



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Vehicle Allowance Program Policy

Creation Date: August 31, 2015

Revision Date: January 13, 2015

Prepared By: HR Department

Approved By: City Manager

Legal Review: Elizabeth Ruhmann

POLICY: VEHICLE ALLOWANCE PROGRAM POLICY

Designated executive employees may receive a vehicle allowance, which is intended to cover the cost of an automobile, including insurance, maintenance and repairs, fuel, etc. The City Manager is responsible for designating those positions that are eligible to participate in the Vehicle Allowance Program (the "Program").

This policy does not include employees who are entitled to receive vehicle allowances in accordance with their employment contracts or the elected Municipal Court Judges, whose vehicle allowance is established by the City's Budget Resolution.

A car allowance in the amount of \$350.00 per month is established for Department Heads and above and \$250.00 per month for Assistant Department Heads. Additional employees authorized and approved to participate in the Program will be paid the amount designated by the City Manager or his designee. The allowance will be paid bi-weekly and will be included in the employee's taxable income. The Program is intended to cover all local and regional City-related business travel that an authorized executive may be required to make as a result of his/her job and all related expenses, including insurance and deductibles in the case of an accident. Authorized employees who receive this allowance will not be provided with a City vehicle except in limited situations where a need exists for the use of special equipment, a marked City vehicle or a special type of vehicle. *In other words, an employee may not receive both a car allowance and a City vehicle.*

If an employee wishes to have the use of a City vehicle, rather than receiving the vehicle allowance, he/she must submit a written request to the Human Resources Director outlining and justifying the need for a City vehicle. The City Manager, or his designee, will make the final determination as to whether the employee will receive a City vehicle, as well as establishing the permitted uses of such vehicle, in lieu of the allowance.

To begin receiving the vehicle allowance, an authorized representative from the employee's department shall provide written notification to the payroll section of Human Resources in writing specifying the amount awarded. Payroll will verify eligibility and process the request at the beginning of the employee's next payroll period in accordance with the policy. Payments will cease when the employee vacates an eligible position.

In accordance with the Travel Policy, employees are entitled to reimbursement at the Standard Mileage Rate established by the Internal Revenue Service for travel outside the county of El Paso and are required to record and properly submit their travel mileage in order to receive this reimbursement.

All executives driving a personal vehicle on City business shall:

- Maintain a valid Driver's License; and
- Maintain a current registration and safety inspection for the vehicle, and
- Maintain financial responsibility in compliance with the State of Texas financial responsibility law.

Grandfather Clause: Employees authorized for and receiving a vehicle allowance prior to the date of the most recent amendment to this policy shall be permitted to continue to receive the allowance unless otherwise determined by the City Manager or his designee.

APPROVED BY:


FOR _____
TOMMY GONZALEZ, City Manager

DATE:


