.

(2) Requests for personal leave must be submitted in writing at least two (2) weeks in advance for personal leave requests of forty (40) or more consecutive working/shift hours. Requests for personal leave of less than forty (40) consecutive working/shift hours must be submitted in writing for approval at least twenty-four (24) hours in advance, unless the personal leave is for illness or emergency. In the latter case, written requests shall be submitted as soon as practicable. These advance notice requirements may be waived by the Department Head. Requests for leave of any nature, as provided for above, shall not be unreasonably denied.

(3) The minimum amount of personal leave to be taken and charged shall be one-half (1/2) hour.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan

(Page 15 of 26)

(4) An employee must notify his/her supervisor as early as possible, and no later than thirty (30) minutes before starting time, the first day the employee is unable to report for work because of illness. The employee will notify the supervisor of the nature of the employee's illness and the approximate amount of time the employee will be absent. Use of personal leave for illness is subject to investigation by the appropriate supervisor. An employee will be counseled whenever a pattern clearly develops where an employee is abusing personal leave taken for illness. (Example: when leave for illness is combined with regular days off more than three (3) times annually or when leave is used on an unscheduled basis more than six (6) times annually.)

(5) Upon retirement or termination following the completion of ten (10) years of service, the employee shall be paid for all unused accrued personal leave on an hour-for-hour basis. Such employees shall have the option of using accrued personal leave immediately after or prior to their desired eligible retirement date and then be paid for the remainder of such leave at the employee's option.

(6) Upon termination of employment with less than ten (10) years of service for other than retirement, the employee shall be paid for seventy-five per cent (75%) of all unused accrued personal leave on an hour-for-hour basis.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 16 of 26)

Section 9: LEAVE DONATIONS

An employee may voluntarily donate leave to another employee in accordance with Employee Services Directive 0302 Leave Donations.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 17 of 26)

Section 10: DEATH BENEFITS PAYMENT

In the event of an employee's death, payment shall be made for:

- 10.1** all accrued regular and overtime hours;
- 10.2** all unused leave credits on an hour-for-hour basis, as though the employee had retired;
- 10.3** if death occurs on the job, one (1) month's salary, in addition to all other benefits;
- 10.4** one (1) month's salary if the employee is not entitled to any benefits as indicated in 10.2 or 10.3 above;
- 10.5** any other benefits to which the employee is entitled by law.

Section 11: ABSENCE WITHOUT PAY

11.1 Approval of requested Family and Medical Leave, which means leave for a serious medical health condition for the employee or the employee's spouse, child or parent (including in loco parentis) or after the birth or placement of a child, shall be in accordance with the Family and Medical Leave Act and procedures established by the Director of Employee Services.

11.2 Upon request, the appointing authority may grant an employee leave without pay for personal reasons for a period or periods not to exceed ten (10) consecutive workdays. Documentation of absence without pay shall be furnished to the Employee Services Department to adjust the employee's employment date in accordance with procedures established by the Director of Employee Services.

11.3 A leave of absence without pay for more than ten (10) consecutive work days, deemed to be beneficial to the service of the City, may be granted by the appointing authority subject to the following:

- (1) The total duration of such leave and any extensions granted shall not exceed one (1) year.
- (2) A leave of absence request must be completed and processed in accordance with procedures established by the Director of Employee Services.
- (3) If the leave of absence is for health reasons, the request must be accompanied by documentation from a licensed medical physician which must state the length of time that the employee should be on leave from his/her duties. Upon returning to work, the employee must furnish medical documentation of ability to perform assigned duties or, for an employee with a disability, the ability to perform the essential functions of the job with or without reasonable accommodation.
- (4) Appropriate documentation must be furnished to the Director of Employee Services so that the official personnel file will reflect the employee's current status and, upon the employee's return to work, the employment date must be adjusted in accordance with procedures established by the Director of Employee Services.
- (5) An employee who is granted a leave of absence without pay shall be an inactive employee of the City while on such leave and shall be returned to the same or a comparable position upon termination of the approved leave of absence.
- (6) An employee who fails to return from a leave of absence will be deemed to have resigned as of the date the leave commenced and such failure to return from leave shall be documented.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 19 of 26)

Section 12: LIMITED EMERGENCY

In the event of the official declaration of an emergency:

12.1 Employees designated as nonessential and released from duty shall be granted administrative leave for the balance of their normal shift and for such additional time as authorized by the Mayor.

12.2 Employees designated essential to the operation who reported to work shall be paid at the straight time rate for all hours actually worked up to forty (40) in the workweek. Hours worked in excess of forty (40) in the week by non-exempt employees will be paid at the time and one-half (1½) rate, or other premium rate as may be applicable. Hours worked in excess of forty (40) in the week by exempt employees will be granted as compensatory leave at time-and-one-half (1½). This compensatory time shall not count against the overtime maximum specified in Section 3.2.

12.3 In addition, employees designated essential to the operation who reported to work shall be granted straight time compensatory time for the same number of hours given to non-essential employees as administrative leave. This compensatory time shall not count against the overtime maximum specified in Section 3.2.

12.4 Employees on previously-approved leave, scheduled holiday, authorized leave without pay, or who called in to request leave during the emergency shall be charged for the leave.

Section 13: JURY/WITNESS SERVICE

13.1 Jury Duty

An employee who is summoned to jury duty shall be granted leave with pay for all hours required for such duty not to exceed the number of hours in the employee's normal workday; however, if jury duty does not require absence for the entire workday, the employee shall return to work immediately upon release by the court.

If necessary, the employee's work schedule shall be rearranged to accommodate the days and times required for court attendance.

Jury fees, if any, shall be retained by the employee. The department or agency shall not reimburse the employee for meals, lodging, and/or travel expenses incurred while serving as a juror.

13.2 Witness Service

(1) An employee who is absent from work in order to serve as a witness in a criminal case in a court of law to which he/she is not a party, either directly or as a member of a class, where such absence is in response to a legally valid subpoena, shall be granted leave with pay for those hours for which he/she is absent from work during his/her regularly scheduled working hours, provided he/she submits evidence of such service as a witness.

(2) When an employee is called to testify as a result of his/her City duties, such appearance shall be considered a part of the employee's job assignment. All time spent in such legal proceedings shall be compensated at either the straight time or overtime rate as applicable given the employee's total work time during that week. Per diem and travel expenses shall be paid. The employee is required to return any fees received. The employee must provide evidence of subpoena and witness service.

(3) When an employee is engaged in personal litigation or service as a paid expert witness, the employee may be granted annual leave with the approval of the appointing authority.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
 (Page 21 of 26)

Section 14: BEREAVEMENT AND FUNERAL LEAVE

14.1 Upon the death of a member of an employee's immediate family, or the immediate family of the employee's spouse, an employee may be granted up to five (5) days (not to exceed 40 working hours) paid bereavement leave, not otherwise chargeable. If additional time is required, annual leave may be approved

The Employer will require the employee to supply documentation of the death as well as the employee's relationship to the deceased prior to approval of the bereavement leave request.

Definition of Immediate Family

"Immediate Family" Defined	
spouse	
children	including step-children and children's spouses
parents	including step parents and parents-in-law
brothers and sisters	including half- and step- siblings, and brothers- and sisters- in law
aunts and uncles	
nieces, nephews	
first cousins	
grandparents	
great-grandparents	
grandchildren	
other relatives who permanently reside with the employee	
Also applies to the same relatives of the spouse of the employee	

14.2 Employees may be granted four (4) hours without loss of pay as funeral leave to attend the funeral of a coworker (active or retired) from the same department or agency.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 22 of 26)

Section 15: MILITARY LEAVE FOR TRAINING AND ACTIVE DUTY

An employee may utilize military leave for training and/or active duty in accordance with Employee Services Directive 0800 Instructions for Military Leave and 0801 Veterans Preference – Policy and Procedures.

Section 16: WORKERS' COMPENSATION

- 16.1** Employees who have served six (6) months of continuous creditable and satisfactory service and who sustain a temporary disability as a result of accidental injury in the course of and arising out of employment shall, in addition to compensation payable pursuant to the Workers' Compensation law of the State of Florida, be granted the following benefits:
- (1) For up to twenty (20) working days following such disability, the employee shall receive supplemental pay in an amount equal to the difference between his/her net take-home pay and the workers' compensation wage benefit payable. (For purposes of this section, net take-home pay is defined as the amount of the employee's regular straight-time wages reduced by the amount deducted from the employee's pay for taxes and social security.) Provided, however, that in no event shall any employee realize more than his/her net after-tax take-home pay as a result of receiving both workers' compensation and supplemental pay.
 - (2) Thereafter, the Director of Finance may, at his/her sole discretion, grant continued supplemental pay, in increments of up to twenty (20) working days.
- 16.2** An employee who is absent from duties due to an on-the-job injury and who is not receiving supplemental pay, may request use of sick or vacation/annual/personal leave for the purpose of maintaining regular pay status. The amount of leave to be charged in such cases is the minimum amount in hourly increments that will equal the difference between Workers' Compensation payments and the employee's regular pay.
- 16.3** Any employee serving in the first six (6) months of original employment, who is temporarily totally disabled as a result of injury received in the performance of duty with the City, shall receive the benefits to which he/she is entitled under the Workers' Compensation Laws of the State of Florida.
- 16.4** An employee who is temporarily partially disabled from performing the duties of his/her position due to an on-the-job injury may be temporarily reassigned without reduction of pay to other suitable and available duties commensurate with the employee's medical fitness.
- 16.5** Appointed officials and employees who are sworn law enforcement officers, certified corrections officers or certified firefighters may be entitled to additional benefits under applicable state or local law.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 24 of 26)

Section 17: EMPLOYEE BENEFITS

17.1 The City shall provide employees with comprehensive medical coverage at no expense to the employee. The City will also pay fifty percent (50%) of the cost of comprehensive medical coverage for eligible dependents.

17.2 For Appointed Officials, the City may provide, at no expense to the employee, term life insurance coverage equal to twice the employee's gross annual salary rounded up to the nearest thousand.

17.3 For Appointed Employees, the City may provide, at no expense to the employee, term life insurance equal to either one or two times the employee's annual salary rounded up to the nearest thousand; the amount of coverage shall be at the option of the appointing authority. The default coverage will be one times the rate of pay unless Employee Services receives a request from the director of the department requesting otherwise. The request must be received within 31 days from the date of hire or the date the bargaining unit changed to a bargaining unit designated for Appointed Employees. If the 31 day deadline is missed, coverage can only be added at a later date through Evidence of Insurability.

17.4 Employees may exercise the option to pay the cost to obtain group term life insurance coverage under the same policy for an additional amount equal to one or two times the employee's annual salary, rounded up to the nearest thousand (subject to conditions and limitations of provider). Benefits may be reduced at age 70 to 65% of benefits under the Policy and in compliance with the Age Discrimination in Employment Act (ADEA).

17.5 The City shall contribute to the employee's pension program to the extent required by applicable laws.

17.6 Appointing Authorities may authorize the payment of job-related association dues, fees, subscriptions and certifications for employees, if deemed to be in the public interest.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 25 of 26)

Section 18: DRUG AND ALCOHOL ABUSE POLICY AND TESTING PROCEDURES

The City of Jacksonville is committed to a Drug-Free Workplace for the health and safety of employees and citizens of the City of Jacksonville. The City has adopted a Zero-Tolerance policy for using or being under the influence of alcohol or illegal drugs or having within one's system the metabolites of illegal drugs in accordance with Employee Services Directive 0402 Drug Free Workplace Policy.

EXHIBIT 6 – Appointed Officials & Employees Salary & Employment Plan
(Page 26 of 26)

Section 19: SEPARATION

19.1 Appointed Officials and Employees serve at the pleasure of the Appointing Authority. Except as provided in Section 19.2 below, or in accordance with Section 17 of the City Charter, any Appointed Official or Employee may be separated from employment at any time, with or without cause, and may, at the discretion of the appointing authority, be granted severance pay upon separation with approval of the Director of Employee Services for departments under the mayor's authority. The appropriate budgeting authority must certify the availability of funds for any severance pay to be granted.

19.2 Appointed Employees who have been granted protection from dismissal without cause may only be separated from employment for cause as provided in the Civil Service and Personnel Rules and Regulations. Any form of discipline other than dismissal shall be at the discretion of the appointing authority.

III. INSURANCE

A. Insurance Benefits Summary

2015 INSURANCE PLANS & OTHER BENEFITS HEALTH, DENTAL, VISION, LIFE, & FLEXIBLE SPENDING

The following information is provided as a summary of benefits only. Specific details regarding all insurance coverage and premiums can be found on the Employee Benefits web site which can be found on the Employee Portal under *Employee Corner*. Additional documents have also been included in this manual.

HEALTH

The City's health benefit provider for the calendar year 2015 is Florida Blue (a division of Blue Cross/Blue Shield of Florida). Employees have three health plans to choose from: an HMO, a QPOS/PPO (this is now a true PPO plan), or an HDP. The HDP (High Deductible Plan) is the only plan provided at no cost to the employee. Both the HMO and QPOS/PPO plans will cost the employee 5% of the City's premium for *Employee Only* coverage and 50% of the City's premium for *Dependent* coverage. (There is an AMRA TRICARE Supplement Plan available for 2015. If you have TRICARE coverage and want more information about this supplement plan, please visit one of the Benefits Enrollment Sites (schedule attached) or contact Employee Benefits directly at 630-1314.)

BlueCare (HMO) Coverage Summary (Plan 48)

- You must select a Primary Care Physician (PCP)
- No Referrals required from your PCP for Specialists (some restrictions do apply)
- Co-payments for doctor visits, prescriptions, and urgent care centers
- Changes to Primary Care Physician effective become effective 1st of the month following request if request made prior to the 15th of the month. Requests made on or after the 15th of the month do not become effective until the 1st of the second month after request is made (6 weeks out)

Cost for Services

Primary Care Physician	\$25	
Specialist	\$35	
Routine Annual Physical (One per Year)	No Charge	
GYN (Routine Annual Exam)	No Charge	
OB/GYN (Other Visits)	\$35	
Routine Mammogram	No Charge	
Urgent Care Centers	\$30	
Independent Clinical Lab	No Charge	
Independent X-Ray	\$30	
Complex Imaging (MRI, MRA, CT & PET Scans)	\$300	
Other Diagnostic Services	\$30	
Emergency Room (Waived if admitted)	\$300 plus 30%	
Inpatient/Outpatient Hospitalization/Surgery	30% after deductible	
Deductible	Individual (\$300)	Family (\$600)
Out-of-Pocket Maximum (Calendar Year)	Individual (\$2,500)	Family (\$5,000)

Prescriptions

Generic	\$10	
Brand Name	\$40	
Non Preferred/Brand	\$75	
Mail Order (90-day Supply)	\$20-Generic, \$80-Brand Name, & \$150-Non Preferred/Brand	

Co-payments and Deductibles count toward the Annual Out-of-Pocket Maximum. Co-payments do not count toward Deductibles. Prescriptions do count toward Annual Out-of-Pocket Maximum or Deductible.

Administrative Services Division

BlueOptions (PPO) Coverage Summary (Plan 05782)

- This is a true PPO Plan with both In-Network and Out-of-Network coverage
- In-Network and Out-of-Network benefits have separate Deductibles and Annual Out-of-Pocket Maximums
- No Referrals required for Specialists

Cost for Services

In-Network

Primary Care Physician	\$30	
Specialist	\$40	
Adult & Child Wellness	No Charge	
Routine Annual Physical (One per Year)	No Charge	
GYN (Routine Annual Exam)	No Charge	
OB/GYN (Other Visits)	\$40	
Routine Mammogram	No Charge	
Urgent Care Centers	\$35	
Independent Clinical Lab	No Charge	
Independent X-Ray	\$35	
Complex Imaging (MRI, MRA, CT & PET Scans)	\$300	
Other Diagnostic Services	\$35	
Emergency Room (Waived if admitted)	\$300 plus 30%	
Inpatient/Outpatient Hospitalization/Surgery	30% after deductible	
Deductible In-Network (Calendar Year)	Individual (\$750)	Family (\$1,500)
Out-of-Pocket Maximum (Calendar Year)	Individual (\$6,000)	Family (\$12,000)

Out-of-Network

Primary Care Physician	50% after deductible	
Specialist	50% after deductible	
GYN (Routine Annual Exam)	50% (no deductible)	
Routine Mammogram	No Charge	
Urgent Care Centers	50% after deductible	
Emergency Room (Waived if admitted)	\$300 plus 30%	
Inpatient/Outpatient Hospitalization/Surgery	50% after deductible	
Deductible Out-of-Network (Calendar Year)	Individual (\$1,000)	Family (\$2,000)
Out-of-Pocket Maximum (Calendar Year)	Individual (\$9,000)	Family (\$18,000)

Prescriptions – In-Network

Generic	\$10
Brand Name	\$40
Non Preferred/Brand	\$75
Mail Order (90-day Supply)	\$20-Generic, \$80-Brand Name, & \$150-Non Preferred/Brand

In-Network and Out-of-Network Co-payments and Deductibles are applied separately toward the different Annual Out-of-Pocket Maximum amounts. Co-payments do not count toward Deductibles. Prescriptions do count toward Annual Out-of-Pocket Maximum or Deductible.

Administrative Services Division

BlueCare HDHP (HDP – High Deductible Plan) Coverage Summary (Plan 65)

- No-cost plan for Employee Only coverage
- Co-payments for Routine Office, Urgent Care Center Visits, & Prescriptions only
- No Referrals required from your PCP for Specialists
- Emergency Room cost - 30% after deductible
- High Deductible must be met prior to coverage for non-routine tests and events

Cost for Services

In-Network Only

Primary Care Physician	\$25	
Specialist	30% after deductible	
Adult & Child Wellness	No Charge	
Routine Annual Physical (One per Year)	No Charge	
GYN (Routine Annual Exam)	No Charge	
OB/GYN (Other Visits)	30% after deductible	
Routine Mammogram	No Charge	
Urgent Care Centers	\$25	
Independent Clinical Lab	No Charge	
Independent X-Ray	30% after deductible	
Complex Imaging (MRI, MRA, CT & PET Scans)	30% after deductible	
Other Diagnostic Services	30% after deductible	
Emergency Room	30% after deductible	
Inpatient/Outpatient Hospitalization/Surgery	30% after deductible	
Deductible (Calendar Year):	Individual (\$1,500)	Family (\$3,000)
Out-of-Pocket Maximum (Calendar Year):	Individual (\$5,000)	Family (\$10,000)

Prescriptions – In-Network

Generic	\$10
Brand Name	\$40
Non Preferred/Brand	\$75
Mail Order (90-day Supply)	\$20-Generic, \$80-Brand Name, & \$150-Non Preferred/Brand

Co-payments and Deductible count toward the Annual Out-of-Pocket Maximum. Co-payments do not count toward \$1,500 Deductible. Prescriptions do count toward Out-of-Pocket Maximum or Deductible.

Health Insurance Premiums 2015 (Payroll Deduction – 24 times per year)

<u>Coverage</u>	<u>HMO</u>	<u>QPOS/PPO</u>	<u>HIGH DED PLAN</u>
Employee Only	\$ 14.82	\$ 16.98	\$ 0.00
Employee & Spouse	\$171.61	\$196.40	\$147.74
Employee & Children	\$150.73	\$172.45	\$128.03
Employee & Family	\$320.05	\$366.40	\$287.93

FLORIDA BLUE CONTACT INFORMATION

On-Site Representative - Denis Woods	630-1212 ext. 5763	Monday thru Friday / 7:30 am – 4:30 pm
Florida Blue Customer Service Medical & Pharmacy Inquiries	(800) 664-5295	Monday thru Thursday 8 am – 6 pm Friday 9 am – 6 pm
PrimeMail (Mail Order Prescriptions)	(888) 849-7865	24 hours per day / 7 days per week

DENTAL

The City’s dental benefit provider for 2015 is MetLife.

Coverage Summary (DHMO)

- Functions as an HMO
- Select a Dentist from list of providers
- Free Examinations, X-Rays, and Cleanings (Cleaning once every 6 months)

Coverage Summary (PPO Silver, PPO Gold, & PPO Platinum Plans)

- Two plans in one – In-Network (Preferred Provider) and Out-of-Network (No Contractual Agreement with MetLife)
- In-Network
 - Select any MetLife Preferred Dentist
 - Free Examinations, X-Rays, and Cleanings (Cleaning once every 6 months)
 - Preferred Dentist will normally file claim forms for you
 - Rates are covered under contract with MetLife
- Out-of-Network
 - Select any Dentist
 - Rates are not covered by contract (You file claim forms and reimbursement amount will be based on MetLife’s approved rate; may not cover entire charges from Dentist which you are responsible for paying.)
- Premiums and Coverage increase with each plan, beginning with “Silver” which is the least expensive plan with minimal coverage, followed by the “Gold” plan and ending with the “Platinum” plan. See Employee Benefits website for specifics.

Dental Insurance Premiums 2015 (Payroll Deduction – 24 times per year)

<u>Coverage</u>	<u>DHMO</u>	<u>PPO Silver</u>	<u>PPO Gold</u>	<u>PPO Platinum</u>
Employee Only	\$ 6.30	\$ 10.00	\$ 16.00	\$ 20.53
Employee & Spouse	\$ 11.03	\$ 20.01	\$ 32.01	\$ 41.08
Employee & Children	\$ 13.23	\$ 25.38	\$ 40.60	\$ 52.10
Employee & Family	\$ 19.53	\$ 34.17	\$ 54.65	\$ 70.13

METLIFE MEMBER SERVICES	
(Group #148641; Plan #SGX3702)	
On-Site Representative – Vicki Alexander	630-1212 ext. 2779 Monday, Tuesday, & Thursday 7:30 am – 4:30 pm
MetLife Customer Service	(800) 942-0854

VISION

The City’s current vision benefit provider is VSP. VSP provides two plans.

Coverage Summary (Plan A) Basic Coverage

- Exams every calendar year
- Lenses, Frames OR Contacts every other calendar year
- Select a doctor from list of providers
- \$10 Exams/\$20 Materials
- Lenses and Frames covered up to \$110 every other calendar year (less \$20 co-payment) and 20% off the amount over your allowance
- Elective Contact Lens (fitting & evaluation) covered up to \$110

Coverage Summary (Plan B) Premier Coverage

- Exams & Lenses every calendar year; includes Progressive Lens option
- Frames every other calendar year OR Contact Lens every calendar year
- Select a doctor from list of providers
- \$10 Exams/\$20 Materials
- Frames covered up to \$130 every other calendar year (less \$20 co-payment) and 20% off the amount over your allowance
- Elective Contact Lens (fitting & evaluation) covered up to \$130

Vision Insurance Premiums 2015 (Payroll Deduction - 24 times per year)

<u>Coverage</u>	<u>Plan A</u>	<u>Plan B</u>
Employee Only	\$ 2.52	\$ 3.52
Employee & Spouse	\$ 3.99	\$ 5.69
Employee & Children	\$ 4.07	\$ 5.58
Employee & Family	\$ 6.56	\$ 9.44

Note: You must inform the doctor’s office that you are a VSP member prior to making your appointment. If you fail to do so, your visit may not be covered by VSP. Information regarding additional discounts and Out-of-Network coverage for VSP members can be found on the Employee Benefits web page on the Employee Portal under *Employee Corner*. Look for the *VISION - VSP Benefits Summary 2015*.

VSP VISION MEMBER SERVICES (VSP Group # 12270548)		
(800) 877-7195	www.vsp.com	View Provider list

LIFE

Active Employees

Elected Officials automatically receive an amount equal to two times their annual salary in life insurance benefits at no cost to the Official. Employees of the City Council also receive an amount equal to two times their annual salary at no cost to the employee in accordance with Sections 17.2 and 17.3 of the *Appointed Officials and Employees Salary and Employment Plan*.

Employees may purchase additional coverage by selecting to add an amount equal to one, two, or three times their annual salary. Premiums are calculated using a predefined scale. Supplements must be purchased in increments equal to one year's salary.

Life Insurance Premiums 2015 (Payroll Deduction - 24 times per year)

AGE	PER \$1,000 PER PAY PERIOD
<30	\$0.07
30 - 34	\$0.12
35 - 39	\$0.20
40 - 55	\$0.25
>55	\$0.29

*Active employees Life Insurance will be reduced to 65% of coverage at the end of the year which they turn 70 years of age.

Dependent Life Insurance for Spouse & Children

BENEFIT	24 PAY PERIODS
\$10,000 Spouse / \$5,000 each Child / \$1,000 Infant less than 6 mos. of age	\$1.34
\$20,000 Spouse / \$10,000 each Child / \$1,000 Infant less than 6 mos. of age	\$2.68

FLEXIBLE SPENDING ACCOUNTS

The City's Flexible Benefits Plan is an IRS sanctioned, City Council approved, tax-free benefit program. There are currently three types of flexible spending accounts offered by the City:

- Medical Reimbursement
- Dependent Care Reimbursement
- Transportation/Parking Reimbursement

The City's current service provider for the flexible benefits program is WageWorks. Claim forms are available on-line at <http://www.takecareWageWorks.com> and the Employee Benefits web page on the Employee Portal under *Employee Corner*. January 1, 2015, maximum allowed is \$2,500.00 per year.

WAGeworks		
PH	(800) 950-0105	PO BOX 14054
FAX	(877) 782-8889	LEXINGTON, KY 40512
EMAIL	claims@takecareclaims.com	
		takecareWageWorks.com

FOR MORE DETAILED INFORMATION ON HEALTH, DENTAL, AND VISION PLANS, LIFE INSURANCE, AND FLEXIBLE SPENDING ACCOUNTS, PLEASE VISIT THE CITY'S EMPLOYEE BENEFITS WEB PAGE ON THE EMPLOYEE PORTAL UNDER *EMPLOYEE CORNER*. MAKE SURE TO SELECT THE "2015 BENEFIT INFORMATION." ADDITIONAL INFORMATION REGARDING ALL OF THE BENEFITS LISTED IN THIS SUMMARY IS LOCATED ON THIS WEB SITE. YOU MAY ALSO WISH TO VISIT ONE OF THE ENROLLMENT SITES (SEE ATTACHED SCHEDULE) OR CONTACT EMPLOYEE BENEFITS DIRECTLY AT 630-1314.

IV. RETIREMENT

A. Retirement Benefits Summary

FLORIDA RETIREMENT SYSTEM, JACKSONVILLE RETIREMENT SYSTEM, & DEFERRED COMPENSATION (457 ACCOUNT)

The following information highlights benefits relating to retirement options for Elected Officials, and Appointed Officials and employees. Detailed information regarding each benefit can be found on the employees' web site known as the Portal. Additional documents have also been included in this manual.

FLORIDA RETIREMENT SYSTEM (Elected Officials Only)

Contribution

Initially, Elected Officials are required to participate in the Florida Retirement System (FRS). A Council Member does have the option to withdraw from FRS, providing he/she does so in writing to FRS within six months of the date they took office. The City currently contributes 43.24% to FRS for City Council Members, as well as a 6.2% employer contribution to Social Security and 1.45% contribution for Medicare.

Benefits

Officials can vest after 6 years in office and earn a retirement benefit based on an accrual rate of 3% per year of service. See website: http://dms.myflorida.com/human_resource_support/retirement

JACKSONVILLE RETIREMENT SYSTEM (Option for all Officials and Employees; Membership for Elected Officials is only permitted if FRS Membership has been withdrawn in writing to FRS within the first 6 months of office)

Contribution

Employees contribute 8% of their salary for a retirement plan and the disability program (7.7% for pension contribution and .03% for the disability program) in lieu of participation in Social Security. Neither the City nor the employees who are members of the Jacksonville Retirement System contribute to or participates in Social Security. The City currently contributes 31.90% to JRS for each member, as well as a 1.45% contribution to Medicare (for employees hired after April 1986). Appointed employees who do not wish to participate in the Jacksonville Retirement System may opt out and will contribute to and be covered by Social Security only. See website from the City Portal: <http://inside.coj.net/af/ret/default.aspx>

Benefits

The Jacksonville Retirement System has two options: a Defined Benefit Plan and a Defined Contribute Plan. A Defined Benefit Plan offers retirement benefits based on years of service and age; the employee pays a fixed contribution each pay period. A Defined Contribution Plan is an investment plan and retirement benefits are based on the amount of money the employee has contributed to the fund and the rate of return on investments the employee selected.

DEFERRED COMPENSATION (457 ACCOUNT)

Employees are provided the opportunity to contribute funds via payroll deduction to a 457 account of their own. Currently, the City has one provider for this type of tax-deferred savings plan. See website from the City Portal: <http://www.coj.net/departments/central-operations/human-resources/employee-information/employee-information.aspx>

V. ALLOWANCE, EQUIPMENT, & TRAVEL

A. Communications Allowance Policy

(Page 1 of 3)



OFFICE OF THE CITY COUNCIL

COMMUNICATIONS ALLOWANCE POLICY

Section 10.105(c) Jacksonville Ordinance Code

Effective August 12, 2014, the City Council approved Ordinance 2014-410-E (attached) to revise the mobile or converged communications device policy which provides fixed allowances for City Council Members upon request. This policy provides a uniform communications allowance to be paid monthly to participating Council Members.

AMOUNT AND TERMS OF PAYMENT

Council Members and authorized members of staff who maintain cellular telephone service may receive a monthly allowance for a calling plan and/or data plan, not to exceed \$100.00 per month. Additional monthly charges for a texting plan may be included, providing the additional charges do not cause the allowance to exceed the maximum allowed.

Allowances will be paid the first payday of each month for the previous month. (EXAMPLE: The allowance for service(s) for the month of July will be paid the first payday in August.) In addition, allowances will only be paid for each full month of service. If a Council Member or staff member terminates employment prior to the end of a month, no Communications Allowance will be paid for that month. (EXAMPLE: Termination of employment on June 16th would result in no Communications Allowance paid for the month of June.)

REQUEST DEADLINE & PAYMENT SCHEDULE

The "Annual Request" period coincides with the City Council Year. Therefore, annual requests are due by July 1st and expire on June 30th of the following year. Although these requests are submitted annually on the first day of a Council Year, eligible participants may request the allowance at any time during the year. However, off-schedule requests must be received no later than the 1st day of the month for which the allowance is being requested and all requests expire June 30th, regardless of the date the request originated. Nothing in this policy authorizes retroactive payment for allowances that are not requested and approved prior to established deadlines. EXAMPLE: If an eligible participant requests an allowance beginning with the month of October, the request form is due no later than October 1st and expires June 30th of the following year. The allowance will be paid the first payday in November.

A. Communications Allowance Policy

(Page 2 of 3)

Office of City Council
Communications Allowance Policy
Page 2

Upon receipt and approval of the *Communications Allowance Request* form, a communications allowance will continue to be paid the first payday of each month for service(s) for the previous month (ending June 30th of each year) unless one of the following occurs:

- a. The participant requests to discontinue receiving the allowance.
- b. The participant notifies the Director/Council Secretary that a service will be terminated.

It is the participant's responsibility to notify the Director/Council Secretary immediately if the telephone number and/or rate plan is changed or the service is terminated. It is also the participant's responsibility to submit a new request form including required documentation prior to the end of each Council Year in order for the allowance to continue.

ALLOWANCE REQUEST FORM

The *Communications Allowance Request* form (attached) must be completed, signed, and submitted in accordance with this policy prior to the payment of any allowance. By signing this form, participants certify and acknowledge the following information:

- a. Receipt of this policy.
- b. Each service is currently active.
- c. The deadlines for submitting request forms.
- d. The notification requirement to the Director/Council Secretary immediately upon change of the telephone number, rate plan, or termination of service.
- e. The City's right to verify service(s) at any time.

In order to receive the allowance(s), an eligible participant must complete and sign the *Communications Allowance Request* form and submit it to the Director/Council Secretary no later than June 30th of each year (Council Year: July 1 – June 30). A copy of the participant's current bill for the cellular/converged device service showing the service provider's name, type(s) of service, rate plan(s), participant's name, cellular telephone number, and billing date must be attached.

A. Communications Allowance Policy

(Page 3 of 3)

Office of City Council
Communications Allowance Policy
Page 3

CHANGE OR TERMINATION OF SERVICE FORM

A participant receiving the communications allowance must notify the Director/Council Secretary immediately upon any change or termination of the service for which the allowance is being received. The *Communications Allowance Change of Service* form (attached) must be completed, signed, and submitted to the Director/Council Secretary immediately to ensure the service(s) can be verified and that no allowances are paid to the participant for terminated/cancelled service(s). If the service was changed, a copy of the participant's cover page of their first bill reflecting the change(s) must be submitted immediately upon receipt. The service provider's name, type(s) of service, rate plan(s), participant's name, cellular telephone number, and billing date must be attached.

VERIFICATION

The City reserves the right to verify service(s) at any time to ensure allowances are not overpaid or paid for terminated/cancelled service(s). In order to do so, it is required that participants make the Director/Council Secretary immediately aware of any changes to service(s) that would prevent this verification, i.e. changing the telephone number, cancelling/terminating service, changing providers, etc.

Revised 8/14/2014
Revised 6/29/2011
Approved 8/16/2005

EXHIBIT 7 – Communications Allowance Request Form



OFFICE OF THE CITY COUNCIL

COMMUNICATIONS ALLOWANCE REQUEST

Name: _____ Cellular Telephone #: _____
Print Name

Department #: _____ Employee ID #: _____

Mark Selection(s)

_____ I request a monthly communications allowance* in the amount of \$_____ (not to exceed \$100) for the City Council Year ____/____ in accordance with Chapter 10, *Ordinance Code* for mobile and/or converged data device telephone service.

I have been given a copy of the City Council Communications Allowance Policy. I certify that each service selected above is currently active. I understand that this request will expire on June 30th and that a new request form must be submitted before July 1st to continue receiving the allowance(s). I will notify the Director/Council Secretary in writing immediately upon changing the telephone number, rate plan, or termination of this service. By my acceptance of the allowance(s), the City reserves the right to verify service(s) at any time.

Signature

Date

Approved by Director/Council Secretary

Date

* Monthly Allowances are paid the first payday of each month for the previous month.

EXHIBIT 8 – Communications Allowance Change Form



OFFICE OF THE CITY COUNCIL

**COMMUNICATIONS ALLOWANCE
CHANGE OR TERMINATION OF SERVICE**

Name: _____
Print Name

Cellular Telephone #: _____

Department #: _____

Employee ID #: _____

Mark Selection(s)

_____ The service(s) for which I receive a communications allowance will change effective _____ in the following manner:

_____ The service(s) for which I receive a communications allowance will be terminated effective _____.

I hereby notify the Director/Council Secretary of change(s) or termination of service(s) for which I receive a communications allowance. I certify that the change(s) or termination occurred on the effective date noted above.

Signature

Date

Approved by Director/Council Secretary

Date

B. Equipment Provided & Annual Inspection Procedure and Requirements

EQUIPMENT PROVIDED

In addition to standard office supplies, each Council Member will be issued the following equipment:

- (a) Computer for City Council Office
- (b) Printer for City Council Office

Council Members are responsible for all equipment and supplies issued to them. Routine inspections are conducted throughout the year to ensure that all City-issued property is working and accounted for. If any City-issued equipment requires service, a request should be made to Steve Cassada, Information Systems & AV Manager, by calling 630-4482 or via email to SCASSADA@coj.net. No Council Members or staff members are permitted to make repairs or to contract services for repairs to City-issued equipment. *Note: No City-issued equipment shall be removed or replaced without prior notification to the City Council Property Officer, Laura Dyer, Executive Administrator.

ANNUAL INVENTORY CERTIFICATION

Each year, normally during the month of July, the Ordinance Code requires the City Accounting Division to generate a report for certification that includes all City-acquired equipment, furniture and other property items. It is the responsibility of each department to locate the items listed on the annual report, prior to the imposed deadline. The Executive Administrator for the Office of City Council performs this task for annual and routine certification. It is important that any City-issued equipment can be produced immediately upon request.

SURPLUS OR TRANSFER OF PROPERTY ITEMS

When property items, whether tagged or untagged, are no longer needed, they are either transferred to another City agency or transported to the surplus yard for auction. A Transfer or Disposal of Personal Property or Surplus Material form must be completed, signed by the Executive Administrator, Chief of Administrative Services, and Council Director. Neither Elected Officials nor employees are allowed to purchase City-acquired items prior to surplus. However, the City surplus yard does hold noticed auctions at which City items can be purchased.

EXHIBIT 9 – Receipt/Acknowledgement for Equipment Form

Equipment Verification Form

Doe, John

The following CHECKED items are in my possession as of the date signed below:

<i>Item</i>	<i>ID Number</i>	<i>Description/Comments</i>
<input type="checkbox"/> PRINTER	999995	HP Ofc Jet 1150C
<input type="checkbox"/> COMPUTER	999996	VA# 000
<input type="checkbox"/> COMPUTER	999997	VA# D999 - Laptop
<input type="checkbox"/> MONITOR	999998	Flat Screen
<input type="checkbox"/> WORKSTATION	999999	Desk

Signature

Date

C. Travel Procedures & Requirements

CITY COUNCIL TRAVEL PROCEDURES AND REQUIREMENTS Rev. December 29, 2014

TRAVEL PROCEDURES

In order to adhere to local, state, and federal laws, the following policy outlines the requirements for all City Council related travel.

Travel Funds

Council Members may request to attend events that are held out of the city, for City Council business, providing that: 1) funding is available, and 2) they obtain prior approval by the Council President.

Travel Request Form

At least two weeks prior to travel, a Travel Request form (“Authorization for Council Member Travel” or “Special Assignment Travel”) must be completed by the traveler (Council Member). This form must be signed, dated, and submitted to the Executive Administrator who will verify availability of funds for travel for the current fiscal year.

Travel Expense Form

In addition to the Travel Request Form, the Council Member must complete a Travel Expense Form prior to traveling. Section I of this form is mandatory prior to travel. If an advance check for lodging, registration, or flight is needed, Section II of this form must be completed as well. The Name, Address, and Federal Tax ID# must be included for each expense in Section II. (Flights are arranged thru the City’s Travel Desk, located in the Accounting Division in Suite 375, City Hall.) Upon the return of the Council Member, Section III must be completed and signed by the traveler. All original receipts for any advance checks and for other expenses incurred while traveling must be attached.

Trip Report

Once the Council Member has returned, a “Trip Report” summarizing the benefits of the trip must be addressed and submitted to the Council President and copied to all Council Members and the Executive Administrator.

Travel Requirements

Executive Council Assistants (ECA) are responsible for making travel arrangements and preparing all travel forms for their Council Member. The forms are then submitted to the Executive Administrator for verification of funds. The Executive Administrator then routes the forms through various approval levels, including the Council Director and the Council President. Once authorization has been granted, the Executive Administrator submits the original documents to City Accounting and provides the ECA with a copy of the forms with authorization signatures.

Upon the traveler’s return, all original receipts, itineraries, schedules, airline tickets, and other supporting documentation must be submitted to the Executive Administrator, along with a newly revised Travel

Expense Form. (This action is required, whether or not any reimbursement is requested.) Section III of the form must be completed and the traveler must sign the bottom of the form. All supporting documentation must be attached. The Executive Administrator is responsible for reviewing the documentation to ensure compliance with the City of Jacksonville Travel Regulations and the City Ordinance Code.

Travel Expenses

There are strict laws governing travel expenses which can be found in Chapter 106 of the *Jacksonville Ordinance Code*. It is important to remember that the code requires the most economical means of travel. This includes things like the cost difference for driving to a destination versus air travel. If the destination is less than a 4-hour drive, flight would not be authorized unless the flight cost is less than the mileage reimbursement for driving. The following summarizes expenses for transportation, lodging, registration, and meals:

- a) The City Council has an American Express account to which flight expenses can be charged. In order to do so, flight arrangements must be made through the City's Travel Desk only. The Travel Desk will offer quotes for flights based on dates and times provided by the ECA. Should the traveler reject the flights offered, they may reserve their own flight. However, any flight arrangements made personally by the traveler must be paid by the traveler directly. Upon return of the traveler, reimbursement may be requested for the cost of the flight. However, the reimbursement cannot exceed the amount of the original quote offered by the Travel Desk.
- b) When driving a personal vehicle to a destination, mileage is reimbursed upon your return. Mileage is based on the current IRS mileage reimbursement allowance and includes fuel. The current mileage allowance is \$0.575 per mile. The number of miles to and from a destination is based on the City's approved mileage chart, which may differ from the actual miles put on the vehicle.
- c) Lodging arrangements are normally selected by the organization holding the event. Extended stays for personal reasons will not be reimbursed to the traveler. Additional charges such as telephone calls, mini-bars, movie rentals etc. are not reimbursable expenses. Baggage tips are reimbursable at a rate of \$2 at check-in and \$2 at check-out.
- d) Meals during the trip are determined by the time of day the traveler leaves the City of Jacksonville and the time of day they return. Currently, breakfast is reimbursed at a rate of \$10, lunch at a rate of \$14, and dinner at a rate of \$26. No receipts are required for meal reimbursement.
- e) Parking, taxi, tolls, and other expenses required of the traveler to attend the event will be reimbursed if the traveler provides an original receipt showing the date and amount of the expense.

Reimbursement

Travel reimbursements are paid via direct deposit to the traveler's bank account. Checks are only issued for travelers who do not have direct deposit for paychecks. If checks are issued, the Executive Administrator will retrieve the check from Treasury and deliver it to the ECA or Council Member. If the ECA is contacted by Treasury in error regarding a check that is ready for pick-up, the ECA is not authorized to pick up the check and should notify the Executive Administrator immediately.

**TRAVEL PROCEDURES
STEP BY STEP**

1. Does the Council Member want to use City funds to Travel?

YES.

- a) Complete the “*Authorization for Council Member Travel*” Memo. Estimate the total cost of the trip and complete each line.
- b) Complete Section I of the “*Travel Form*” (also called Travel Expense Form).

2. Is the Council Member requesting advanced funds for flight, lodging, or registration fees?

NO.

- a) Submit both the *Authorization for Council Member Travel* Memo and *Travel Expense Form* to Laura Dyer, along with any information outlining the trip.

YES.

- a) Complete Section II of the *Travel Expense Form* including the name, complete street address, and Federal Tax Identification Number of the entity you wish to make the check payable to. Enter the amount of the check requested to the right, next to the appropriate field associated with the charge. If the charge is for flight, arrangements must be made through the City’s Travel Desk in order for the City to pay the flight cost in advance. Checks are not issued for flight expenses, the City authorizes charges to a City credit card. No other agencies are permitted to charge to this account. Therefore, flight arrangements made through other entities must be paid by the Council Member, who can in turn request reimbursement upon their return, providing they have a receipt. No reimbursements are granted until the traveler returns with confirmation of attendance.
- b) Submit both the *Authorization for Council Member Travel* Memo and *Travel Expense Form* to Laura Dyer, along with registration forms and any other information outlining the trip.

3. When the Council Member returns, Section III of the *Travel Expense Form* must be completed, whether or not reimbursement is requested. Does the Council Member wish to be reimbursed any expenses?

NO.

- a) Complete the times at the top left corner of Section III. These times represent the time of day the traveler left Jacksonville and the time of day the traveler returned. **Dates are not entered in these fields.** Next, enter each date of travel at the top of the columns for Section III. (Remember: Times of day in the left corner and dates at the top of the columns.)
- b) Enter the expenses prepaid (i.e. flight, lodging, registration) on the appropriate line. (Since no reimbursement is being requested, enter the exact amount of advance checks.)

- c) Attach the agenda/ itinerary, hotel receipt showing a balance of -0-, and airline ticket stubs as receipt for payment via City check.
- d) Have the Council Member sign and date the bottom right signature line of the form and submit to Laura Dyer.

YES.

- a) Complete the times at the top left corner of Section III. These times represent the time of day the traveler left Jacksonville and the time of day the traveler returns. **Dates are not entered in these fields.** Next, enter each date of travel at the top of the columns for Section III. (Remember: Times of day in the left corner and dates at the top of the columns.)
- b) Enter the expenses (i.e. flight, lodging, registration, meals, parking) on the appropriate line.
- c) If mileage reimbursement is requested, enter the mileage from City to City located on the Out of City Mileage Chart.* The One-Way Trip miles shown on the chart are entered into the "TO DESTINATION" field. Likewise, the same One-Way Trip miles are entered on the "FROM DESTINATION" field.

If the event is held at a location other than the lodging location, the traveler is eligible for "VICINTY MILES" while traveling. A maximum of 15 miles for Vicinity Mileage is acceptable. (*Actual mileage from the odometer of the vehicle is not valid. Copies of City Mileage Charts can be obtained from Laura Dyer if you do not have one.)

- d) Attach receipts for all expenses (excluding meals which are paid at a set rate). Also required are the agenda/itinerary, hotel receipt showing a balance of -0-, and airline ticket stubs (if air travel was used) as receipt for payment. Receipts are required, whether expenses are prepaid via City check or paid with personal funds with reimbursement.
- e) Have the Council Member sign and date the bottom right signature line of the form and submit to Laura Dyer.

NOTE: ALL RECEIPTS LESS THAN 8.5" x 11" PAPER MUST BE TAPED ON ALL FOUR SIDES TO A BLANK SHEET OF PAPER. NO BITS OF PAPER ARE ACCEPTED DUE TO THE NUMBER OF PHOTOCOPIES MADE BY CITY COUNCIL AND CITY ACCOUNTING PERSONNEL.

For actual Travel Procedures and Requirements, see more detailed information in the Jacksonville Ordinance Code and the City's Travel Instructions. Please see Laura Dyer for assistance.

EXHIBIT 10 – Travel Authorization Form – Council Related



OFFICE OF THE CITY COUNCIL

AUTHORIZATION FOR COUNCIL MEMBER TRAVEL

DATE: <Insert Date>

TO: <Insert Council President's Name>, Council President

FROM: <Insert Council Member's Name>, District ____

REQUEST FOR TRAVEL TO (City, State): _____

DATE(S) OF TRAVEL: _____

PURPOSE OF TRAVEL: _____

APPROXIMATE TOTAL COST (include lodging, transportation, registration & meals): \$ _____

TRAVEL EXPENSES INCURRED FOR FY 2014/2015

Cheryl L. Brown, Director

APPROVED:

DISAPPROVED:

Council President's Signature

Date

EXHIBIT 11 – Travel Authorization Form – Special Assignment



OFFICE OF THE CITY COUNCIL

SPECIAL ASSIGNMENT TRAVEL

DATE: <Insert Date>

TO: <Insert Council Member's Name and District or Group>

FROM: <Insert Council President's Name>, Council President

I am requesting that you attend the following as a special assignment:

DESTINATION (City, State): _____

DATE(S) OF TRAVEL: _____

PURPOSE OF TRAVEL: _____

RELATES TO: _____

APPROXIMATE TOTAL COST (include lodging, transportation, registration & meals): \$ _____

<Insert President's Name>, Council President

Date

EXHIBIT 12 – Travel Expense Form

CITY OF JACKSONVILLE TRAVEL FORM						VP#	
SECTION I APPROVAL TO TRAVEL							
TRAVELERS NAME: _____		DESTINATION: _____		TRAVEL DATES: FR. _____		TO _____	
DEPT./DIVS.: Jacksonville City Council		INDEX: CCDE011AD	SUB-OBJ.: 4002	REASON: _____			
APPROVING _____		ESTIMATED TOTAL: _____		Employee Number _____			
AUTHORITY: _____		TOTAL EXPENSE NOT TO EXCEED: \$0.00	ADVANCED CHECK NOTIFICATION: Laura Dyer		PHONE: 630-1403		
PRINT NAME: Clay Yarborough, Council President		DATE: _____	ADDITIONAL INFO. CONTACT: _____		PHONE _____		
SECTION II ADVANCE REQUEST							
MAKE CHECK PAYABLE TO: _____		SOURCE DOC. _____	AMOUNT _____		ACCOUNTING AUDIT: _____ DATE: _____		
FURNISH; TAX ID NUMBER, NAME AND COMPLETE ADDRESS: _____		_____	\$ _____ FLIGHT				
_____		_____	\$ _____ TRANSPORTATION: OTHER THAN FLIGHT				
_____		_____	\$ _____ LODGING				
_____		_____	\$ _____ REGISTRATION:				
_____		_____	\$ _____ *COPY OF AD AND REGISTRATION REQUIRED				
PAYABLE TO TRAVELER _____		_____	\$ _____ MEALS		BALANCE FOR OTHER EXPENSES 0.00		
_____		_____	\$ _____ *TRAVEL MUST BE 5 DAYS OR LONGER				
TOTAL ADVANCES \$		0.00					
**ALL ADVANCES MUST BE REPORTED ON THE EXPENSE SECTION OF THIS FORM AND JUSTIFIED WITH PAID RECEIPTS.							
SECTION III EXPENSE REPORT ATTACH ORIGINAL PAID RECEIPTS							
DATE & HOUR OF TRAVEL		DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: _____	
Time of Departure: _____ am pm							
Time of Return: _____ am pm							
		AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	TOTALS
TRANSPORTATION (Airline Only)		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
LODGING (SINGLE ROOM)		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
REGISTRATION:		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
MEALS -PER-DIEM \$50		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
BREAKFAST \$10 - DEPART before 8am RETURN after 8am		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
LUNCH \$14 - before 12pm after 2pm		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
DINNER \$26 - before 6pm after 8pm		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
PARKING		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
TAXI		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
COMMUNICATION (BUSINESS)		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
TOLLS		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
BAGGAGE TIPS - requires authorizing memo for more than \$2 in/out		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
Taxes _____		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	
AUTO MILEAGE:		TO DESTINATION		FROM DESTINATION	TOTAL MILES		
TO & FROM DESTINATION		_____		_____	0	MULTIPLIED	\$ 0.00
VICINITY MILES		_____		_____	0	BY THE CURRENT	\$ 0.00
AIRPORT MILES (LIMIT 15 EACH WAY)		_____		_____	0	RATE PER MILE	\$ 0.00
DRIVER LICENSE CERTIFICATION		YES		NO			
I HEREBY CERTIFY OR AFFIRM THAT THIS TRAVEL CLAIM IS TRUE AND CORRECT IN EVERY MATERIAL MATTER, THAT EXPENSES WERE ACTUALLY INCURRED BY THE TRAVELER AS NECESSARY TRAVEL EXPENSES IN THE PERFORMANCE OF OFFICIAL DUTIES, AND THAT SAME CONFORMS IN EVERY RESPECT WITH THE REQUIREMENTS OF CHAPTER 106, PART 7, OF THE ORDINANCE CODE OF THE CITY OF JACKSONVILLE.						TOTAL EXPENSES \$	0.00
						LESS ADVANCES \$	0.00
						CITY REFUND \$	0.00
						TRAVELER REFUND \$	0.00
						REIMBURSEMENT \$	0.00
APPROVED BY: _____		DATE: _____	TRAVELER SIGNATURE: _____		DATE: _____	ACCOUNTING AUDIT: _____ DATE: _____	
PRINT NAME: Clay Yarborough, Council President		PHONE: 630-1389	PRINT NAME: _____		PHONE: _____		

EXHIBIT 13 – Out of City Mileage

(Page 1 of 4)

OUT OF CITY MILEAGE	ONE WAY TRIP	ROUND TRIP
JACKSONVILLE TO:	FLORIDA CITIES	
Altamonte Springs	125	250
Amelia Island	44	88
Apalachicola	231	462
Arcadia	239	478
Barton	200	400
Bartow	189	378
Belle Glade	286	572
Blountstown	212	424
Boca Raton	303	606
Bonifay	254	508
Boynton Beach	290	580
Bradenton	227	454
Bristol	207	414
Bronson	94	188
Brooksville	147	294
Bunnell	68	136
Bushnell	133	266
Callahan	25	50
Cape Canaveral	148	296
Captiva Island	359	718
Chattahoochee	203	406
Chipley	246	492
Clearwater	197	394
Cocoa	153	306
Coral Gables	348	696
Crawfordville	178	356
Crescent City	78	156
Crestview	309	618
Cross City	113	226
Crystal River	143	286
Dade City	155	310
Daytona Beach	89	178
Deerfield Beach	315	630
Defuniak Springs	281	562
Deland	100	200
Delray Beach	295	590
Destin	331	662
Disney World	166	332
Fernandina Beach	33	66

EXHIBIT 13 – Out of City Mileage

(Page 2 of 4)

Flagler Beach	72	144
Fort Lauderdale	320	640
Fort Myers	286	572
Fort Pierce	221	442
Fort Walton Beach	314	628
Gainesville	69	138
Green Cove Springs	27	54
Greenelefe	183	366
Haines City	180	360
Hialeah	343	686
Highlands	394	788
Hilliard	35	70
Hollywood	327	654
Homestead	371	742
Inverness	126	252
Jacksonville Beach	18	36
Jasper	89	178
Jupiter	250	500
Key Biscayne	374	748
Key West	498	996
Keystone Heights	49	98
Kissimmee	152	304
Labelle	274	548
Lake City	60	120
Lake Butler	53	106
Lake Buena Vista	166	332
Lakeland	180	360
Lakeworth	284	568
Largo	225	450
Leesburg	123	246
Live Oak	83	166
Longwood	140	280
Macclenny	29	58
Madison	111	222
Maitland	145	290
Marco Island	370	740
Marianna	227	454
Marineland	58	116
Mayo	100	200
Melbourne	174	348
Merritt Island	160	320
Miami	345	690
Miami Beach	342	684
Milton	339	678
Miramar	327	654
Monticello	141	282
Moore Haven	276	552
Mount Dora	144	288

EXHIBIT 13 – Out of City Mileage

(Page 3 of 4)

Naples	322	644
New Smyrna Beach	104	208
North Miami Beach	333	666
South Miami Beach	335	670
Ocala	95	190
Okeechobee	240	480
Orange Park	14	28
Orlando	147	294
Palm Beach Gardens	280	560
Palm Coast	60	120
Panama City	261	522
Pensacola	354	708
Perry	126	252
Plant City	180	360
Pompano Beach	311	622
Ponte Vedra	15	31
Port St. Joe	253	506
Punta Gorda	264	528
Quincy	185	370
Raiford	45	90
Sanford	118	236
Sarasota	240	480
Sebring	219	438
St Augustine	39	78
St Johns County	33	66
St Petersburg	210	420
Starke	43	86
Stuart	239	478
Tallahassee	163	326
Tampa	190	380
Tavares	119	238
Temple Terrace	196	392
Titusville	134	268
Trenton	98	196
Vero Beach	207	414
Wauchula Springs	178	356
Wauchula	215	430
West Palm Beach	277	554
Winter Haven	180	360
Winter Park	135	270
Yulee	25	50
Zephyrhills	185	370

EXHIBIT 13 – Out of City Mileage
 (Page 4 of 4)

JACKSONVILLE TO:

GEORGIA CITIES

Atlanta	362	724
Athens	383	766
Brunswick	72	144
Crystal River	127	254
Macon	265	530
Marietta	368	736
Savannah	154	308
St Simons Island	76	152
Kings Bay	70	140

JACKSONVILLE TO:

OTHER

Alexandria Virginia	699	1398
Astor Park	160	320
Avon Park	215	430
Bal Harbour	351	702
Charleston SC	244	488
High Point NC	479	958
New Orleans LA	549	1098
North Charleston SC	220	440
O'Leno State Park	80	160
Raleigh NC	467	934
Treasure Island	220	440
Virginia Beach	641	1282
Washington DC	708	1416

EXHIBIT 15 – Travel Advance & Expense Report Check Lists

(Page 1 of 2)

TRAVEL ADVANCE CHECK LIST

Please review to ensure the following fields have been completed for Section I of the travel form.

- The traveler's name
- The destination (City, State)
- The dates of the travel
- The department name
- The index code of the department
- The sub-object for travel funding (04002)
- The reason for travel
- The estimated total
- Contact (name and phone number for person completing the form)

Please review to ensure that all information has been completed for Section II of the travel form. (*The travel form must be approved by the approving authority prior to confirming arrangements*)

- The quoted price from the City's Travel Desk
- The name, address, telephone number, Federal Tax Identification Number, and the quoted amount for lodging have been completed.
- The name, address, telephone number, Federal Tax Identification Number, and registration amount have been completed.

Backup Documentation Required

- Copy of registration form
- Any other documentation regarding the trip (agenda/itinerary)

EXHIBIT 15 – Travel Advance & Expense Report Check Lists
(Page 2 of 2)

EXPENSE REPORT CHECK LIST

Items to collect to complete Travel Expense Form upon return

- Airline boarding pass(es), (include receipt for ticket if paid by Traveler)
- Hotel receipt showing a paid -0- Balance
- Copy of the Registration form
- Copy of Itinerary
- Parking Receipts
- Taxi/Toll Receipts
- Rental Car and Gasoline Receipts with a paid –0- Balance
- Any other documentation regarding the trip (Must receive refund checks owed to the city before submitting request for final reimbursement.)

Organizing the Information

- Tape all documentation from transportation on one page of paper
- Tape all the documentation from lodging on one page of paper
- Tape all the documentation from parking on one page of paper
- Tape the taxi documentation on one page of paper
- Any miscellaneous documentation on another page of paper

Please review to ensure all required information has been completed in Section III

- Date & Hour of Travel, From/To section for **time must be completed** (Determines meal reimbursement)
- Dates
- Transportation
- Lodging (Broken down by day)
- Registration
- Meals per diem (Broken down by day)
 - Breakfast (must depart for travel before 6 am / and return after 8 am)
 - Lunch (must depart for travel before 12pm / and return after 2 pm)
 - Dinner (must depart for travel before 6 pm / and return after 8 pm)
- Parking (Broken down by day)
- Taxi (Broken down by day)
- Communication (Business) (Broken down by day)
- Tolls (Broken down by day)
- Baggage Tips (\$2 per way)
- Auto Mileage (Please reference the City’s approved List of auto mileage)
- The traveler has **signed and dated.** (initials and electronic copies are not acceptable)
- Approving authority has **signed and dated.** (initials and electronic copies are not acceptable)

EXHIBIT 16 – Travel Regulations

(Page 1 of 12)

CONSOLIDATED GOVERNMENT TRAVEL REGULATIONS

PART 1. GENERAL PROVISIONS

1.01 Purpose; authority. This manual is issued by the Director of Administration and Finance to implement the provisions of Part 7, Chapter 106 Ordinance Code of the City of Jacksonville. These travel regulations are issued under the authority of Section 106.702 O. C., and are applicable to those offices, departments or agencies as listed in s. 106.103(h). The Department of Administration and Finance is responsible for the proper administration of Chapter 106 Part 7. This responsibility involves determining whether claims for travel expenses are in accordance with the law and these travel regulations, disallowing or recommending the disallowance of improper claims and seeking reimbursement of improperly claimed and paid travel expenses.

1.02 Reference applicable to amendments. Whenever a reference is made to these regulations or a portion thereof, the reference shall apply to and be construed to include all amendments, supplements and revisions as promulgated by the Director of Administration and Finance.

1.03 Scope. The travel regulations shall apply to all City and Independent Agencies using Part 7, Chapter 106.O.C. as authority to pay or reimburse for expenses of persons traveling on official business of an agency. Waivers to or modifications of these regulations are not permitted unless authorized by law or by the Director of Administration and Finance, as stipulated by published supplements to this document. No authority, authorization or permission may be assumed if it does not appear in the travel regulations.

1.04 Definitions. In the travel regulations:

(a) the terms agency, approving authority, common carrier, conference, traveler and household goods and personal effects have the meanings given to them by 106.701, O.C.

(b) a chartered vehicle is any vehicle for hire, including an aircraft, a vessel, a bus or any other conveyance hired to transport persons, with baggage, equipment and material, from the City to another destination, specifically for this purpose and not as a part of a scheduled route.

(c) Department means the Department of Administration and Finance of the City of Jacksonville.

(d) Director means the Director of Administration and Finance.

(e) O.C. means the Ordinance Code of the City of Jacksonville.

(f) overnight means that the traveler is actually or constructively in a travel status during the hours from 8:00 p.m. to 6:00 a.m..

(g) principal workplace means that public office, public building or public facility where the traveler performs most of his official duties or, where he reports to receive instructions and to be paid.

(h) 7-106 means Part 7, Chapter 106, Ordinance Code of the City of Jacksonville.

(i) vicinity mileage means mileage driven by a traveler at the travel destination in connection with official business, and mileage to and from the terminal of a common carrier.

(j) travel regulations include all of the text of this manual, and changes promulgated and issued as supplements to this manual.

EXHIBIT 16 – Travel Regulations

(Page 2 of 12)

1.05 Travel defined. Only those incidents that require a traveler to leave the City (Duval County) to conduct official business for the City or Independent Agency, are considered Atravel,@ or as detailed in 106.710.O.C. Official travel status encompasses the time from the departure from a traveler=s home or principal workplace to his arrival back to his home or principal workplace, unless he conducts personal business unconnected with the authorized purpose of his trip. During the time of this Aunofficial business,@ the traveler is considered in non travel status not entitled to any of the provisions of Part 7, Chapter 106 of the Ordinance Code; provided, that a traveler will not be considered in a non travel status if, in the opinion of the approving authority, the unofficial business is conducted incidentally to the official business and separating the two periods would be impractical.

1.06 Forms. The form to be used in authorizing and documenting travel is illustrated in Part 6. This form may be locally produced by the using agencies according to current technology but, must be presented to the Department with proper authorization signatures. Electronic transmission, instead of a signed copy of this approved form, is currently not authorized.

1.07 Designation of travel coordinator. Each department or agency director shall name a person to coordinate the travel for the department. This person will be responsible for submitting the required information with authorized forms to the Department for processing. This person will be the contact between the traveler, travel vendors and the Department, and should be familiar with all rules and regulations regarding travel. This does not preclude the assignment of other persons to make the travel arrangements within an area of operations and provide the documentation to the department/agency coordinator.

Part 2. AUTHORIZATION TO

TRAVEL; TRAVEL ADVANCES

2.01 Approval for travel. No traveler may be reimbursed for travel expenses unless, prior to such travel, the approving authority has authorized and approved the travel. Authorization to travel shall be shown in the Approvals to Travel@ portion (Section I) of the Travel Form. The approving authority is as defined in 106.701(b), O.C.

2.02 Approving authorities to permit only lawful travel. Only Travel for a public purpose connected with the duties, responsibilities and mission of the approving authority shall be authorized. Other travel for personal reasons, or for a purpose not supported by the mission of an agency may not be approved for payment from public funds. This will not prevent an authority from authorizing travel for any lawful purpose at no cost to the consolidated government.

2.03 Joint approvals. Two or more approving authorities may authorize travel, when such travel is for a public purpose connected with the mission of each approving authority. The cooperating authorities will determine the method by which the traveler will be reimbursed. Never shall joint approval of travel be construed as authority for reimbursement of payment of travel expenses in any amount greater than that which could be claimed if the travel had been conducted for only one approving authority.

2.04 Travel advances.

(a) Authorized expenses. An approving authority may authorize an advance to cover the anticipated cost of the travel. The amount of the advance may include the quoted costs of:

(1) transportation by common carrier, payable to the common carrier,

EXHIBIT 16 – Travel Regulations

Page 3 of 12

(2) lodging, at the single room rate, payable to the provider,

(3) registration fees payable to the sponsor of the conference, and

(4) meals, at the per diem rate, if travel is expected to last five full days or longer, payable to the authorized traveler,

for the traveler and any person transported in the care and custody of the traveler in the performance of the traveler's official duties. The advance shall be *estimated* according to Part 3.

No other expenses shall be authorized or included in the advance. In extraordinary cases, the Director may authorize the traveler to use cash to pay for transportation and lodging expenses instead of checks payable to the providers. In no case will cash be provided for the purpose of paying registration.

A traveler who is provided with a cash advance shall be personally liable for the amount thereof.

(b) How authorized. Using the form illustrated in Part 6.08, an approving authority, will authorize the travel on Section I, and may prepare and submit to the Department a request for travel advance per Section II of the same form. The Department, for those agencies using the financial services of the Department, will audit the request for accuracy and may correct any errors before the checks are drawn. The checks will be returned to the approving authority after signature by the Treasurer. The approving authority accepts responsibility and accountability for the advances and, at this point, the traveler becomes responsible to the approving authority for the final accounting of the expenses of the travel. This accounting, by the traveler, shall be made within five (5) working days of the completion of the travel. The traveler shall return to the approving authority:

(1) the amount of the cash advance that was not expended on lawful travel expenses, and

(2) receipts, tickets and other documentary evidence of the amount that was expended, as required by Part 6, except that receipts for meals are not necessary.

The amount of cash returned plus the cash total of the documentary evidence shall equal the amount originally advanced. If such amounts do not equal, the traveler will provide an affidavit that clearly states the travel expense that was paid by the difference.

If advance checks were drawn to the providers of transportation and lodging, the traveler's copy of the transportation ticket and the original detailed paid receipt provided by the lodging establishment must be attached to and become part of the travel form. In the event that the travel is not performed, or the cost of those items for which advances were made is less than the advance, the traveler is responsible to the City or approving authority for the return of any funds due from the common carrier, conference sponsor or lodging establishment. When a non-refundable ticket is ordered and then is not used, it is the responsibility of the traveler to notify the travel coordinator of his department or agency. This person will call the travel agent to notify them of the unused ticket. The ticket will then be picked up by the travel agent for credit against a future trip by the same traveler. The new travel date must be within one year from date of issuance of the returned ticket. This is in compliance with air line policies. Failure to comply with this regulation does not release the authorizing agency from the liability for the requested ticket.

EXHIBIT 16 – Travel Regulations

Page 4 of 12

PART 3. REIMBURSABLE

TRAVEL EXPENSES

3.01 Purpose of Part 3. The purpose of this part is to define which expenses incurred by a traveler will be considered reimbursable travel expenses, and to prescribe the methods by which the reimbursable amounts will be determined. It is the responsibility of the traveler to claim reimbursement only for the official travel, and the necessary expenses of that travel in the performance of official business.

3.02 Constructive point of origin. In the case of travel by:

(a) common carrier (excluding a rental automobile), travel will originate at the place where the traveler boards the conveyance, with mileage to and from such place as provided in Part 3.11.

(b) motor vehicle (including a rental automobile), travel will originate:

(1) in the case of a traveler who is an officer or employee, at City Hall, or, at the traveler=s home, whichever is the lesser actual mileage to the destination.

(2) For any other traveler, at the traveler=s home or place of business, or at the place the travel commenced, whichever is the lesser actual mileage to the destination.

3.03 Constructive travel time. Travel will be deemed to have commenced, the shorter of the time the traveler actually began travel, or the latest time reasonably possible to arrive at the destination at the time required to accomplish the purpose of the travel.

The same constructive travel time will be applied in the return of the traveler. The purpose of applying this constructive travel time regulation is to assure that the traveler spends the least possible time on official travel. If personal business is conducted during the travel, reimbursement for lodging and meals shall be based on and approved for only the constructive travel time as determined by this section, for the official travel.

3.04 Most direct routes of travel; official maps. Reimbursement for transportation expenses will be allowed only for the distance necessary, or the most direct route of travel to accomplish the official business of the traveler. The most current maps used by the State Department of Transportation will be the official reference for distances and mileage. In case of questioned distances and mileage, the official maps will be final and conclusive upon all approving authorities and travelers.

3.05 Mode of transportation, generally.

(a) Authorized modes. Travel on official business may be by a public motor vehicle, a common carrier, a chartered vehicle or a private motor vehicle.

Approving authorities shall designate the mode of transportation in advance of the travel. A public motor vehicle is preferred, followed by the other modes in the order listed. An approving authority should be prepared to justify the particular mode authorized. The cost of the transportation is not the sole criterion to justify a particular mode.

(b) Most economical mode. An approving authority shall designate the most economical mode of transportation for the travel to be performed based on the following:

EXHIBIT 16 – Travel Regulations

Page 5 of 12

- (1) the nature of the official business to be accomplished during the travel;
- (2) the time, to be taken by the traveler away from his duties in the City, the cost of transportation and the meals, lodging and incidental expenses estimated;
- (3) the number of persons who are traveling and the equipment and material that will be transported during the travel.

Approving authorities should approve only the number of travelers who are necessary to accomplish the purpose of the travel. Compliance with the Mayor=s Executive Order concerning the number of travelers will be required. The burden will be upon the approving authority to justify variances from this regulation.

3.06 Public motor vehicle. Travel by public motor vehicle will be performed according to rules promulgated by the Fleet Management Division. Currently the use of public motor vehicles for travel is prohibitive except in those cases where one has been provided to specific individuals. Therefore, the use of private motor vehicles, common carrier or chartered vehicles is necessary.

3.07 Common carrier. Travel by common carrier shall be authorized only at the coach fare rate, except that the first-class fare is authorized if coach fare is not available at the time the travel reservation was made or the ticket purchased. This must be certified in writing by the common carrier. This certification must be attached to the travel expense form when submitting for reimbursement.

The coach fare rate shall be that rate for the least expensive passenger travel on the common carrier, as stated in the carrier=s published tariffs. Where the common carrier is one of many carriers that provide the required transportation, the approving authority shall use the least expensive of all common carriers which were available and could provide the required transportation. If a traveler chooses to travel in an accommodation more expensive than coach without authorization by the approving authority, reimbursement shall be authorized only at the coach fare rate of the common carrier used.

3.08 Chartered vehicle. A chartered vehicle will be authorized by an approving authority when it is the most economical mode of transportation available. Usually this would be considered when there is a large or bulky amount of equipment or material to be transported, or, when there is a large group of travelers authorized to travel to the same destination. The transportation expense authorized by the approving authority shall be the cost of the charter, and incidental expenses applicable to the transportation of the authorized travelers in the chartered vehicle.

3.09 Private motor vehicle. A private motor vehicle may be authorized by an approving authority when there is no public vehicle or common carrier available, or would be less economical. Reimbursement for the use of a private vehicle will be according to Sec. 3.11.

3.10 Transportation furnished by another traveler. An approving authority shall not authorize or approve reimbursement for transportation expenses, whether actual or on a mileage basis, when a traveler is transported gratuitously by another traveler who is entitled to reimbursement for transportation expenses for the same travel. Without evidence to the contrary, it will be presumed that the traveler furnishing the transportation is entitled to reimbursement for the expenses of such transportation. The burden is on the traveler who is being gratuitously transported to show that he is, in fact, entitled to reimbursement for all or any portion of such transportation expenses. A statement of the facts shall be attached to the travel form. This statement shall be made under the same penalties of perjury as the travel form.

EXHIBIT 16 – Travel Regulations

Page 6 of 12

3.11 Mileage reimbursement out of City travel. If travel outside the City is authorized by private motor vehicle, reimbursement is authorized at the rate per mile recognized by the United States Internal Revenue Service (IRS) pursuant to current IRS rules and regulations, for the distance actually traveled on official business, including travel to and from the destination and necessary vicinity mileage while at the destination; provided, that if the total mileage from point of origin to the travel destination, not including vicinity mileage, exceeds four hundred miles, the mileage reimbursement shall be limited to the lesser of;

(a) the current IRS rate per mile for the entire distance including vicinity mileage; or

(b) the airline common carrier coach fare from the City to the airport nearest the point of a travel destination for all travelers using the private motor vehicle, plus the IRS rate per mile for mileage equal to the distance from the airport to the point of a destination and for vicinity mileage.

No other reimbursement for transportation expenses, except incidental expenses as described in Section 3.13 of these regulations, will be authorized or approved when a private motor vehicle is used.

When traveling by common carrier, the traveler may claim reimbursement for automobile travel from his principal workplace to the terminal of the common carrier and return. The distance to the Jacksonville International Airport and return will not exceed fifteen miles in each direction. The mileage shall be entered on the travel form for mileage reimbursement claimed under this section.

3.12 Mileage reimbursement in city travel. The travel regulations contained in Sections 3.04 through 3.11 are available for travel performed on official business within the City. An employee who uses his private vehicle on official business within the City is entitled to reimbursement at the current rate per mile established by the IRS, at the time the mileage occurs. These reimbursements are paid by an entry into the payroll system in accordance with the time entry instructions in the Time Entry Help module. The reimbursement will be made for any time period the approving authority decides, except that in the case of requirements of the union contracts that payment is made within certain time frames, the using authority will make every reasonable effort to comply. The approving authority may stipulate to the forms required to be filled out by the employee, but in each instance will be required to maintain proper records in compliance with the Internal Revenue Service Regulations. In the event of an IRS audit the employer must prove that the payment was for a reimbursement and not subject to taxes. In no event will the forms and proof of expenses associated with automobile reimbursement be submitted to the Department, but will be maintained in the records of the approving authority.

3.13 Incidental transportation expenses. Enumeration; Limitations. The following expenses incidental to transportation of the traveler may be reimbursed by the approving authority:

(a) taxi fares, if the traveler is traveling by common carrier, or by chartered vehicle incapable of being driven in the vicinity of the travel destination;

(b) ferry fares; bridge, road and tunnel tolls, with receipts;

(c) storage and parking fees; which may include drayage fees for equipment and material accompanying the traveler for official business;

(e) communications expenses, including charges for telephone, telegraph, radiotelephone, radiotelegraph, facsimile transfer and cable messages and service between the City and the travel

EXHIBIT 16 – Travel Regulations

Page 7 of 12

destination, between local points at the travel destination, and between the travel destination and other points on the travel itinerary, if necessary to confirm reservations or conduct official business.

(f) reasonable tips for transportation of baggage, not exceeding one dollar per bag per transfer, limited to no more than two dollars per transfers.

3.14 Lodging. Reasonable reimbursement will be made for the cost of lodging when the traveler is away from his place of residence overnight. If at all possible, lodging will be secured by advance reservation, and paid by a City check. In many cases this avoids the payment of local taxes, such as sales and uses tax, and in some locals the tourism taxes. The traveler should carry a copy of the City Tax Exemption Certificate as proof of the exemption from certain sales and uses tax. The traveler should make a reasonable effort to inform the provider of lodging of the City's exemption from such taxes. If the taxes are still assessed, reimbursement to the traveler is appropriate.

The least expensive single-room rate at the travel destination will be selected unless the approving authority authorizes another single-room rate consistent with the official business to be performed.

3.15 Meals. Authorization; limitation. Travelers are authorized to be reimbursed for meals while in travel status at the following fixed subsistence rates, or, at the travelers option, at the amount submitted but not in excess of the following maximum subsistence rates, only when travel begins before and extends beyond the times specified:

(a) Subsistence allowances. (i) breakfast: ten dollars, when travel begins before 6:00a.m. and extends beyond 8:00a.m.;

(ii) lunch: fourteen dollars, when travel begins before 12:00 noon and extends beyond 2:00p.m. ;

(iii) dinner: twenty six dollars, when travel begins before 6:00p.m. and extends beyond 8:00 p. m., or when travel occurs during nighttime hours due to special assignments.

Subsistence allowances are paid for individual meals if they are itemized on the travel form in Section III. The statement should show only those meals for which the traveler is authorized as defined in paragraph (a) of this part. Attention must be paid to the time limitation as stated in Section 106.708 O.C., and the constructive travel time as defined in Section 3.03 of this document.

(b) A fifty dollar per diem allowance is paid, at the option of the traveler, in lieu of subsistence allowances for meals on a day of travel only when travel begins before 6:00a.m. and ends after 8:00 p.m.. If travel begins subsequently to 6:00a.m.or ends prior to 8:00 p. m., the reimbursement for meals will be paid in accordance with the time and amount limitations as detailed in Section 3.15(a). If attending a conference, and the traveler is provided one or more meals without a specific charge being made for the meal, the traveler is not entitled to any per diem allowance for the day on which the meal is so furnished, nor for any subsistence allowance for the meal that was furnished. A meal provided by a common carrier is exempt from this ruling, and does not preclude the traveler from receiving subsistence or per diem allowance, if otherwise entitled.

3.16 Conference registration fees. Registration fees are allowable expenses of travel and may be paid in advance of the travel, paid by City check and taken to the conference or reimbursed to the traveler when paid by him, at the discretion of the approving authority. Registration fees must be accounted for on the travel form in Section III. For payment to be made or reimbursed, a traveler must submit a copy of the brochure describing the conference and a copy of the registration form to the

EXHIBIT 16 – Travel Regulations

Page 8 of 12

Department at time payment is requested. If there was no advance for the registration, and traveler is to be reimbursed, a paid receipt must accompany the travel form.

PART 4. RECRUITMENT AND RELOCATION EXPENSES

4.01 Scope. An approving authority may authorize reimbursement of expenses for a person being considered for top-level executive or professional positions who is a bona fide candidate, including such person who has been offered the position but has not yet accepted employment under the regulations in 106.710(b) O.C. Relocation expenses may be paid to or on behalf of any such person who has been offered and accepted employment with the City or Independent Agency, under the regulations in 106.710(c) and (d).

(a) Recruitment expenses. A traveler who is a candidate and is not a resident of the City, and when authorized by the approving authority, such person=s spouse, may be reimbursed for the following travel related expenses:

(1) round-trip travel, under the provisions and limitations of 106.706 O.C. from his current residence to the city and return, as often as authorized by the approving authority, for the purpose of employment interviews. Such authority may include such candidate=s spouse.

(2) While in the city for employment interviews, the traveler and spouse may receive reimbursement for lodging and meals in accordance with Part 3 of these Travel Regulations.

(3) If authorized by the approving authority, the traveler and spouse may receive reimbursement for travel within the City in compliance with Section 3.09 of these Travel Regulations and to the limitations of 106.706(c) O.R, for purposes of viewing the City and looking for suitable housing that may be available.

(b). Relocation Expenses. A traveler who has accepted employment, as defined in 106.701(f)(4)(ii) O.C., and who qualifies under 106.710(a)O.C., may be reimbursed for the following expenses in connection with relocating to the City.

(1) Transportation to seek permanent residence quarters in the City for the traveler and spouse, as provided by 106.706 O.C., and reimbursement for lodging and meals while traveling to and from the city and while in the city, under the limitations of 106.707 and 106.708 O.C.. Expenses for this purpose may be allowed for only one round trip.

(2) Transportation expenses, for the traveler and up to three members of his immediate family from his former residence to the city for the purpose of taking up residence. Limited to the provision of 106.706 O.C.

(3) Lodging and meals The traveler and up to three members of his immediate family may be reimbursed for lodging and meals in compliance with Part 3.14 and 3.15 of these regulations. In accordance with 106.710(c)(3) O.C., the traveler and each such member of his immediate family shall be entitled to a separate reimbursement at either the subsistence rates or per diem, whichever is applicable under 106.708 O.C.

(4) The approving authority may authorize reimbursement for the transporting, packing, crating, temporarily storing, draying and unpacking the household goods and personal effects of the traveler

EXHIBIT 16 – Travel Regulations

Page 9 of 12

and his immediate family, but not in excess of a predetermined amount by weight to be specified in advance of such travel. If the traveler wishes to transport a house trailer or mobile dwelling for use as his permanent residence, the approving authority may authorize the following:

(i) A reasonable allowance, not in excess of twenty cents per mile, for transportation, if the traveler is transporting the house trailer or mobile dwelling; or,

(ii) Commercial transportation of the house trailer or mobile dwelling, or reimbursement therefore, including necessary tolls, charges and permit fees. But in either case payment under this paragraph may not exceed the amount approved under the first sentence of this section.

(c) None of the relocation expenses enumerated under paragraph (b) may be paid by the approving authority until and unless the newly hired employee agrees in writing, prior to the authorization of such travel and transportation, to remain in the employ of the authority for at least twelve months after his employment date, unless separated for reasons beyond his control and agreed to by the approving authority. If the individual violates this agreement, the money expended by the approving authority is recoverable from the individual as a debt due to the City or Independent Agency. The agreement may provide for a pro ration of the recoverable amount over and during the twelve-month period.

PART 5. LOBBYING AND LEGISLATIVE DELEGATION STAFF

5.01 General prohibition. Section 106.715, O.C. prohibits payment of any amounts paid or incurred for travel for the purpose of advocating passage or defeat of legislation by the Florida Legislature, except as provided therein. The prohibition is upon lobbying in general, not only upon travel to Tallahassee for the purpose of lobbying during sessions of the Legislature; therefore, travel to any point in the State for the purpose of lobbying is not-reimbursable under 106.715, O. C., whether or not the Legislature is in session.

5.02 Exceptions to general prohibition. The prohibition of 106.715, O.C. does not extend to lobbying activities before Congressional committees or subcommittee, nor to appearances before administrative, quasi-judicial or executive agencies, whether State or federal, for the purpose of supporting or opposing matters before such agencies. Travel may be authorized by approving authorities for such activities and appearances, and exceptions provided in 7-106 for travel in general.

5.03 Authorization for lobbying. When travel for the purpose of lobbying is authorized under any of the exceptions stated in 106.715(a)-(d), O.C., the request or approval shall be in writing and attached to or indicated on the travel form before it is transmitted to the Department for audit at the conclusion of the travel. A travel form submitted for travel expense reimbursement that appears to involve lobbying will be rejected by the Department and returned to the approving authority unless the authorization for the lobbying is attached to or indicated on it as required by this section.

5.04 Legislative delegation staff. The Coordinator and Secretary of the Duval County Legislative Delegation are entitled to reimbursement at the per diem rates authorized by 106.716, O.C. It is the responsibility of the Coordinator and Secretary to provide the Director with the latest approved per diem rates established by the President of the Florida Senate for senate employees. In the absence of the latest approved per diem rates, the Director will approve reimbursement only at the rates available to him or, if no such rates are available, at the rates authorized by 7-106, for other travelers.

EXHIBIT 16 – Travel Regulations

Page 10 of 12

PART 6. DOCUMENTATION AND FORM REQUIREMENTS

6.01 Scope. This part of the travel regulations will dictate the method of preparing and submitting the travel form and documents. The form illustrated in 6.08, named City of Jacksonville Travel Form, is the only authorized and acceptable means of securing travel approval, advances and reimbursements of travel expenses. The Travel Form includes three sections; Section I Approval to Travel, Section II Advance Request, and Section III Expense Report.

This part is mandatory, and all approving authorities as designated in 106.103(h), O.C., and travelers are expected to comply.

6.02 Travel Approval. Section I of the Travel Form should be filled out by the traveler or designated travel coordinator for an agency. This section includes:

- (a) the traveler's name;
- (b) the destination of the traveler;
- (c) the dates encompassed by the travel;
- (d) the name of the department, division or agency;
- (e) the index code to be charged for the expense;
- (f) the sub-object to be charged;
- (g) the reason for the travel
- (h) the estimated total amount of the travel (including advances and estimated out of pocket expenses, such as meals, mileage and incidental expenses);
- (i) the signature of the person authorizing and approving the travel, see part 6.05 of this document; and the typed/printed name of the person so designating;
- (j) the name and telephone extension of the contact person (usually the person designated by the department as the travel coordinator).

If no travel advance is necessary, Section II will be left blank and this approved form shall be maintained by the agency pending completion of travel.

6.03 Travel Advance; Section II This section will be filled out only if an advance is requested.

The information required is as follows:

- (a) name of common carrier, and amount to be paid to them. Please note: The agency under contract with the city is to be used to arrange air fare by all departments and agencies whose books are being maintained by the Department of Finance and Administration. An advance payment to them is not required as they will bill on a monthly basis, however, the air fare cost should be entered on this form where indicated.
- (b) name of lodging provider and amount to be paid to them, (single room rate times number of nights.)

EXHIBIT 16 – Travel Regulations

Page 11 of 12

(c) name of payee for registration, as directed by the sponsor of the conference. Copy of brochure and application must accompany request for advance payment.

(i) if travel is for five complete days or more, per diem at \$50.00 per day may be requested to be payable to the traveler.

The original of this form which includes the approval (Section I) and the request for advance payments (Section II) shall be submitted to the Department together with any required documents for checks to be drawn. A copy of this approved form shall be maintained by the travel coordinator to be used for submitting a travel expense report to justify advances and request reimbursement of out of pocket travel expenses.

6.04 Expense Report; Section III. Section Three of the travel form must be filled out subsequent to the travel, and within five working days after completing the authorized travel; failure to account for the total amount of the advance within this time shall be prima facie evidence that the traveler owes the entire sum of the advance to the approving authority that made the advance. This sum may be recovered by civil action. This accounting must be filed with the Director, even in such cases where there is no reimbursement to the traveler. This ruling is to show justification of the travel advances. The traveler must include a detailed copy of the paid hotel bill and the traveler=s portion of the common carrier ticket stub. The following rules apply to this section:

(a) The approval to travel that was retained by the agency pursuant to section 6.05(a) of these regulations, or the copy of the original approval to travel should be completed as to Section III and submitted for an authorized signature. The traveler also signs this part to certify that it is true and correct in every material matter. Anyone submitting a false claim, or assisting in submitting a false claim shall be personally liable and shall be guilty of a class D offense. This form is then returned to the Department. Allow at least five (5) working days for the Department to audit the claims for travel expenses in accordance with 106.7 of the Ordinance Code and with these regulations. Any questionable expenses or failure to provide the necessary documentation will extend this time frame.

(b) The time of departure and the time of return will be entered on the first line of this section. It will not be necessary to repeat this information unless the traveler enters a non travel status and reenters a travel status on the same day.

(c) Each day of travel (including partial days) will be entered in a separate column. The items of travel expense applicable to that day will be entered on the appropriate line of that column. Total cost of transportation and registration may be entered on day one (1) of travel.

(d) Per diem or meal allowances will be claimed as provided in section 3.15 of this document. When subsistence rates are used, the rates for the eligible meal will be entered in the column of the day claimed. If the per diem rate is used, the traveler must have been in travel status for the entire day from 6:00 a.m. through 8:00 p.m.

(e) Auto mileage must reflect actual miles traveled on official business, except as provided in section 3.11. The Florida Department of Transportation Maps will be the official source of mileage between destinations. The chart herein provided as Part 6.07, contains the most frequently used travel destinations. Any other miles traveled must be reported as vicinity miles. The approving authority shall determine if vicinity miles seem reasonable or excessive.

(f) All other expenses associated with travel are to be entered on the form in the appropriate place.

EXHIBIT 16 – Travel Regulations

Page 12 of 12

(g) The traveler=s copy of the common carrier ticket stub, detailed paid hotel bill, parking receipts, toll receipts, storage or drayage receipts and taxi or ferry fare receipts must accompany the request for reimbursement. If the registration was not paid for an advance, a copy of a receipt and a copy of the brochure is required.

(h) An affidavit for each undocumented travel expense must be provided in lieu of actual receipts.

6.05 Designation of Authority to Approve Travel. Chapter 106.701(b) O.C., defines the approving authority as:

(a) the council in accordance with council rules for members of the council, council staff or council auditors;

(b) governing body of an agency for members of that independent agency;

(c) chairman or vice-chairman of the board of an independent agency for the chief executive officer of that agency;

(d) elected official (other than the council) for the elected official;

(e) the chief executive officer of an agency for all travelers of an agency;

(f) department director for all travelers of his department;

(g) in the case of any other office, the person in charge of the office; or,

(h) if no department or office is involved, the Mayor or his designee.

Current regulations, per Mayor=s executive order, require a BU FORM H approval by the budget office prior to travel for all offices under the Mayor.

6.06 City Contractor - Air Travel. The use of the contractor obtained by RFP is required by all departments and agencies whose books are maintained by the Department of Administration and Finance. Each month the travel agency will bill for the travel on a separate statement by department. The department head or other approving authority will verify these charges and sign to show approval to pay. This statement will then be forwarded to the Department for a check to be drawn.

6.07 Mileage Chart. The mileage chart attached is to be referred to for the distance to the destinations from the City. This chart will become part of these regulations and shall be known as Part 6.07. Any destinations not shown may be determined by the American Automobile Association maps.

6.08 Authorized Form. The Travel Form attached is to be used for approval, advances, justification of advances and reimbursement of travel expenditures. Any forms in official use before the effective date of these travel regulations are superseded by the form prescribed herein.

EXHIBIT 17 – Travel Expense Form Instructions

(Page 1 of 3)

TRAVEL EXPENSE FORM INSTRUCTIONS

Select Travel Form Worksheet, a Dialog Box will pop-up. Select **Save File** and specify the file directory of your choice. Select **OK**.

The City of Jacksonville Travel Form, was created on Excel 5.0. Cells have been locked to allow data entry only in the required fields. Document protection has been activated to prevent accidental adjustments or deletion of the format.

The Travel Form is the only authorized and acceptable means of securing travel approval, advances and reimbursements of travel expenses. The Travel Form includes three sections; Section I-Approval to Travel, Section II-Advance request(s) and Section III-Expense Report.

SECTION I: Approval To Travel

Should be filled out by the traveler or designated travel coordinator for an agency. This section includes:

- (a) the traveler's name;
- (b) the destination of the traveler;
- (c) the dates encompassed by the travel;
- (d) the name of the department, division or agency;
- (e) the index code (account number) to be charged for the expense;
- (f) the sub-object to be charged;
- (g) the reason for the travel
- (h) the estimated total amount of the travel (including advances and estimated out of packet expenses, such as meals, mileage and incidental expenses);
- (i) the name and telephone extension of the contact person (usually the person designated by the department as the travel coordinator);
- (j) the name (typed or printed) of the person providing the authorized signature;
- (k) the approval signature (see part 6.05 of the TRAVEL REGULATIONS)

If no travel advance is required, or if flight cost is the only advance, this form does not need to be routed to accounts payable until after the travel is complete.

*If you are using the form on a PC you may do a SAVE AS function and return to the file to complete Section III when the travel is complete.

SECTION II: Advance Request

This section will be filled out only if an advance is requested.

EXHIBIT 17 – Travel Expense Form Instructions

Page 2 of 3

The information required is as follows:

- (a) the dollar amount to be paid for flight cost.
- (b) the name of common carrier, and the amount to be paid to them. (other than City-arranged flight)
- (c) name of lodging provider and the amount to be paid to them, (single room rate times number of nights).
- (d) name of payee for registration, as directed by the sponsor of the conference. (copy of brochure and application must accompany request for advance).
- (e) per diem at \$25 per day times the number of full days (travel must be for five full days or more to request per diem in advance)

If an advance is requested for b, c, d, or e above, the original of this form which includes the approval (section I) and advance request (section II) shall be submitted to accounts payable along with any required documents. An approved BU Form H must be attached if required.

A copy of this approved form shall be maintained by the travel coordinator to be used for submitting an expense report at completion of travel.

*If you are using the form on a PC you may do a SAVE AS function and return to the file to complete Section III when the travel is complete.

SECTION III: Expense Report

This section must be filled out subsequent to travel, and submitted to accounting within ten (10) working days after completing the authorized travel even if no refund is required. This ruling is to show justification and documentation of the travel advances.

When completing the form manually, use the original approval form, or copy of approval and advance form to complete Section III. When using the PC, retrieve the record you saved (containing Section I and II) and complete Section III. To avoid having to send the originally signed Section I, or the copy of the approved travel advance, Section one could be re-signed after completing Section III on the PC.

(a) the time of departure and the time of return must be entered on the first line of this section. It will not be necessary to repeat this information unless the traveler entered a non travel status and reentered a travel status on the same day.

(b) each day of travel (including partial days) will be entered in a separate dated column. The items of travel expense applicable to that day will be entered on the appropriate line of that column. Total cost of transportation and registration may be entered on day "one" of travel.

(c) per diem or meal allowances will be claimed as provided in section 3.15 of the Travel Regulations. When subsistence rates are used, the rates for the eligible meal will be entered in the column on the day claimed. If the per diem rate is used, the traveler must have been in travel status for the entire day (6:00a.m. through 8:00p.m.).

(d) Auto Mileage

EXHIBIT 17 – Travel Expense Form Instructions

Page 3 of 3

(1) To & From Destination: The Florida Department of Transportation Maps will be the official source of mileage between destinations. The chart provided as Part 6.07 of the Travel Regulations, contains the most frequently used travel destinations. Any mileage submitted in this section that exceeds the maximum allowed will be adjusted accordingly before payment is made.

(2) Vicinity Miles: Any miles, in excess of the allowable destination miles, that were reasonable and necessary in performance of city business.

(3) Airport Miles: Limited to 15 miles each way.

Mileage reimbursement is authorized at the rate per mile recognized by the United States Internal Revenue Service (IRS) pursuant to current IRS rules and regulations.

(e) all other expenses associated with travel are to be entered in the appropriate column and row of the form.

(f) city refund: any vendor refunds payable to the city. This refund must be supported by an actual check, or written statement from the vendor, before the amount will be refunded to the traveler.

(g) traveler refund: any amount refunded directly to the traveler by a vendor.

(h) Attachments:

(1) traveler's copy of the common carrier ticket

(2) original detailed paid hotel bill

(3) paid receipt and copy of brochure for registration (Not required if registration was paid by advance check.

(4) original paid receipts for tolls, parking, taxi.

(5) an affidavit for each undocumented travel expense

(6) BU form H where required (if not submitted previously with advance request)

(i) Approval Signature as specified in 6.05 of the Travel Regulations and Chapter 106.701(b) of the Ordinance Code.

(j) Traveler's Signature

The approving party and the traveler are also signing the following certified statement:

I hereby certify or affirm that this travel claim is true and correct in every material matter, that expenses were actually incurred by the traveler as necessary travel expenses in the performance of official duties, and that same conforms in every respect with the requirements of Chapter 106, Part 7 of the Ordinance Code of the City of Jacksonville.

Forward the original Travel Expense form with all required attachments to the Accounting Division.

EXHIBIT 18 – Chapter 106, Part 7, Ordinance Code

(Page 1 of 10)

**ORDINANCE CODE
City of
JACKSONVILLE, FLORIDA**

**All bills enacted through December 9, 2014.
(Supplement No. 41, Update 1)**

Chapter 106 BUDGET AND ACCOUNTING CODE*

PART 7. TRAVEL EXPENSE REIMBURSEMENT

Sec. 106.701. Definitions.

As used in this part:

- (a) *Agency* includes all of the agencies listed in [Section 106.103\(h\)](#) and the Duval County School Board.
- (b) *Approving authority* means:
 - (1) As to travel by members of the Council and the Council staff, the Council, in accordance with its rules.
 - (2) As to travel by members of an independent agency (including the Duval County School Board), the governing body of the agency.
 - (3) As to travel by the chief executive officer of an independent agency (including the Duval County School Board), the chairman or vice-chairman of the agency.
 - (4) As to travel by an elected official, other than a member of the Council, the elected official.
 - (5) As to travel by the employees of an agency and by other travelers to be reimbursed from agency funds, the chief executive officer of the agency.
 - (6) As to all other travel to be reimbursed from city funds, the appropriate department director or a deputy director designated by the director, or, in the case of other offices, the official in charge of the office, or, if no department or office is involved, the Mayor or his designee.
- (c) *Common carrier* means commercial means of transportation operating scheduled vehicles, and rental vehicles of an established rental firm.
- (d) *Conference* includes any conference, convention, seminar, short course, or similar assembly of persons.
- (e) *Household goods and personal effects* means such personal property of a traveler under subsection (f)(4)(ii) of this Section and his dependents as the approving authority authorizes to be transported or stored at the expense of the approving authority, but not including motor vehicles.

EXHIBIT 18 – Chapter 106, Part 7, Ordinance Code

(Page 2 of 10)

- (f) *Traveler* means a person in one of the following categories:
- (1) An officer or a full-time employee of the city or of an agency.
 - (2) A person other than an officer or full-time employee who is authorized by the approving authority to incur travel expenses in the performance of his official duties.
 - (3) A person who is called upon by the city or an agency to contribute time and services as a consultant or advisor.
 - (4) A person who:
 - (i) Is a candidate for an executive or professional position but is not a resident of the city, and, when authorized by the approving authority, such person's spouse; or
 - (ii) Has accepted employment with the city or independent agency in an executive or professional position and is not, at the time of such acceptance, a resident of the city.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 1; Ord. 83-591-400, § 1)

Note—Former [§ 126.701](#)

Sec. 106.702. Scope.

The provisions of this Part 7 shall apply to and authorize reimbursement for expenses incurred in connection with travel performed to and from destinations outside the city on official business of an agency. This part shall be the exclusive authority for reimbursement for such travel expenses. The Director of Finance is authorized to make rules for the implementation of this part.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1)

Editor's note—

Ordinance 2007-839-E, § 18, authorized updated department/division names pursuant to reorganization.

Note—Former [§ 126.702](#)

Sec. 106.703. Authority for reimbursement for travel expenses.

No traveler may be reimbursed for travel expenses pursuant to this part unless he has obtained, in advance of performing the travel, written approval to travel from the approving authority. Reimbursement shall be made only to travelers and shall be made only for those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency whose funds are involved. No traveler shall be allowed to receive funds or be reimbursed for travel as a gift to an individual from any prohibited party as such party is identified in Section 602.701, Ordinance Code, and, F.S. § 112.3148. Any receipt of funds or reimbursement for travel as a gift to an individual from any other non-prohibited party for City business may only be done upon prior written approval from the Ethics, Compliance and Oversight Office and the Office of the General Counsel. Disclosure and/or reporting of such gifts shall be in accordance with all applicable Federal, State and local law.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1; Ord. 2013-351-E, § 1)

EXHIBIT 18 – Chapter 106, Part 7, Ordinance Code
(Page 3 of 10)

Sec. 106.704. Constructive point of origin.

For purposes of reimbursement of travel expenses, all travel shall be deemed to have commenced at the place where the majority of the work of the traveler is performed, in the case of officers and employees of an agency, and at the usual place of business or residence or the place where the travel actually commenced, whichever is less, in the case of other travelers.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1)

Note—Former [§ 126.704](#)

Sec. 106.705. Constructive travel time.

For purposes of reimbursement for travel expenses, all travel shall be deemed to have commenced at the time the traveler actually commenced travel or at the latest time the traveler could reasonably have departed in order to arrive at his destination at the time required to accomplish the purpose of the travel, whichever is later.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1)

Note—Former [§ 126.705](#)

Note—Former [§ 126.705](#)

Sec. 106.706. Transportation expenses.

- (a) Reimbursement shall be made only for travel performed over a usually traveled route to the destination. When travel is by indirect route for the traveler's own convenience, reimbursement for expenses shall be based only on such charges as would have been incurred by travel over a usually traveled route.
- (b) Reimbursement may be made for travel performed by public motor vehicle, common carrier, chartered vehicle or privately-owned vehicle, as approved by the approving authority in advance of the travel subject to the regulations provided in this part and the rules of the Director of Finance. The approving authority shall designate the most economical mode of travel, taking into consideration the following factors:
 - (1) The nature of the business.
 - (2) The time of the traveler, cost of transportation and meals, lodging and incidental expenses required.
 - (3) The number of persons traveling and the equipment and material to be transported.
- (c) With respect to travel by motor vehicle:
 - (1) Travel by public motor vehicle shall be performed in accordance with the rules of the Fleet Management Division. Travel by private motor vehicle in lieu of a public motor vehicle or common carrier may be authorized by an approving authority if a public motor vehicle is not available or would be less economical.

EXHIBIT 18 – Chapter 106, Part 7, Ordinance Code

(Page 4 of 10)

- (2) If travel is by private motor vehicle, reimbursement is authorized at the rate per mile authorized and recognized by the United States Internal Revenue Service (IRS) pursuant to current IRS rules and regulations. All mileage shall be computed from the constructive point of origin, as provided in [Section 106.704](#), to the point of destination. When possible, mileage shall be based upon the current map of the State Department of Transportation. Vicinity mileage necessary for the conduct of official business may also be reimbursed, when separately stated. If the total mileage from point of origin to point of destination exceeds 400 miles, the mileage reimbursement shall be limited to the lesser of:
- (i) The IRS rate per mile.
 - (ii) The airline common carrier coach fare to the nearest airport for all travelers using the private motor vehicle plus the IRS rate per mile from the airport to the point of destination.

No other reimbursement for expenses related to the operation, maintenance and ownership of a vehicle shall be allowed when a private motor vehicle is used on public business.

- (3) The provisions of this subsection shall be available for travel performed on public business within the city.
- (d) Transportation by a chartered vehicle when traveling on official business may be authorized by the approving authority if it is the most economical mode of travel available.
- (e) All travel by common carrier shall be reimbursed only at the coach fare rate, except that the first-class fare rate is authorized if coach fare is not available, as certified in writing by the common carrier. A reimbursement request for common carrier fare shall be accompanied by the traveler's copy of the ticket or an actual receipt.
- (f) No traveler shall be reimbursed for transportation expenses, either mileage or actual, when he is gratuitously transported by another traveler who is entitled to reimbursement for transportation expenses.
- (g) The following expenses incidental to transportation of the traveler may be reimbursed:
- (1) Taxi fare.
 - (2) Ferry fares, and bridge, road and tunnel tolls.
 - (3) Storage and parking fees.
 - (4) Communication expenses.
 - (5) Reasonable tips for transportation of baggage, as fixed from time to time by the Director of Finance.

(Ord. 77-691-638, § 2; Ord. 80-250-87, § 1; Ord. 83-591-400, § 1; Ord. 91-352-205, § 1; Ord. 91-1149-435, § 1)

Editor's note—

Ordinance 2007-839-E, § 18, authorized updated department/division names pursuant to reorganization.

Note—Former § 126.706.

EXHIBIT 18 – Chapter 106, Part 7, Ordinance Code
(Page 5 of 10)

Sec. 106.707. Lodging.

Reimbursement is authorized for lodging expense whenever the traveler is reasonably required to be away from the city overnight or, in the case of a traveler who is not employed in the city, away from the location of his residence overnight. Reimbursement requests for lodging expenses shall be accompanied by actual receipts. Lodging shall be reimbursed at the reasonable, actual and necessary expense thereof, not to exceed the single-room rate. A traveler shall select lodging which is the most economical available consistent with the duties being performed.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1)

Note—Former § 126.707.

Sec. 106.708. Meals.

- (a) Reimbursement is authorized for meals for all travelers while in a travel status at the following fixed subsistence rates, or, at the traveler's option, at the amount submitted, not to exceed the following fixed maximum subsistence rates, but in any case only when travel begins before and extends beyond the times specified:
- (1) Breakfast: \$10, when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
 - (2) Lunch: \$14, when travel begins before 12:00 noon and extends beyond 2:00 p.m.
 - (3) Dinner: \$26, when travel begins before 6:00 p.m. and extends beyond 8:00 p.m., or when travel occurs during nighttime hours due to special assignments.
 - (4) At the option of the traveler, a *per diem* rate of \$50 will be paid for an entire day when travel begins for that day before 6:00 a.m. and extends beyond 8:00 p.m. This per diem rate is in lieu of individual meal allowances and may not be claimed for a day of travel if subsection (b) of this Section applies to that day.
- (b) No reimbursement is authorized for any meal which is made available without specific charge therefor to travelers attending a conference.

(Ord. 77-691-638, § 2; Ord. 81-526-234, § 1; Ord. 83-591-400, § 1; Ord. 2004-604-E, § 1)

Note—Former § 126.708.

Sec. 106.709. Registration fees.

Reimbursement is authorized for registration fees and other expenses incident to the attendance by travelers at conferences.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1)

Note—Former § 126.709.

EXHIBIT 18 – Chapter 106, Part 7, Ordinance Code

(Page 6 of 10)

Sec. 106.710. Recruitment and relocation expenses.

- (a) An approving authority may approve the payment of recruitment and relocation expenses only for persons being considered for such top-level executive or professional positions as have been defined, approved and to the extent limited by Council resolution and for persons who have been newly hired in such positions but who have not yet become residents of the city. Recruitment expenses may be paid to any such person who is a *bona fide* candidate, including a person who has been offered employment but has not yet accepted such employment, under the regulations in subsection (b) of this Section. Relocation expenses may be paid only to or on behalf of any such person who has been offered and who has accepted employment with the city or independent agency, under the regulations in subsections (c) and (d) of this Section.
- (b) A traveler who is a candidate, as defined in [Section 106.701\(f\)\(4\)\(i\)](#) and qualifies under the criteria of [Section 106.710\(a\)](#); may be reimbursed for round-trip travel, under the provisions and limitations of [Section 106.706](#), from his current place of residence to the city and return, as often as authorized by the approving authority, and such authority may include such candidate's spouse, for the purpose of employment interviews. While in the city for employment interviews, the traveler (and authorized spouse) may receive reimbursement for lodging and meals, under the provisions and limitations of Sections [106.707](#) and [106.708](#). If authorized by the approving authority, the traveler (and authorized spouse) may receive reimbursement for travel within the city, under the provisions and limitations of [Section 106.706\(c\)](#), for the purpose of viewing the city and looking for suitable housing that may be available in the city.
- (c) A traveler who has accepted employment, as defined in [Section 106.701\(f\)\(4\)\(ii\)](#) and qualifies under the criteria of [Section 106.710\(a\)](#), may be reimbursed for the following expenses in connection with relocating in the city:
- (1) Transportation to seek permanent residence quarters in the city for the traveler and spouse, under the provisions and limitations of [Section 106.706](#), and reimbursement for lodging and meals while traveling to and from the city and while in the city, under the provisions and limitations of Sections [106.707](#) and [106.708](#), for this purpose. Expenses under this paragraph may be allowed for only one round trip.
 - (2) Transportation expenses, under the provisions and limitations of [Section 106.706](#), for the traveler and up to three members of his immediate family from his former place of residence to the city for the purpose of taking up residence in the city.
 - (3) Lodging and meals, under the provisions and limitations of Sections [106.707](#) and [106.708](#), for the traveler and up to three members of his immediate family while en route between his former place of residence and the city. For the purposes of this paragraph, the traveler and each such member of his immediate family shall be entitled to a separate reimbursement under [Section 106.708](#), at either the subsistence rates allowed by [Section 106.708\(a\)\(1\)–\(3\)](#) or the per diem rate allowed by [Section 106.708\(a\)\(4\)](#) for all persons traveling together.

EXHIBIT 18 – Chapter 106, Part 7, Ordinance Code

(Page 7 of 10)

- (4) The expenses of transporting, packing, crating, temporarily storing, draying and unpacking the household goods and personal effects of the traveler and his immediate family, not in excess of a maximum amount by weight to be specified by the approving authority in advance of the authorization of such transportation. In lieu of such transportation, the approving authority may authorize the traveler who transports a house trailer or mobile dwelling for use as his permanent residence in the city to receive:
- (i) A reasonable allowance, not in excess of \$0.20 per mile, for transportation of the house trailer or mobile dwelling, if the trailer or dwelling is transported by the traveler; or
 - (ii) Commercial transportation of the house trailer or mobile dwelling at public expense, or reimbursement to the traveler therefor, including the payment of necessary tolls, charges and permit fees, if the trailer or dwelling is not transported by the traveler; but in either case payment under this sentence may not exceed the maximum payment to which the traveler otherwise would be entitled under the first sentence of this Section for transportation and temporary storage of his household goods and personal effects.
- (d) An approving authority may pay relocation expenses under subsection (c) of this Section only after the newly hired employee agrees in writing, prior to the authorization of such travel and transportation, to remain in the service of the approving authority for at least 12 months after his employment date, unless separated for reasons beyond his control which are acceptable to the approving authority. If the individual violates the agreement, the money spent by the approving authority for the expenses and allowances authorized under subsection (c) of this Section is recoverable from the individual as a debt due the city or independent agency, as the case may be; provided, that the agreement may provide that the amount recoverable shall be reduced on a periodic basis during the 12-month period.

(Ord. 81-775-491, § 3; Ord. 83-591-400, § 1)

Editor's note—

Res. 82-468-167 and Res. 83-646-206 defined and approved certain positions within the JEA as "top-level executive or professional positions," but limited reimbursements under this Section to no more than five such positions in any fiscal year without further Council approval.

Note—Former § 126.710.

EXHIBIT 18 – Chapter 106, Part 7, Ordinance Code
(Page 8 of 10)

Sec. 106.711. Advances.

An approving authority may authorize an advance to cover anticipated costs of travel. The amount of the advance may include estimated costs of transportation, lodging and meals of the traveler and any person transported in the care or custody of the traveler in the performance of his duties subject to final accounting when the travel has been completed. Payment for common carrier fare shall be made directly to the carrier. Payment for lodging shall be made directly to the place furnishing the lodging. Payment for a registration fee shall be made as directed by the sponsor of the conference. A traveler who is provided with a cash advance to cover anticipated costs of travel shall be personally liable for the amount thereof and shall account to the approving authority for the expenditure thereof within five working days after completing the authorized travel; failure to account for the total amount of the cash advance within this time shall be *prima facie* evidence that the traveler owes the entire sum so advanced to the city or agency that made the advance, which may be recovered by a civil action.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1)

Note—Former § 126.711.

Sec. 106.712. Request for reimbursement.

The Director of Finance shall establish a uniform travel reimbursement form which shall be used by all travelers when requesting reimbursement for traveling expenses under this part. In addition, the Director of Finance is authorized to consider the special needs of an independent agency and to establish a travel expense reimbursement form that better suits the needs of such independent agency; provided however, the independent agency continues to follow the provisions of this part with respect to travel expense reimbursement. No travel expense shall be reimbursed unless it is requested on the established form and is accompanied by approved authorization to travel required by [Section 106.703](#). Travel expense reimbursements shall be approved prior to payment by the Director of Finance, as to requests for reimbursement from city funds, and by the chief finance officer or controller of an agency, as to requests for reimbursement from independent agency (including the Duval County School Board) funds. The approving officer may designate a subordinate to perform this function.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1; Ord. 2001-446-E, § 2)

Editor's note—

Ordinance 2007-839-E, § 18, authorized updated department/division names pursuant to reorganization.

Note—Former § 126.712.

EXHIBIT 18 – Chapter 106, Part 7, Ordinance Code
(Page 9 of 10)

Sec. 106.713. Fraudulent claims.

Every claim submitted pursuant to this part shall be substantiated by receipt or voucher, shall contain a statement that the expenses were actually incurred by the traveler as necessary traveling expenses in the performance of his official duties and shall be accompanied by a written declaration that it is true and correct as to every material matter. Any person who wilfully makes and subscribes any such claim which he does not believe to be true and correct as to every material matter, or who wilfully aids or assists in, or procures, counsels or advises the preparation or presentation under the provisions of this part of a claim which is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, shall be guilty of a class D offense. Whoever shall receive an allowance or reimbursement by means of a false claim shall be personally liable in the amount of the fraudulent payment for the reimbursement of the public fund from which the claim was paid.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1)

Note—Former § 126.713.

Sec. 106.714. Travel outside continental United States.

The City and its Independent Agencies are authorized to make reimbursements at double the rates provided in this part for travel expenses incurred outside the continental United States. Any such reimbursements shall remain subject to all other limitations, restrictions and exceptions provided in this part.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1; Ord. 2004-604-E, § 2)

Note—Former § 126.714.

Sec. 106.715. Travel expenses for lobbying.

No appropriation shall be encumbered or expended for travel for the purpose of advocating passage or defeat of state legislation, and no officer or employee of the city or any independent agency shall perform any such travel or advocacy during official duty hours, except:

- (a) As requested in writing by a committee or subcommittee of the Florida Legislature or by the Duval delegation thereto.
- (b) With respect to independent agencies, as approved in advance by the governing body of the independent agency.
- (c) With respect to members or employees of the Council and members or employees of boards appointed by the Council, as approved in advance by the Council or in accordance with its rules.
- (d) With respect to the Mayor and other officers and employees of the city, except as provided in subsection (c) of this Section, as approved in advance by the Mayor or his designee.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1)

EXHIBIT 18 – Chapter 106, Part 7, Ordinance Code
(Page 10 of 10)

Sec. 106.716. Reimbursement to Duval County legislative delegation coordinator and secretary.

The Director of Finance is authorized to make reimbursement to the Coordinator and Secretary of the Duval County legislative delegation at the per diem and travel rates established by the Joint Legislative Management Committee of the Legislature, notwithstanding the rates authorized by Sections [106.706](#), [106.707](#) and [106.708](#).

(Ord. 79-1363-684, § 1; Ord. 80-1138-577, § 1; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1)

Editor's note—

Ordinance 2007-839-E, § 18, authorized updated department/division names pursuant to reorganization.

Note—Former § 126.716.

VI. OFFICE SUPPLIES, ADVERTISING, MAIL OUTS, STATIONERY, & BUSINESS CARDS

A. Procedures for Ordering Supplies

ORDERING SUPPLIES, EQUIPMENT, & SERVICES PROCEDURES AND REQUIREMENTS Rev. December 3, 2010

The following procedures have been established to ensure all that requests are processed in compliance with the Purchasing code and other applicable laws.

ADMINISTRATIVE PROCEDURES

The Administrative Assistant II is responsible for maintaining the inventory of standard office supplies that includes ordering all office supplies and equipment, both standard and special orders. Other employees do not have the authority to purchase any goods or enter into any agreements for services that would result in cost to the Office of City Council.

Office Supplies

Office supplies are located in the Copy/Supply Room in Suite 425 near the Director's Office. The Supply Room is stocked with routine office supplies such as paper, pens, folders, envelopes, ink cartridges, etc. Special orders to meet an individual's personal preference (for a different brand or type than what is already provided) are not accepted. However, special order items do include items like calendars, trash cans, scissors, desk trays, etc. (items needed on an individual basis that are not routinely stocked) and are ordered upon request.

To request specific supplies, please refer to the current catalog provider by the vendor that provides these services. (A catalog is issued to each Executive Council Assistant.)

Equipment

Employees are provided with standard office equipment such as computers, printers, monitors, and telephones. Requests for equipment not provided must be approved by the Council Director.

Services

If City services are needed such as computer, printer, or telephone repair, employees report the problem to Steve Cassada, Information Systems & AV Manager by calling 630-4482 or via email at SCASSADA@coj.net. If an employee is in need of service from an outside entity, a request stating the specific need must be made to the Council Director. In most cases, the Office of City Council can meet the need internally, thereby reducing costs associated with outside sources. Note: Several City services require payment for the services they provide, such as the Copy Center (used for large mailings or copying large projects).

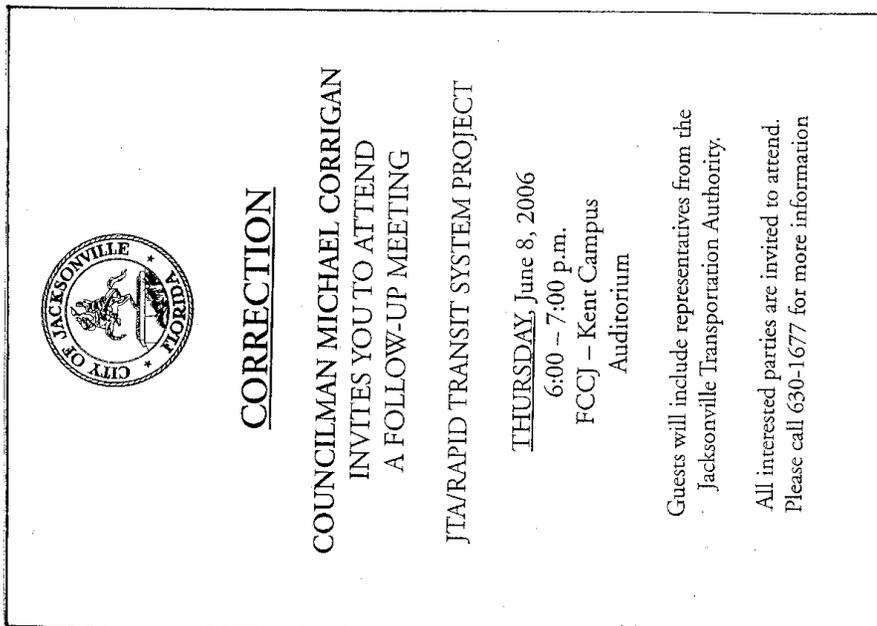
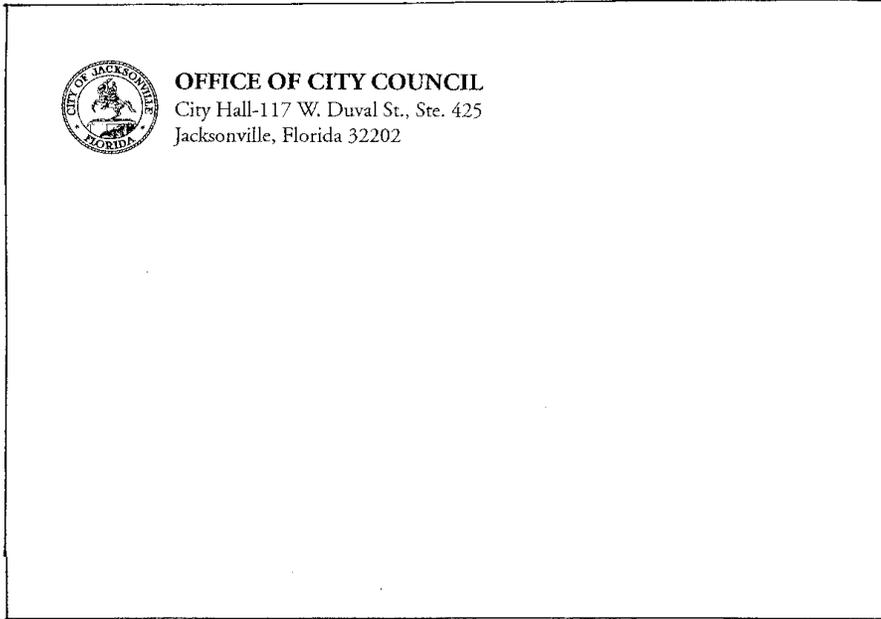
Mass Mail Outs

The Office of City Council uses standard 4.25" x 6" cards for large mailings. These cards are ordered upon request and are most commonly used for Community Meeting notices. Any other form of mass mailing, including the use of envelopes, requires special approval. (See example)

Supply Order Form

To order supplies not found in the Supply Room, complete the Supply Order Form and submit it to the Administrative Assistant II. A detailed email that includes the item description, item number, page number, price, and quantity needed will be accepted in lieu of the Supply Order form. In the absence of the Administrative Assistant II, supply requests are accepted by the Chief of Administrative Services.

EXHIBIT 20 – Example of Mass Mailing Card



B. Procedures for Advertising

ADVERTISING PROCEDURES AND REQUIREMENTS

The following procedures have been established to ensure that all advertising for meetings and other City Council events is processed in compliance with the Purchasing Code:

ADVERTISEMENTS

Approval

Council Members may request that their community meetings be advertised in The Florida Times Union (and other newspapers upon request). All advertising must be submitted to the Chief of Administrative Services in order to be placed. Neither Council Members, nor Executive Council Assistants are permitted to place their own ads.

Specifications

It is the requesting staff member's responsibility to specify which newspaper and to ensure that all of the information in the ad is correct including spelling, dates and times, and location. The document(s) must be initialed by the staff member indicating their approval prior to the placement of the ad.

The standard size for ads will be 3" x 5". Requests for ads in other sizes must be approved by the Director.

When advertising in The Florida Times Union, the ad will be placed in the Community Paper section. Requests for ads to be placed in other sections require the Director's approval.