



AGENDA
THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
POLICY COMMITTEE MEETING

DATE: WEDNESDAY, OCTOBER 9, 2024

TIME: 2:30 P.M.

QR CODE:



LINK: <https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRQQUtnYnYwZ3dtekxDdz09&omn=89642140314&from=addon>

Phone: (669) 900-6833 (*9 to raise hand, *6 to unmute)

Meeting ID: 350 189 1938

Passcode: 438419

LOCATION: Housing Authority of the County of Monterey
Central Office
123 Rico Street, Salinas, CA 93907

ALTERNATE LOCATIONS WITH ZOOM CONNECTON OPEN TO THE PUBLIC:

*Kathleen Ballesteros's Open Meeting Location:
713 Las Casitas Dr., Salinas, CA 93905*

1. CALL TO ORDER

2. ROLL CALL

Commissioner Francine Goodwin
Commissioner Kathleen Ballesteros
Commissioner Yuri Anderson

PRESENT

ABSENT

3. COMMENTS FROM THE PUBLIC

4. DISCUSSION

- A. Confidential/Classified and Acceptable Use Policy
- B. Exempt/Non-Exempt Status and Overtime Policy
- C. Military Leave Policy
- D. NARCAN Administration Policy

- E. Paid Time Off (PTO) Policy
- F. Travel Policy 905

5. COMMISSIONER COMMENTS

6. ADJOURNMENT

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This agenda was posted on the Housing Authority's Bulletin Boards at 123 Rico Street, Salinas, CA.
The Board of Commissioners will next meet at the Regular Board Meeting on **October 28, 2024, at 5:00 p.m.**
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MEMORANDUM

TO: Policy Committee

THRU: Zulieka Boykin, Executive Director/CEO

FROM: James Maynard-Cabrera, Director of Human Resources

RE: **Revisions to Personnel Policies**

DATE: September 9, 2024



As a follow-up to our Policy Committee meeting held on August 14, 2024, I would like to update you on the revisions made to the personnel policies. These revisions aim to ensure consistency and a uniform format across all policies, as discussed during our last meeting.

1. Confidential/Classified Information and Acceptable Use Policy
 - Updated format for easier readability and consistency.
 - Reinforced procedural clarity regarding confidentiality and the role of Adaptive Information Systems in securing HACM's network.
 - Enhanced details on acceptable use of network resources and consequences of policy violations.
2. Exempt/Non-Exempt Status and Overtime Policy
 - Revised structure to align with other policies.
 - Clarified definitions of exempt and non-exempt employees, and overtime pay practices to ensure compliance with the Fair Labor Standards Act (FLSA).
3. Military Leave Policy
 - Reformatted for uniformity.
 - Detailed compensation and benefit procedures during military leave, ensuring that policies comply with state and federal laws.
4. NARCAN Administration Policy
 - Adjusted layout for consistency across all policies.
 - Emphasized the procedures for training and certification of authorized personnel.
5. Paid Time Off Policy
 - Reformatted to standardize presentation.
 - Clarified guidelines on vacation, sick leave, and bereavement.

Please review the revised policies attached to this memo. Should you have any questions or require further clarification, feel free to reach out.

Thank you for your time and commitment to ensuring our policies remain clear and consistent.



CONFIDENTIAL/CLASSIFIED INFORMATION AND ACCEPTABLE USE POLICY

I. PURPOSE

The Housing Authority of the County of Monterey (HACM) is committed to safeguarding the confidentiality and security of all sensitive information managed within the organization, including data accessed through its network. This policy establishes guidelines for handling, protecting, and disseminating confidential and classified information, as well as outlining the acceptable use of HACM's network resources, which are maintained and supported by Adaptive Information Systems (Adaptive IS). By adhering to this policy, HACM ensures the privacy of individuals, the integrity of its operations, and compliance with legal and regulatory obligations.

II. SCOPE

This policy applies to all HACM employees, especially those directly involved in the collection, maintenance, use, and dissemination of information. It encompasses all forms of confidential and classified data, including:

- Personal information (e.g., employment history, medical records, financial status)
- Client and employee files
- Operating procedures, financial records, and computer reports

III. POLICY

HACM requires all employees to maintain the confidentiality of sensitive information, including personal, financial, and operational data, and to use network resources responsibly. Unauthorized access, use, or disclosure of confidential information or misuse of the network is strictly prohibited and will result in disciplinary action, up to and including termination of employment, and may lead to legal consequences.

IV. PROCEDURE

4.1 Confidentiality of Information

Employees must maintain the confidentiality of all personal and organizational data, ensuring that such information is not disclosed to unauthorized persons or entities. Sensitive information, including but not limited to client and employee records, is not open to the public and should be handled with the utmost care to prevent unauthorized access.

4.2 Acceptable Use of Network Resources

Adaptive Information Systems is the IT service provider and network administrator for HACM. Adaptive IS is responsible for managing HACM's network infrastructure, ensuring secure access to data, and implementing security protocols that protect against unauthorized access, data breaches, and other cyber threats. They also monitor network activity to ensure compliance with HACM's internal policies and industry standards. Adaptive IS plays a critical role in maintaining the confidentiality, integrity, and availability of HACM's information systems.

Employees are expected to:

- Use the network efficiently and only for work-related activities.
- Maintain the confidentiality of sensitive data when using the network, ensuring that encryption is utilized for secure communications.

4.3 Prohibited Activities on the Network

Employees are prohibited from engaging in the following activities:

- Unauthorized access to network resources.
- Sharing login credentials or attempting to access restricted areas.
- Transmitting inappropriate, offensive, or harassing content.
- Engaging in activities that violate copyright or intellectual property laws.
- Using the network for personal financial gain or malicious activities, such as hacking.

4.4 Release of Information

Confidential information may only be released under the following conditions:

- **Written Consent:** Authorized written consent from the tenant, owner, or employee is obtained.
- **Legal Mandates:** A valid court order, subpoena, or enforceable directive from an authorized government entity is received.
- **Internal Approval:** All requests must be approved in writing by the Department Director, with legal-related releases authorized by the Executive Director/CEO.

Any release of information or review of records must be documented, including details of the request, who reviewed the information, and the date and content of the review.

4.5 Network Monitoring and Security

Adaptive IS may monitor network traffic for security purposes. Employees should have no expectation of privacy when using HACM's network. Any security incidents, such as suspected unauthorized access or data breaches, must be reported immediately to the IT department.

4.6 Required Cyber Security Training

All employees are required to complete periodic **Cyber Security Training** provided through Adaptive IS or HACM's designated IT vendor. This training is designed to ensure employees are aware of the latest cyber threats, best practices for safeguarding confidential information, and how to prevent security breaches. Failure to complete the training within the designated timeframe may result in disciplinary action.

4.7 Employee Responsibilities

Employees must implement proper safeguards, both administrative and technical, to protect the confidentiality of sensitive information. Confidential data obtained through employment at HACM should never be used for personal gain or private interests.

V. CONSEQUENCES OF VIOLATION

Violation of this policy, including the improper use of the network or the unauthorized disclosure of confidential information, may result in disciplinary action, up to and including termination of employment. Legal action may also be pursued for violations of applicable laws.

VI. REVIEW AND APPROVAL

This policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws. Any updates or revisions will be presented to the Board of Commissioners Policy Committee for approval.



**CONFIDENTIAL AND CLASSIFIED INFORMATION AND ACCEPTABLE USE POLICY
EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND REVIEW**

I, _____, (print full name) acknowledge that I have received and read the confidential and classified information data policy of the Housing Authority of the County of Monterey. I understand my responsibilities as outlined in this policy and agree to comply with its provisions.

Employee Signature

Date

HR Representative Signature

Date





Exempt/Non-Exempt Employee Status and Overtime Policy *(Replaces policy# 210 & 220)*

I. PURPOSE

The Housing Authority of the County of Monterey (HACM) is committed to fair and equitable treatment of all employees in accordance with federal and state labor laws. This policy is designed to clearly define exempt and non-exempt employee status, providing guidelines to ensure that these classifications are applied correctly and consistently. The policy also aims to administer overtime pay in compliance with applicable wage and hour regulations. By adhering to these guidelines, HACM emphasizes its dedication to protecting the rights of its employees, ensuring they are compensated fairly for their time and efforts while maintaining compliance with legal standards.

II. SCOPE

This policy applies to all positions at HACM.

III. POLICY

All positions at HACM will be classified as either exempt or non-exempt in strict compliance with applicable laws, particularly the Fair Labor Standards Act (FLSA). HACM's overtime pay policy conforms to the provisions of the FLSA to ensure that non-exempt employees receive proper compensation for overtime work. Exemption from these provisions will only be claimed when it can be definitively established that an employee's duties and responsibilities meet the specific requirements for such an exemption.

IV. PROCEDURE

1. Definitions

1.1 *Exempt*: Employees in management, supervisory, professional, administrative, and outside sales positions whose roles meet specific tests established by the FLSA and state law, and who are exempt from overtime pay requirements.

1.2 *Non-Exempt*: Employees whose positions do not meet FLSA exemption tests and who are entitled to overtime pay at one and one-half times their regular

rate of pay for hours worked beyond forty (40) in one week and/or eight (8) hours in one day.

2. Determination Process

- 2.1 Initial Assessment: The exempt or non-exempt status of each position will be determined based on the duties and responsibilities outlined in the job description and assessed against FLSA exemption tests.
- 2.2 Uncertain Status: If the exempt/non-exempt status of a position is in doubt, the department head will collaborate with the Human Resources Director to review the position's duties and responsibilities against FLSA exemption tests and make a provisional decision.
- 2.3 Final Decision: The Executive Director and/or their designated appointee will review provisional decisions and make the final determination in all cases.

3. Overtime Pay for Non-Exempt Employees

- 3.1 Regular Time Pay: Non-exempt employees will be paid regular time for all hours worked up to eight (8) hours in one day or forty (40) hours in one workweek.
- 3.2 Overtime Pay: Non-exempt employees will be paid time-and-one-half for hours worked beyond eight (8) in one day and/or forty (40) in one workweek, unless working a flexible or alternative schedule as defined by California law.
- 3.3 Holiday Pay: Employees who work on a HACM holiday and are eligible for holiday pay will receive pay at one-and-one-half times their regular rate for hours worked, in addition to eight (8) hours' holiday pay.
- 3.4 Holiday and Vacation Hours: Paid holiday and vacation hours will be considered as hours worked for the purpose of determining overtime.
- 3.5 Authorization for Overtime: Overtime worked by non-exempt employees must be authorized in advance by the employee's department head.
- 3.6 Compensating Time Off: Compensating time off in lieu of overtime payments will not be granted.





MILITARY LEAVE POLICY *(Replaces current military leave policy #355)*

I. PURPOSE

The Housing Authority of the County of Monterey (HACM) is committed to supporting its employees who serve in the armed forces. This policy is designed to provide eligible employees with paid time off during military leave, ensuring that they can fulfill their service obligations without undue financial hardship. It also underscores HACM's dedication to upholding the rights of those who serve our country, in compliance with all relevant federal and state laws. The policy serves as a testament to HACM's respect and appreciation for the sacrifices made by our military personnel, ensuring that their employment and benefits are protected during their time of service.

II. SCOPE

This policy applies to all eligible employees of the Housing Authority of the County of Monterey (HACM).

III. POLICY

HACM shall provide up to **30 days** of military leave of absence with pay and all applicable benefits as provided under Division II, Part I, Chapter VII of the California Military and Veterans Code. HACM shall comply with regulations governed by the Uniformed Services Employment and Reemployment Rights Act (USERRA).

IV. PROCEDURE

1. Request for Leave:

- 1.1 Employees who are active in the armed forces must complete a Request for Leave of Absence Form prior to any military leave.
- 1.2 Employees must also provide a copy of their military orders.

2. Compensation and Benefits:

2.1 During the first 30 days of military leave, HACM shall pay the employee's salary and continue any applicable benefits.

2.2 After 30 days, if eligible, the employee may request a Leave of Absence Without Pay. Refer to the Leave of Absence Without Pay policy for guidelines.

3. Individual Assessment:

3.1 HACM shall independently assess each request for leave based on the specific circumstances and in accordance with federal and state statutes.



NARCAN Administration Policy

I. PURPOSE

The Housing Authority of the County of Monterey (HACM) recognizes the importance of equipping our staff with the necessary knowledge and skills to respond effectively to opioid overdoses within our community. Naloxone (referred to in this policy by the common brand name “NARCAN”) is a life-saving medication used to rapidly reverse opioid overdose, and its proper administration can potentially save lives. This policy outlines the guidelines and procedures for the administration of NARCAN by authorized personnel at HACM.

II. SCOPE

This policy applies to all employees of the Housing Authority of the County of Monterey who may encounter situations involving opioid overdose while performing their duties.

III. POLICY

- 1.1 Authorized Personnel: Only authorized personnel who have completed the required NARCAN training provided by HACM, or an approved external provider are authorized to administer NARCAN at HACM.
- 1.2 Training and Certification: All authorized personnel must undergo initial NARCAN training and receive certification prior to administering the medication. Additionally, regular refresher training sessions may be required to ensure competency and knowledge retention. Participation in this training is voluntary, and employees will not be mandated to administer NARCAN if they are uncomfortable doing so.
- 1.3 Storage and Accessibility: NARCAN kits will be securely stored in designated locations throughout HACM facilities, accessible only to authorized personnel. These locations will be clearly marked and easily accessible in case of emergencies.
- 1.4 Recognition of Opioid Overdose: Authorized personnel should be able to recognize the signs and symptoms of opioid overdose, including but not limited to respiratory depression, unconsciousness, and pinpoint pupils.

2 Administration Protocol:

2.1 In the event of a suspected opioid overdose, designated personnel should immediately assess the situation and ensure their own safety.

2.2 Authorized personnel may administer NARCAN when they are reasonably and in good faith believe someone is exhibiting signs and symptoms of opioid overdose and that person needs emergency medical care. NARCAN should be administered promptly at the scene of the emergency, and according to the manufacturer's instructions.

2.3 Authorized personnel retain discretion under this policy to administer or not administer NARCAN depending on the relevant circumstances surrounding the emergency situation.

2.4 Emergency medical services (EMS) should be contacted immediately, even if the individual responds positively to NARCAN, as further medical attention may be required.

2.5 Authorized personnel should remain with the individual until EMS arrives, providing any necessary assistance or information. EMS must be informed that NARCAN has been administered.

3 Documentation:

Following the administration of NARCAN, authorized personnel must complete an incident report detailing the circumstances, dosage administered, and any other relevant information. This report should be submitted to the appropriate supervisor as soon as possible.

4 Confidentiality:

All information related to the administration of NARCAN, including the identity of the individual receiving the medication, should be treated as confidential and handled in accordance with HACM's privacy policies and applicable laws.

5 Compliance:

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, depending on the severity and circumstances of the violation.

6 Review and Revision:

This policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations. Any revisions or updates will be communicated to all relevant staff members.



NARCAN Administration Policy

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

I, _____, (print full name) acknowledge that I have received and read the NARCAN Administration Policy of the Housing Authority of the County of Monterey. I understand my responsibilities as outlined in this policy and agree to comply with its provisions. This policy is not a commitment and does not establish terms or conditions of employment or form an employment contract.

Employee Signature

Date

HR Representative Signature

Date





Paid Time-Off Policy *(Replaces policy# 395, 360, & 380)*

I. PURPOSE

The Housing Authority of the County of Monterey (HACM) values its employees' health, well-being, and civic responsibilities. This policy provides paid time off (PTO) for vacation, illness, bereavement, and personal civic duties such as jury duty, witness leave, and voting. By offering this support, HACM emphasizes its commitment to work-life balance, health, and civic participation while maintaining employment and benefits.

II. SCOPE

This policy applies to all regular, probationary, and part-time employees (on a pro-rata basis). Temporary employees are excluded from paid leave benefits.

III. POLICY

3.1 Vacation Leave

HACM encourages employees to take their annual vacation entitlement to promote rest and well-being. Vacation leave accrual begins upon hire and is based on continuous years of service:

Years of Service	Hours Per Pay Period	Maximum Accrual
0-2 Years	3.69 hours (12 days)	260 hours
After 2 Years	4.61 hours (15 days)	260 hours
After 10 Years	6.15 hours (20 days)	320 hours
After 20 Years	7.69 hours (25 days)	400 hours

Leave of Absence: Vacation time is not accrued during unpaid leaves exceeding five (5) working days within a pay period. Accrual resumes upon return to active status.

Maximum Accrual: Vacation hours may be accumulated up to the maximum accrual limit. Once this limit is reached, accrual will stop and resume only after hours are used.

Separation Pay: Unused vacation entitlement is paid upon separation from employment based on the hourly rate at the time of separation. In the event of an employee's death, payment will be made to their designated beneficiary.

Scheduling Vacation: Employees must schedule vacations in advance, subject to supervisor approval. At least one vacation period per year should consist of five consecutive days. If a HACM-paid holiday occurs during vacation, it will not be counted against vacation time.

3.2 Sick Leave

Sick leave protects employees from income loss due to illness, injury, or family illness. It is accrued as follows:

3.08 hours per pay period

Usage: Sick leave can be used for the employee's illness, injury, or family illness. Employees may be asked to provide a physician's certificate for verification, especially for absences of more than three days.

Bereavement Leave: Up to five (5) working days of paid sick leave can be used for bereavement following the death of a family member (parent, sibling, spouse, domestic partner, child, grandparent, or grandchild).

Workers' Compensation: Employees receiving Workers' Compensation benefits will not receive sick or vacation pay for time off due to work-related injuries. If Workers' Compensation payments do not cover scheduled work hours, sick leave can be used.

State Disability & Pregnancy Disability: State Disability Insurance (SDI) payments will be integrated with the employee's sick leave so the employee does not receive more than their normal salary. Once sick leave is exhausted, employees may choose to use vacation time or take unpaid leave.

Separation: Employees are not entitled to payment for unused sick leave upon separation, except in the case of retirement or death, where up to 30% of accumulated sick leave (to a maximum of 1,500 hours) will be paid out.

Sick Leave Donations: Employees may voluntarily donate up to ten (10) days of sick leave to a colleague experiencing a major illness after 60 days of absence, subject to the Executive Director's approval.

3.3 Paid Personal Time for Civic Responsibilities

HACM provides paid personal time for jury duty, witness leave, and voting:

Jury Duty or Witness Leave: Employees summoned to jury duty or court appearances as a witness will receive paid leave. Court earnings (excluding mileage) must be reported and integrated with regular pay to ensure the employee does not receive more than their usual salary.

Time Off to Vote: Registered voters may take up to two (2) paid hours off work to vote if they lack sufficient time outside of working hours. A request must be submitted two days before Election Day.

3.4 Bereavement Leave

Up to five (5) paid days of leave can be used for the death of a family member, as listed under Section B.2.

3.5 Coordination of Benefits

Employees using PTO continue to be covered under all eligible insured benefit plans during their paid leave.

3.6 Administrative Requirements

Accrual Tracking: Employees are responsible for monitoring their vacation and sick leave balances, which are provided via payroll stubs or by inquiry through HR.

Substantiating Evidence: A physician's certificate or other proof may be required to validate any request for paid sick leave.

MEMORANDUM

TO: The Board of Commissioners

THRU: Zulieka Boykin, Executive Director

FROM: James Maynard-Cabrera, Human Resources Director

RE: **Revised Travel & Entertainment Policy**

DATE: October 6, 2024



This memo outlines the key differences between the newly revised Travel and Entertainment Policy and the previous version (Policy 905, 2010). The revised policy focuses on streamlining processes and ensuring compliance with HUD regulations while supporting HACM's mission.

Key Changes in the Revised Travel Policy:

1. **Document Length and Structure:**
The **Original Policy** (6 pages) included detailed travel-related topics, whereas the **Revised Policy** (3 pages) is more concise, focusing on key travel and reimbursement processes.
2. **Purpose:**
The **Original Policy** aimed to provide general guidelines, while the **Revised Policy** emphasizes cost-effective practices and compliance with HUD, aligning with HACM's goals.
3. **Scope and Responsibility:**
The **Original Policy** targeted employees traveling for more than 12 hours. The **Revised Policy** includes both employees and commissioners, emphasizing HUD compliance and financial principles.
4. **Approval Process:**
Executive Director approval is still required for all overnight travel, but the **Revised Policy** introduces a more straightforward process managed by designated administrative staff.
5. **Per Diem and Reimbursement:**
The **Revised Policy** introduces a flat per diem rate of \$100 for meals and incidentals, simplifying the process compared to the **Original Policy**, which adjusted rates for partial travel days.
6. **Credit Card Usage:**
While the **Original Policy** provided detailed guidance on Authority-sponsored credit cards, the **Revised Policy** focuses on itemized receipts and stricter rules for unsubstantiated expenses.
7. **Entertainment Expenses:**
The **Revised Policy** continues to prohibit alcoholic beverages, simplifies the approval process, and ensures compliance with IRS regulations.

8. **Mileage and Personal Automobile Use:**

The **Revised Policy** maintains IRS mileage rates but provides clearer, streamlined language.

9. **Lodging and Incidentals:**

The **Revised Policy** focuses on securing the lowest possible room rates and eliminates some of the specific guidance, such as room sharing requirements.

10. **Miscellaneous Expenses:**

While the **Original Policy** included a longer list of non-reimbursable expenses, the **Revised Policy** retains the same content but condenses the examples for clarity.

11. **Receipt Submission:**

The **Revised Policy** imposes stricter consequences for failing to submit receipts within 30 days, which may result in delays or forfeiture of reimbursement.

12. **Insurance:**

The **Revised Policy** clarifies that employee-purchased travel insurance is not reimbursable and emphasizes coverage under workers' compensation insurance.

In summary, the **Revised Policy** simplifies and clarifies the previous guidelines, focusing on enforceability and compliance with HUD regulations, making the travel process more efficient for both employees and commissioners.

ACTION: Move forward for full board review and approval by the Commissioners.



TRAVEL POLICY *(Replaces Policy# 905)*

I. PURPOSE

The purpose of this policy is to provide clear guidelines for business travel and entertainment for representatives of the Housing Authority of the County of Monterey (HACM), including employees and commissioners. It ensures that travel expenses are necessary, reasonable, and compliant with HUD regulations and HACM's financial principles. The policy promotes cost-effective practices, outlines procedures for requesting and documenting expenses, and ensures all expenditures support HACM's mission to provide affordable, safe housing for Monterey County residents.

II. RESPONSIBILITY

Department heads and supervisors are responsible for ensuring that all representatives understand and comply with this policy before engaging in business travel.

III. POLICY

- A. Approval for Travel: All overnight business travel requires prior approval from the Executive Director.
 - Travel arrangements, including transportation, lodging, and conference registration, must be handled by designated Administrative Department staff.
- B. Travel and Per Diem Advances: Travel advances of up to 100% of the estimated expenses may be requested at least seven (7) days prior to the travel date.
- C. Credit Cards: HACM-issued credit cards may be provided for business travel.
 - Credit cards will be issued as needed for travel-related incidentals and must be returned upon the completion of the trip or upon termination of employment.
 - All receipts for expenses incurred using a HACM-issued credit card must be submitted within 30 days of the trip's completion.
 - Receipts must be itemized, and credit card slips, or bank statements are not acceptable substitutes. Failure to submit an itemized receipt will result in reimbursement to the agency for the unsubstantiated expense.
- D. Air Travel: All air travel must be in coach class.
 - Advance Booking: Arrangements should be made in advance to secure the lowest possible rates.
 - Checked Baggage: The Housing Authority of the County of Monterey (HACM) will cover the cost of the first checked bag for roundtrip travel. Any additional costs for overweight luggage or extra bags are not covered by HACM.

- Seat Upgrades: Any payment for seats outside of coach class is not covered by HACM.
- E. Rental Cars: Rental cars may be used if necessary and in the best interest of HACM.
 - Insurance: Representatives are covered under HACM's workers' compensation insurance and automobile liability insurance. Therefore, additional insurance should not be purchased from rental car agencies.
- F. Travel to and From Terminals: The least costly method should be used for transportation to and from airport terminals, such as shuttles, taxis, or long-term parking for personal vehicles. HACM is not responsible for travel outside of transportation to and from terminals
- G. Traveling to and From the Venue: HACM will make every effort to book accommodations at hotels closest to the venue; in some instances, the venue may be within the hotel. Travelers are expected to use their best judgment when traveling from the hotel to the venue, utilizing hotel shuttles or other cost-effective methods. Personal travel outside of the training or airport is not covered by HACM.
- H. Use of Personal Automobile: Representatives using personal vehicles for HACM business will be reimbursed at the IRS-established mileage rate.
 - Reimbursement will not exceed the cost of commercial airfare for the same trip.
- I. Lodging: The lowest possible room rates should be secured, with government rates requested when available.
 - Personal expenses (e.g., in-room entertainment, mini-bar, laundry) will not be reimbursed.
- J. Meals & Incidentals - Per Diem
 - The per diem for meals and incidental expenses is set at **\$100** per day.
- K. Entertainment: Entertainment expenses must serve a clear business purpose and comply with IRS regulations.
 - All receipts and documentation related to travel and entertainment expenses must be submitted to the Executive Assistant's office for approval and processing. No reimbursement will be made without the proper documentation and approval.
 - Alcoholic beverages and personal entertainment expenses are non-reimbursable.
- L. Tips: Tips related to reimbursable expenses such as meals or transportation (e.g., taxis) should be limited to 15%.
 - Gratuities for baggage handling (e.g., porters or bellhops) are reimbursable at \$1 per bag.

M. Laundry

- Laundry expenses during business travel will not be reimbursed unless the representatives are traveling for five (5) or more consecutive days.

N. Insurance – Travel: Medical expenses resulting from an accident while on HACM business are covered under HACM's workers' compensation insurance.

- Other personal travel insurance purchased by representatives will not be reimbursed.

O. Combined Business and Personal Travel

- If personal travel is combined with business travel, HACM will only reimburse the portion of expenses related to business travel.

P. Spouse or Guest on Trip: If a representative chooses to take a spouse or significant other on a business trip, any additional expenses incurred are personal and must be covered by the representatives in advance of booking.

- HACM will only reimburse expenses that would have been incurred for the representatives alone (e.g., single room rates).

Q. Miscellaneous Expenses and Reimbursements: Unexplained items labeled as "miscellaneous" are not allowable for reimbursement.

- Examples of non-reimbursable expenses include newspapers, magazines, movies, shoeshines, and household services incurred due to representatives' absence on a business trip.
- All receipts and documentation related to travel and entertainment expenses must be submitted to the Executive Assistant's office for approval and processing. No reimbursements will be made without the proper documentation and approval.

R. Airline Clubs

- Fees for membership in airline clubs or lounges are considered personal expenses and will not be reimbursed.

Receipts Submission and Approval Process: All receipts for reimbursable travel and entertainment expenses must be submitted to the Executive Director/CEO's Executive Assistant for approval. After approval, the Finance Department will review the submission and process it for payment.

Failure to submit receipts within 30 days of trip completion may result in delays or forfeiture of reimbursement.



TRAVEL POLICY

I. PURPOSE

To establish guidelines for business travel and entertainment.

II. SCOPE

All employees traveling on Authority business outside of Monterey County for a period of more than 12 hours. For this section only, reference to employee(s) also includes other persons representing the Authority on Authority-authorized business.

III. RESPONSIBILITY

Establishment and administration of this policy is the responsibility of the Executive Director. Each department head and supervisor is responsible for ensuring that employees, prior to departure on their first business trip, review this policy to understand its intent and requirements.

IV. POLICY

A. Approval for Travel. All overnight business travel requires prior approval by the Executive Director. The department head shall approve travel for the purposes of training. All travel arrangements, hotel, airlines, rental car, and conference registration will be arranged through the designated Administrative Department staff member. A training request form shall be completed and approved prior to traveling. Reimbursement for travel is further considered when:

1. An employee works excessively long hours away from regular worksite; (more than 12 hours)
2. Work at a complex located sufficiently distant from regular worksite to require overnight lodging or is required in performance of official duties to attend a meeting in which a meal is served;
3. Travel is away from regular worksite on very limited notification; or to
4. Attend a school, convention or meeting away from regular worksite.

B. Credit Cards. The Authority has an arrangement with a credit card company to charge travel and entertainment expenses on Authority-sponsored charge cards. Credit cards shall be issued as deemed necessary by the Executive Director.

Employees who have been issued an Agency credit card should charge reimbursable expenses to the credit card whenever possible, including all entertainment, travel, and hotel expenses. Only reimbursable expenses should be charged on the credit card; personal expenses should be paid for by the employee separately.

Upon termination of employment, all personnel who have been assigned credit cards must return all Authority-issued credit cards to Human Resources.

- C. Travel and Per Diem Advances. When a travel advance is necessary, an advance request must be made within a minimum of seven (7) days prior to the date of travel. Upon approval of the advance, the employee may receive up to 100% of the total estimated expenses. The advance will be disbursed to the employee one to two days before the trip. An expense report must be filed within 30 days of the completion of the trip (See IV.T). If no report is filed, IRS regulations require that the amount of the advance be reported as wages on the employee's W-2.
- D. Air Travel Policy.
1. All air travel will be in coach class.
 2. If en route and because of airline difficulties, an employee is required to exchange tickets through rerouting, an airline refund voucher must be obtained and attached to the ticket receipt. An explanation and the receipt are required when submitting expense reports.
 3. The Authority will select the carrier based on flight schedule and rate structure. The carrier and/or employee shall select the most reasonable and lowest possible fare.
 4. Travel arrangements should be made as far in advance as possible to take advantage of the most economical rate. It should be noted that hotel accommodations may be extended over a Saturday night in order to save money on airline tickets.
 5. If there are penalties associated with changing reservations, the Authority will pay for these, provided the Authority required the change or the change was beyond the control of the employee.

Penalties or cancellation charges incurred for any other reason will be the responsibility of the employee. This includes changes to arrive on an earlier flight.
 6. If last minute changes are required during non-working hours or while out of town, the employee should contact the appropriate airline carrier.
- E. Rental Car. The use of a rental car is permitted when it is in the interest of the Authority to do so. Arrangements shall be made through the most reasonable and feasible rental company. Employees must maintain an acceptable driving record at all times. Employees shall adhere to all state and federal laws and rules of the rental company.

Personal medical insurance should not be purchased from the car rental agency since employees are already covered under the Authority's workers' compensation insurance. Additional automobile liability insurance should not be

purchased as employees are covered through the Authority's automobile liability policy.

Rental charges must be supported by a receipt and should be charged to the credit card.

- F. Travel To and From Terminals. Travel to and from airport terminals will be by the least costly method available consistent with business requirements; e.g., airport shuttle or limousine, taxi, air commuter, or personal automobile (including parking or storage fees). On trips of more than one day's duration, long-term parking must be used and receipts must be attached to the expense report.
- G. Use of Personal Automobile. Employees traveling by personal automobile on Authority business are required to carry, at the employee's expense, public liability and property damage insurance at the minimum required by law.

Employees will be reimbursed for mileage at rate(s) as established by the Internal Revenue Service. Rates shall be posted on departmental bulletin boards for employees' information. Such reimbursement will not exceed the cost of commercial airfare for the same trip. A mileage reimbursement form must be completed for reimbursement. Mileage reimbursement includes costs incurred for gasoline, maintaining liability and collision insurance, tires, oil, lube, routine maintenance, registration, and depreciation.

- H. Baggage Expenses. Charges imposed by a carrier for personal luggage that exceeds weight or other established limitations will be borne by the employee, unless the Executive Director approves a particular exception. The Authority will pay for standard baggage charges. The Authority will not reimburse for excess baggage charges.
- I. Rooms. Every effort will be made to guarantee the lowest rate. If, during check-in, the hotel is overbooked, the employee is expected to use sound business judgment in selecting alternative accommodations. In many cases, a government rate is available and the employee should request this rate when registering at the hotel. The employee should use an Authority ID badge for identification.

The Authority pays only for standard room rates. Two employees may be required to share accommodations in order to save costs. In this case, a double room rate is acceptable.

If late arrival is guaranteed and the reservation must be canceled, the cancellation must be made within the time allowed. The Authority will not pay for no-shows.

All hotel charges should be charged to the credit card. The charges, when shown on the expense report form, should be itemized to show meals, telephone charges, etc. In-room movies, laundry, and use of mini-bars are considered personal expenses and, therefore, not reimbursable.

If the employee must pay the bill, they must personally submit for reimbursement. The original detailed hotel bill must be attached to the expense report. Miscellaneous expenses must be supported by receipts and attached to the expense report.

- J. Meals & Incidentals – Per diem. The Housing Authority provides the federal government’s per diem rate for meals and incidental (M&IE) expenses for the travel destination as stated in IRS publication 1542 or subsequent bulletin. Incidentals are paid at \$5.00 for any portion of the day. If travel is not for the full day, the balance of the per diem amount will be adjusted as follows:

The trip begins at or before 7:00 a.m.	- Breakfast	- 25%
The trip begins at or before 11:00 a.m.	- Lunch	- 25%
The trip begins at or before 4:00 p.m.	- Dinner	- 50%

After a 24-hour period continuing to the next day, incidentals are paid at \$5.00 for any portion of the day. If travel is not for the full day, the balance of the per diem amount will be adjusted as follows:

The trip ends at or after 8:00 a.m.	- Breakfast	- 25%
The trip ends at or after 2:00 p.m.	- Lunch	- 25%
The trip ends at or after 7:00 p.m.	- Dinner	- 50%

Meals may be claimed using these guidelines in combination as noted above when fractional travel days extend over two or three meal periods.

The per diem for meals will not be adjusted for meals provided by a common carrier or a complimentary meal provided by a hotel/motel. If meals are furnished other than as noted above, the per diem will be adjusted based upon the applicable amount stated in IRS publication 1542. Meals will not be reimbursed above this rate unless for purposes of approved entertainment and accompanied by properly documented receipts.

- K. Entertainment. Internal Revenue Service regulations require that entertainment expenses (including business lunches, dinners, etc.) must serve definite business purposes with a reasonable expectation of deriving increased business benefits. Implicit in these requirements is the disallowance of “goodwill.” Entertainment must be associated with the active conduct of business and must be incurred during, before, or after a substantial business discussion. Events such as birthday parties, going away parties, showers, etc. are considered personal expenses and will not be reimbursed under this policy. Alcoholic beverages, in any form, are non-reimbursable expenses.

Entertainment (luncheon, dinner, etc.) of fellow employees of the Authority is not generally allowed except when:

1. A customer or outside contact is in attendance.
2. Visiting another location.
3. The employees are meeting during a meal time and discussing Authority business.

To ensure compliance with these regulations on lunches, dinners, and other entertainment expenses, the following information must be shown on the expense report.

1. Cost.
2. Date.
3. Place (name and location) and nature of entertainment.
4. Business purpose and nature of business benefit derived or expected to be derived.
5. Name and title of people present or other designation sufficient to establish business relationship to the Authority.

Original receipts are required for all non-per diem expenditures and must be attached to the expense reports. Photocopies will not be accepted. Only the actual cost of the meal plus tip will be reimbursed.

- L. Tips. For expenses such as meals, taxi, etc., the gratuity should be limited to the accepted norm (generally 15%) and included in the amount reported. It is proper to show as “tips” gratuities to redcaps, skycaps, hotel porters, and bellhops (generally \$1.00 per bag).
- M. Laundry and Valet. No laundry expenses will be reimbursed.
- N. Insurance - Travel. Medical expenses resulting from an accident while on Authority business are covered under workers' compensation insurance. Any travel insurance purchased by an employee is at his or her personal expense.
- O. Telephone. An agency provided cell phone should be used for making business related telephone calls. Any personal phone calls used on an agency issued cell phone are reimbursable to the Agency. Hotel charges for internet service connectivity used for Agency business will be reimbursed.
- P. Combined Business and Personal Travel. The Authority will pay for the cost of the business segment, and the employee will pay for the difference between that and the total.
- Q. Spouse on Trip. If an employee chooses to take his or her spouse or significant other on an approved business trip, the additional expense incurred is personal, and must be paid in advance of the travel being booked. The Authority will reimburse expenses to the extent that it would have incurred for the employee alone; i.e., the standard rate for a hotel room.

- R. Miscellaneous Expense. Unexplained items labeled “miscellaneous” are not allowable items of expense. Some examples of items not considered allowable are: newspapers, magazines, movies, shoe shines, personal expenses incurred for household services due to employee's absence on a business trip, etc.
- S. Airline Clubs. Fees for membership in airline clubs are considered a personal expense and, therefore, not reimbursable.
- T. Reporting Travel and/or Entertainment Expenses. A travel report form must be filed within 30 days after the completion of the trip. The travel report must document the dates of travel, the destination of the travel and the purpose of the trip. Employees are considered to have accounted for the amount of per diem expense that does not exceed the rates established by the federal government if the report is filed and contains this information. Expenses other than per diem, such as shuttle services, taxis, hotels, etc. must be documented and receipts must be provided.
- U. Approvals and Review. Expenses incurred as the result of business travel or entertainment require the approval of the department head or in the case of department heads, the Executive Director. Implicit in the approval is that the approver has personally reviewed the details of the expense report.

Final review, prior to reimbursement, is the responsibility of the Finance Department.

BOARD APPROVED: August 23, 2010