

BOROUGH OF BARRINGTON

**RESOLUTION 5-2010-49
AMENDING THE PERSONNEL POLICY**

It is hereby resolved that the Personnel Policy of the Borough of Barrington is amended as follows:

TRAVEL AND TRAINING

It is the policy of the Borough of Barrington that all attendance and travel to workshops, conferences, conventions and seminars shall be authorized prior to attendance.

No overnight accommodations shall be approved for any employee or official.

No meals shall be approved to be reimbursed for any employee or official.

Mileage shall be reimbursed at the currently posted IRS rate. Tolls and parking shall be reimbursed upon submission of proper receipts.

Any employee wishing to attend a seminar, workshop, convention or conference shall submit a written request to his/her department head.

Travel/attendance which shall cost less than \$100 shall be approved by the department head.

Travel/attendance which shall cost more than \$100 shall be approved by the Department Director.

GENERAL POLICY

It is the policy of the Borough of Barrington that attendance and travel to workshops, conferences, conventions and seminars for Borough officials and employees shall be approved prior to attendance. Approval shall require that the attendance of an employee at a conference, meeting, program or other event is either necessary to the continuation of Borough business; is necessary to the maintenance of licensure and/or proficiency of an employee as it relates to the employee's performance of his/her duties; or is mandatory.

Approved: May 12, 2010

By: _____
John D. Rink, Mayor

Attest: _____
Terry Shannon, Clerk/RMC