

DEPARTMENT: Personnel

By: Jeffrey G. Green

PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Policy Item: Yes () No (X)

Request to amend Article 10 "Travel Policy" contained in the Memorandum of Understanding (MOU) for each bargaining unit [SEIU, MCMCO, Deputy Sheriff's Association (DSA), and Sheriff's Management Association (SMA)] by increasing the meal allowance from \$25 to \$37 for in-County and out-of-County travel; amend the language relating to mileage reimbursement in the MOU for the DSA and SMA; and adopt an official County mileage chart effective September 1, 2000.

Section 10.1.2 and section 10.2.2 in Article 10 relates to reimbursement of in-County meals and out-of-County meals respectively. An employee is allowed to receive meal reimbursement of \$25 for both in-County and out-of-County travel. Based on a survey that was conducted of comparable counties, the Board in a recent closed session agreed to offer an increase to \$37 for meals to each bargaining unit.

The language in sections 10.1.1 and 10.2.1 of the SMA'S MOU and section 10.1.1 of the DSA MOU relating to the mileage reimbursement rate differs from the SEIU and MCMCO MOUs. The language in the MOUs for these two units (DSA and SMA) should be consistent with SEIU and MCMCO and should be amended to read that employees shall be reimbursed at the current IRS mileage rate; the current rate is 32.5 cents per mile.

Representatives for each bargaining unit were informed of the Board's intention to ratify the above changes and no comments were received.

Staff of the Auditor's office has prepared a mileage chart as all MOUs refer to "the mileage chart.....adopted." This chart reflects those locations that are frequently traveled to by County employees. This request also recommends adoption of the mileage chart as the official County mileage chart.

Attached are copies of that portion of Article 10 in each MOU showing the revisions with bold and italicized text for additions and deletions are shown by strikethroughs. The proposed "Official Mileage Chart" is attached as well.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

In a recent closed session, the Board authorized an offer to all bargaining units to increase the travel rates contained in the MOUs.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

N/A. The Board has previously authorized this action. This will ratify the Board's closed session action.

COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ _____
D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

Article 10 - Travel Policy (part) for DSA, SMA, SEIU, & MCMCO.
Official Mileage Chart

CLERK'S USE ONLY:
Res. No.: 00-314
Vote - Ayes: 4
Absent: 0
Approved: _____
Minute Order Attached ()
Ord. No. _____
Noes: _____
Abstained: _____
() Denied
() No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

Comment: _____

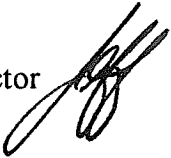
A.O. Initials: JGW



PERSONNEL/RISK MANAGEMENT OFFICE

Memorandum

To: Department Heads

From: Jeffrey G. Green, County Counsel/Interim Personnel Director 

Date: September 26, 2000

Re: Travel Policy Amendment

Cc: Lisa Edelheit, SEIU
Kristy Waskiewicz, MCMCO
Vince Sabeau, Deputy Sheriff's Association and Sheriff's Management Association
Debbie Isaacs, Auditor's Office

In a recent closed session, the Board of Supervisors authorized offering to all bargaining units an increase in the travel rates contained in the Memoranda of Understanding (MOU) for SEIU, MCMCO, Deputy Sheriff's Association (DSA), and Sheriff's Management Association (SMA). On September 5, 2000, the Board ratified that action by:

1. Amending Article 10 "Travel Policy" of each MOU by increasing the meal allowance from \$25 to \$37 for in-County and out-of-County travel.
2. Amended the language in sections 10.1.1 and 10.2.1 of the SMA's MOU and section 10.1.1 of the DSA MOU to read that employees shall be reimbursed at the current IRS mileage rate.

The Board further adopted an "Official Mileage Chart," a copy of which is enclosed.

You will also find enclosed a copy of that amendment which affects those employees in your respective departments and their respective bargaining unit. I have included a copy of Article 10 showing the revisions as well as a "clean" copy. Please disseminate this information to your employees and make copies of the amendment as needed.

Please feel free to contact me if you have any questions

encl/as stated

sl

SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 535
MEMORANDUM OF UNDERSTANDING (MOU)

ARTICLE 10 - TRAVEL POLICY

Section 10.1 - In-County Travel

10.1.1 - Mileage Reimbursement Rate. Employees who use their own vehicles for in- County business shall be reimbursed at the current IRS mileage rate, as amended from time to time, from point of origin approved by the department head.

10.1.2 – Meals. If because of County business an employee provides a meal for another person, the employee may be reimbursed for actual and necessary guest expenses not to exceed thirty-seven dollars (\$37.00) per day. All expenses are to be approved by the department head and accompanied by receipts, acceptable to the Auditor.

10.1.3 - Employee Expenses. Necessary meals and lodging incurred by an employee on required in-County business shall be reimbursed if approved by the employee's Department Head, accompanied by receipts acceptable to the Auditor.

Section 10.2 - Out-of-County Travel

10.2.1 - Mileage Reimbursement Rate. The County shall adopt an official mileage map and chart to standardize mileage payments to frequently traveled locations. Employees who use their own vehicles for out-of-county travel shall be reimbursed at the current IRS mileage rate as amended from time to time, according to the mileage chart and map adopted. The Courthouse shall be considered the origin of all out-of-County travel for the purpose of mileage computation. Locations not listed on the mileage chart shall have their actual mileage from the Courthouse computed from the adopted mileage map.

10.2.2 - Out-of-County Meals. Employees who because of County business are required to eat away from home shall be reimbursed as set out below: An employee who leaves the County during a fixed run or a regular schedule will not be allowed to receive a meal allowance. If because of County business an employee is required to stay out-of-County overnight, that employee is entitled to a meal allowance of thirty-seven dollars (\$37.00) per day. An employee traveling out-of-County on County business which does not require overnight lodging shall be allowed eighteen dollars and fifty cents (\$18.50) per day meal allowance unless receipts are provided to and approved by the department head to a maximum of thirty-seven dollars (\$37.00) per day.

MARIPOSA COUNTY MANAGERIAL/CONFIDENTIAL ORGANIZATION (MCMCO)
MEMORANDUM OF UNDERSTANDING (MOU)

ARTICLE 10 - TRAVEL POLICY

Section 10.1 - In-County Travel

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DEPUTY SHERIFF'S ASSOCIATION (DSA)
MEMORANDUM OF UNDERSTANDING (MOU)

ARTICLE 10 - TRAVEL POLICY

Section 10.1 - In-County Travel

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10.2.2 - Out-of-County Meals Employees who, because of County business, are required to eat away from home shall be reimbursed as set out below. An employee who leaves the County during a fixed run or a regular schedule will not be allowed to receive a meal allowance. If, because of County business, an employee is required to stay out-of-county overnight, that employee is entitled to a meal allowance of thirty-seven dollars (\$37.00) per day. An employee traveling out-of-county on County business which does not require overnight lodging shall be allowed reimbursement based upon the per meal rate below.

For purposes of meal allowances, the following rates per meal are assumed:

Breakfast	\$ 7.00
Lunch	\$10.00
Dinner	\$20.00

SHERIFF'S MANAGEMENT ASSOCIATION (SMA)
MEMORANDUM OF UNDERSTANDING (MOU)

ARTICLE 10 - TRAVEL POLICY

Section 10.1 - In-County Travel

10.1.1 - Mileage Reimbursement Rate Employees who use their own vehicles for in-county business shall be reimbursed at the current IRS mileage rate as amended from time to time, from point of origin approved by the department head.

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For purposes of meal allowances, the following rates per meal are assumed:

Breakfast	\$ 7.00
Lunch	\$10.00
Dinner	\$20.00

OFFICIAL MILEAGE CHART
COUNTY OF MARIPOSA

Mileage is determined from Mariposa to various destinations per
www.delorme.com/cybermaps/
Mileage amounts indicated are one-way

Alturas	426	Indio	419
Anaheim	323	Jackson	104
Auburn	184	Kentfield	182
Bakersfield	186	La Jolla	413
Barstow	321	Laguna Beach	345
Bear Valley	11	Lee Vining	118
Benicia	167	Lemoore	112
Blythe	506	Livermore	128
Bodega Bay	230	Lodi	120
Burbank	286	Long Beach	318
Camarillo	319	Los Angeles	296
Carmel	164	Madera	65
Carmichael	160	Manteca	97
Chico	246	Markleeville	157
Chowchilla	48	Martinez	166
Claremont	322	Marysville	200
Clovis	78	Merced	37
Coalinga	128	Midpines	8
Colusa	227	Modesto	82
Concord	160	Mojave	245
Copperopolis	66	Monterey	160
Costa Mesa	335	Napa	189
Coulterville	26	Neveda City	212
Crescent City	520	Newhall	266
Dana Point	354	Newport Beach	335
Davis	224	Novato	193
Downieville	254	Oakhurst	27
El Centro	521	Oakland	160
El Portal	29	Ontario	329
Escondido	398	Oroville	226
Eureka	436	Oxnard	303
Fairfield	163	Palm Springs	400
Fort Bragg	336	Palmdale	281
Fresno	78	Palo Alto	161
Fullerton	321	Pasadena	297
Gilroy	125	Paso Robles	187
Grass Valley	208	Petaluma	214
Groveland	50	Placerville	142
Hanford	113	Porterville	150
Hayward	146	Quincy	292
Hollister	121	Rancho Cordova	159
Independence	215	Red Bluff	290
Indian Wells	417	Redding	320

Riverside	348
Roseville	169
Sacramento	158
Salinas	149
San Andreas	89
San Bernardino	350
San Bruno	170
San Diego	417
San Francisco	172
San Jose	163
San Juan Capistrano	349
San Luis Obispo	208
San Mateo	163
San Pedro	318
San Rafael	195
San Ramon	146
Santa Ana	328
Santa Barbara	332
Santa Clara	161
Santa Cruz	159
Santa Maria	239
Santa Rosa	220
Sausalito	185
Shell Beach	218
Simi Valley	290
Sonoma	199
Sonora	60
South Lake Tahoe	200
Stockton	111
Susanville	331
Sylmar	272
Temecula	378
Tracy	113
Truckee	253
Tulare	124
Turlock	67
Ukiah	279
Valencia	262
Vallejo	175
Ventura	303
Visalia	119
Walnut Creek	155
Watsonville	145
Willows	244
Yreka	417
Yuba City	200