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# Cayucos Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** District Remuneration and Expenditure Reimbursement

**POLICY NUMBER:** 4025 (Replaces Policy #4030 Adopted 7/16/03)

**ADOPTION DATE:** March 19, 2008

**4025.1 Purpose.** The purpose of this policy is to prescribe the manner in which District employees and Directors may be reimbursed for expenditures related to District business, and how Directors may be compensated for their service. The Cayucos Sanitary District shall adhere to Government Code Sections 53232 through 53232.4 when dealing with issues of Director remuneration and reimbursement.

**4025.2 Scope.** This policy applies to all employees and members of the Board of Directors, and its provisions regarding expense reimbursement are intended to result in no personal gain or loss.

**4025.3 Implementation.** Whenever District employees or Directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a District Travel Reimbursement Form approved by the District Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached, in accordance with the District Travel Policy section VI (A).

**4025.3.1** The District Manager (or in his/her absence, the Administrative Services Officer) will review and approve reimbursement requests. Reimbursement requests by the Administrative Services Officer will be reviewed and approved by the District Manager. Reimbursement requests by the District Manager will be reviewed and approved by the Board President.

**4025.4 Director Compensation.** Members of the Board of Directors shall receive a "Director's Fee," the amount of which shall be established annually by the Board at its regular meeting in June at the time of adoption of the District's annual budget for the new fiscal year commencing July 1. It is understood that the District will adhere to the provisions of the Health & Safety Code Section 6489 and shall, not, when combined with any other meetings occurring on the same day, exceed the daily maximum payment of \$100 per day for each day's attendance at meetings of the Board or for each day's service rendered as a Director by request of the Board, not exceeding a total of 6 days in any calendar month.

**4025.4.1** Based on IRS rulings, elected public officials are considered District employees for purposes of payroll and are therefore, subject to mandatory coverage of FICA and Medicare. Remuneration shall be paid bi-weekly, in accordance with the District's established payroll cycle.

**4025.4.2** Subject to the District's Board Training, Education, and Conferences Policy (# 4090), a District Director may be compensated for attendance at the following:

- a) A meeting of the legislative body;
- b) A meeting of an advisory body or committee (standing or adhoc);

- c) A conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234;
- d) Any activity or occasion where a director is attending as the District's designated representative;
- e) Other types of occasions deemed appropriate by the Board of Directors.

**4025.4.3** Subject to the provisions of Section 4025.4, compensation in the form of a Director fee shall be paid as follows:

- a) \$50.00 for each day of attendance at a standing or ad hoc committee meeting;
- b) \$50.00 for each day of attendance at a training session, workshop or conference;
- c) \$50.00 for each activity or occasion where a director is attending as the District's designated representative;
- d) no compensation in the form of Director fee will be paid for traveling to and from a training session, workshop or conference;
- e) \$50.00 per day for the Board Member-Financial Liaison when conducting activities consistent with the District's Investment Policy, including but not limited to, placing or settling an investment transaction by way of conference call with the District's Investment Advisor.

**4025.5** Expense Reimbursement. Directors are eligible to receive reimbursements for travel (ticket, rental car, etc.) and mileage expenses, lodging, meals, incidentals, and expenses (MI&E) for attending a qualifying meeting, training, workshop, conference, activity or occasion, on behalf of the Cayucos Sanitary District. Reimbursement rates shall coincide with rates established within the District Travel Policy, as modified by the Board of Directors, from time to time.

**4025.5.1** Any and all expenses that do not fall within the adopted District Travel and Reimbursement Policy are required to be approved by the Board of Directors of the Cayucos Sanitary District in a public meeting prior to the expense(s) being incurred.

**4025.5.2** Expenses that do not adhere to the District Travel and Reimbursement Policy, and that do not receive prior approval from the Board of Directors in a public meeting prior to the expense being incurred, may not be eligible for reimbursement without a showing of good cause.

**4025.5.3** The District shall provide District Travel Reimbursement Forms to employees and Director who incur reimbursable expenses on behalf of the District to document that their expenses adhere to this policy.

**4025.5.3.1** Receipts are required to be submitted in conjunction with all items listed on the expense report form. Expenses without receipts will only be reimbursed in accordance with District Travel Policy section VI (A)(2).

**4025.5.3.2** District Travel Reimbursement Forms shall be submitted within a reasonable time, but not more than ten (10) working days after incurring the expense.

**4025.5.4** Reimbursement for the cost of the use of a personal vehicle for making trips on official business of the District, and when so authorized in accordance with the District Travel and Reimbursement

Policy, shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

**4025.5.5** It is against the law to falsify expense reports. Penalties for misuse of public resources or violating this policy may include, but are not limited to, the following:

- a) The loss of reimbursement privileges;
- b) Restitution to the local agency;
- c) Civil penalties of misuse of public resources pursuant to Government Code Section 8314; and
- d) Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code, penalties for which include 2, 3 or 4 years in prison.