



# **Le Sueur County, MN**

**Tuesday, December 20, 2016**

**Board Meeting**

## **Item 3**

**4:33 p.m. Human Resources (2 min)**

**Staff Contact:**



# Human Resources

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Cindy Westerhouse – Human Resources Director

## HUMAN RESOURCES AGENDA ITEMS December 20, 2016

Recommendation to adopt the Le Sueur County Board of Commissioners Per Diem Policy.

Recommendation to change the meal reimbursement policy to the following:

### Reimbursement Amounts

The maximum reimbursement per meal, with receipts, including tax, shall be:

#### Standard Maximum Rate:

Breakfast	\$10.00	<del>9.00</del>
Lunch	\$15.00	<del>11.00</del>
Dinner	\$25.00	<del>16.00</del>

Add to policy: The reimbursement for meals, when traveling out of state, will be reimbursed to a maximum of \$75.00 per day, with receipts, including tax.

Recommendation to accept the resignation from Makayla Schmitz, full time Public Health Nurse in Public Health, effective December 15, 2016.

Recommendation to post and advertise for a full time Public Health Nurse in Public Health, as a Grade 11, Step 1 at \$23.42 per hour.

*Equal Opportunity Employer*

## Le Sueur County Board of Commissioners Per Diem Policy

Each Le Sueur County Commissioner receives a salary and is also eligible to receive per diem reimbursement for certain activities they perform. The Le Sueur County Board of Commissioners annually determines per diem rates for performance of duties as determined by this policy. The following policy identifies those activities eligible for per diems, as well as those activities that do not qualify for per diem reimbursement.

Generally, those items that are eligible for per diem reimbursement are Commissioner service on any board, committee, or commission of county government, including committees of the Board. The list of committees, boards and other public bodies for which Board members will be compensated will be approved on an annual basis by the Board of Commissioners. The Board may, by resolution, add to or subtract from the list at any time. This includes but is not limited to the following:

- Attendance at all board and committee appointments set at the organizational meeting of the Board. Other committee or board assignments made by the Board of Commissioners that occur at other times during the year.
- Participation in Metropolitan Inter-County Association (MICA) and Association of Minnesota Counties (AMC) committees and subcommittees.
- This includes workshops and trainings sponsored and/or endorsed by these organizations
- Participation in National Association of Counties (NACo) committees and workshops.
- Participation in other activities as directed by the County Board of Commissioners.
- Attendance at workshops or trainings sponsored and/or endorsed by the State of Minnesota.

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); 46.71, Act 156 of 1851, as amended.

County officials are responsible for making and preserving all records "necessary to a full and accurate knowledge of their official duties". When a per diem is claimed for committee work or activity required by law, the Board of Commissioners shall record the date of the work or service and the committee or activity on the electronic timecard program.

Board or committee minutes serve as documentation to support the per diem payment. The commissioners' role in performing these activities must be documented in the committee minutes. The minutes should note the authorization of the meeting by the board or committee and the commissioner has reported to the board on the results of the information gathering or activity. Mere attendance at a social event(s) does not constitute committee work. Social activities are not qualified as committee work. Per diem payment cannot be claimed whenever the commissioner meets with a constituent or group unless they commissioner acts as an agent for the board or committee in gathering information and is referenced in the minutes.

Mileage is payable for any travel determined by the Board of Commissioners to be "county business." Mileage is payable at the current rate allowed by Internal Revenue Service regulations and may be taxable. Mileage should be submitted to the Accounts Payable Department.

There are specific items that are not eligible for per diem reimbursement which include the following:

- County Board meetings
- Board of Appeal and Equalization
- Canvassing Board
- Receiving per diem from a Joint powers board

It is recognized that this policy does not completely address all instances, so any item that does not clearly fit into this policy should be brought before the Board of Commissioners for a decision.

Adopted December 20, 2016