

ORDINANCE NO. 21-19

PASSED: February 11, 2019

ORDINANCE TO AMEND THE "City of Reynoldsburg, Ohio Personnel Policy and Procedure Manual" ADOPTED BY ORDINANCE NO. 75-18 PASSED JUNE 25, 2018; AND DECLARING AN EMERGENCY

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the "City of Reynoldsburg, Ohio Personnel Policy and Procedure Manual" adopted by Ordinance No. 75-18 passed June 25, 2018 and as subsequently amended, be and is hereby amended to read as follows:

See Exhibit "A" attached hereto and incorporated herein.

SECTION 2. That those corresponding existing sections be and are hereby repealed and replaced.

SECTION 3. That upon adoption by Council, this ordinance shall be in effect thirty days following signature by the Mayor.



Doug Joseph, President of Council

ATTEST: 

April L. Beggerow, Clerk of Council

APPROVED: 

Bradley L. McCloud, Mayor

DATE 2/13/19

CERTIFICATE

I, April L. Beggerow, Clerk of Council, City of Reynoldsburg, Ohio do hereby certify the foregoing to be a true and correct copy of Ordinance No. 21-19 as passed by Council of said City on the 11th day of February, 2019 and as recorded in the Record of Proceedings of said Council.



April L. Beggerow, Clerk of Council

Filed with Mayor: 2/12/19

CREDIT CARD FLEET POLICY

Generally: Credit/fleet cards are not intended to avoid or bypass the competitive bid requirements, appropriation of funds, approval process, or payment process. The City Auditor will assign a Compliance Officer from his/her staff. Expenditures may not exceed appropriations under any circumstances. Credit cards can be used for in-store purchases as well as mail, email, internet, telephone and fax orders. Fleet cards are to be used for gas purchases only. Credit/fleet cards are not an ATM card or a debit card. It cannot be used for cash withdrawals nor personal or non-work related purchases. If there are points for purchase related to the card, the points are the property of the City and should not be used for any personal redemption.

a. Credit/Fleet card issued to Department heads and other employees with prior approval from the City Auditor.

b. This policy is for any credit and or fleet card issued to conduct business on behalf of the City.

b.c. All credit cards issued for City business must have "City of Reynoldsburg" on the card.

Cardholder Responsibilities:

a. Is an individual who has been approved to pay for certain work-related expenses with a credit card. The cardholder is responsible for the security and physical custody of the card and is accountable for all transactions made with the card. If a card is lost or stolen, it must be reported to the Auditor's office and Department head immediately.

b. Every purchase must have a detailed itemized receipt.

c. All receipts and documentation must be submitted with the purchase order for payment of the credit/fleet card statement.

d. Employees knowingly misusing a City credit card will be liable both civilly and criminally for any unauthorized use of the City credit cards and/or failure to follow established policy.

e. Unauthorized use or personal use must be reimbursed to the city within 24 hours of the charge. Continued misuse of card will result in loss of credit card privileges and disciplinary action.

f. Upon separation from the City, credit/fleet cards in the possession of an employee must be returned to the Auditor's Department prior to receiving final paycheck.

g. Each employee issued a credit/fleet card will be required to sign an acknowledgment of the policy at the time of receipt of the card.