



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 812: CAR ALLOWANCE

A. General Provisions

1. The City Manager is authorized to receive payment of a Car Allowance and to authorize payment to the Assistant City Manager and Department Directors in lieu of being provided City vehicles.
2. It is at the City Manager's discretion to determine which eligible staff will receive a car allowance or a City vehicle. The determination shall be made with consideration to the routine business use made of the vehicle, the portion of the use which is for commuting, the needs of the City, the personal preference of the employee, the types of special equipment which is traditionally installed in the City vehicle and the makeup of the City fleet.
3. The car allowance is established in the City's Personnel Ordinance. This allowance will be reviewed for adjustment on an annual basis with consideration given to general inflation, changes in the consumer price index and changes in the purchase price of vehicles normally assigned to Department Directors.
4. A person receiving a car allowance is required to maintain a vehicle in good condition for routine City use exclusively by that employee.
5. The employee must maintain personal vehicle insurance coverage with the minimum liability coverage as required by law under the State of Ohio. The city assumes no responsibility for damage to privately owned vehicles, nor does the City assume any responsibility for any private property stored or left in the vehicle.
6. If an employee who receives a car allowance travels beyond a 25-mile radius for City business (for a total round trip distance of 50 miles or more), the employee shall be eligible for reimbursement at the current mileage rate as set in the City's travel policy. Pool cars shall only be used by employees who receive a car allowance in emergency situations.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Manager and Department Directors.


Approved:

11/3/22
Date


Mark Schwieterman
City Manager

Issued:

11.4.2022
Date


Jenny Smith
Director of Human Resources