

skills, knowledges, and attitudes in preparation for the assignment of greater responsibilities and possible movement to higher level positions.

SOP #29 - TRAVEL REIMBURSEMENT FOR DEPARTMENT HEAD CANDIDATES AND NEW-HIRE DEPARTMENT HEAD AND DIVISION HEAD (Rescinded, Reinstated)

The travel reimbursement policy is reinstated to provide adequate reimbursement for department head candidates and to provide accountability for funds expended.

Department head candidates invited to testing are eligible for reimbursement of transportation costs relative to the testing up to \$450 and lodging cost up to \$150. Finalists asked to return for additional testing are eligible for additional reimbursements with the same caps.

Transportation for air, train, or bus will be reimbursed based on standard, economy, or tourist fare rates. Reimbursement for private automobile will be at the City established rate and not to exceed the round trip air fare plus bus or airport limo to the testing.

Receipts for actual air, train, or bus travel costs to the testing must be submitted. Private automobile odometer readings for beginning and end of travel must be submitted.

Receipts for actual lodging expenses must be submitted. Lodging will be reimbursed or paid on the basis of standard, non-deluxe accommodations for the candidate only. Other charges such as extra guests, room-service and personal phone calls are not reimbursable.

In situations where the City arranges the transportation through a travel agent and/or arranges the lodging, any amounts in excess of the \$450 for transportation or \$150 for lodging will be borne by the candidate.

This policy will also apply to City-hosted assessors performing services for the City.

SOP #31 - LIABILITY SELF-INSURED CLAIM PROCESSING PROCEDURE

The City Council has established a self insured retention for liability claims filed against the City. The City Council has also delegated claim settlement authority up to \$5,000 to the City Manager subject to review by the City Attorney.

This Standard Operating Procedure provides for liability self-insured claim processing procedures for the delegated claim settlement authority up to \$5,000.

The City will, in all cases, return to the claimant, all claims filed after the 6 month statute of limitations. The claimant for late claims will be advised to seek leave to present a late claim. Should the claimant for late claim apply to the City Council to present a late claim, the City Council will reject the application for leave to present a late claim. Late claims are by definition invalid claims against the City. Copy of late claims will be forwarded to the City Claims Adjustor for