Ordinance 578-16

AN ORDINANCE TO AMEND ORDINANCE NO. 489-11 PERSONNEL POLICY SECTION SECTION XII. EMPLOYEE VEHICLE POLICY 12.00VEHICLE USAGE

BE IT ORDAINED by the Town Council of the Town Of Summerdale, Alabama, as follows:

Adding to Section XII. Employee Vehicle Policy 12.Vehicle Usage to be amended to read as follows:

12. **VEHICLE USAGE**: Employees shall follow all guidelines of this policy while operating town owned vehicles at all times. If such employee has no designated "office," Town Hall shall be such "office. Violations of this provision shall subject the employee to the disciplinary procedures and sanctions of the personnel ordinance.

An employee, who takes a town vehicle home, may not leave that vehicle at their home while they are on vacation. The vehicle will be left at the appropriate office. The keys turned in to their supervisor. In this way, if your vehicle is needed for any reason, it will be available. It is your responsibility to make the necessary arrangements prior to departure.

Lunch is to be taken on your own time, using your own vehicle. **Personal business conducted while utilizing a town-owned vehicle must be done either en-route to or from work without any detour of the employee's normal route and completed within ten (10) minutes.** Employees cannot report to their residence during work hours in a town vehicle unless the employee's residence is within the corporate limits (and then only for a limited meal or personal break). **No non-employee, including the family members of employees, shall ride in municipal vehicles except when it directly relates to municipal business or in an emergency situation. Police Officers can use their assigned town vehicle for one (1) meal break per-shift outside the corporate limits but must remain within four (4) miles of Summerdale corporate limits.** If an employee has an emergency at home or elsewhere, he/she will need to notify their supervisor for approval to drive a town owned vehicle out of the corporate limits (emergencies will be documented on time sheets and employees will not be paid for time not worked).

This ordinance shall be in full force and effect from and after its passage, approval, recording and publication as provided by law.

Adopted this 12th day of September, 2016.

Mayor

Attest

Tiffany Lynn

Clerk