

**QUAY COUNTY  
ORDINANCE No. 38**

**AN ORDINANCE ADOPTING THE QUAY COUNTY  
PERSONNEL CODE AND RESCINDING ORDINANCE NO. 38**

**WHEREAS**, the Board of Commissioners of Quay County, New Mexico wish to adopt an Ordinance revising the Quay County Personnel Code pursuant to 4-38-13 to 4-38-19, NMSA 1978, and

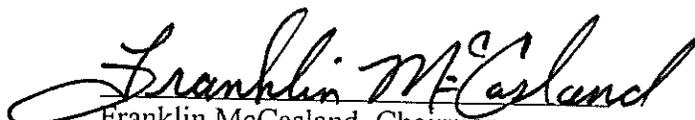
**WHEREAS**, the Board of Commissioners of Quay County, New Mexico have the authority to adopt such policies, rules and regulations pursuant to 4-37-1 to 4-37-9, NMSA 1978.

**NOW THEREFORE BE IT ORDAINED** by the Board of Commissioners of Quay County that the Quay County Personnel Code attached hereto and incorporated herein as Exhibit A is approved and adopted, and

**BE IT FURTHER ORDAINED** that all previous rules and regulations of Quay County Personnel Ordinance No. 38 are rescinded and abolished.

**ADOPTED** this 24<sup>th</sup> day of October 2005.

**BOARD OF COMMISSIONERS OF  
QUAY COUNTY, NEW MEXICO**

  
Franklin McCasland, Chairman

Attest:

  
Ellen White, County Clerk

30 days. During the first 30 days, it is expected that the employee will use available sick leave. **Short term maximum 25 weeks.**

**Long Term Disability** benefits begin after the employee has been disabled for 180 days and the Short term benefits have ended.

**L. CLOTHING ALLOWANCE:** An employee in certain designated jobs may be required to wear special or protective clothing to perform the job function . Allowances consist of shirts, pants, coats, and steel toed boots where appropriate. Items not furnished to the sheriff and his officers are hand gun, leather gear and coordinating footwear. Necessary safety apparel will be furnished to each department that requires such items.

**M. PER DIEM AND MILEAGE:** All payments of per diem and mileage employees will be made pursuant to policies established by the Quay County Commission. In no event shall any per diem or mileage allowances be made for travel by a County employee in connection with the employee's regular job duties within the boundaries of Quay County without the express prior written consent of the Department Head. If no County Commission action addresses a situation, then policies established by the State of New Mexico will be followed. The Quay County Commission may approve per diem and mileage for non-employees who are acting on behalf of the County.

**B. In-County Travel Authorization:** Travel within Quay County, in furtherance of Quay County business, must be authorized by an employee's supervisor if mileage expenses are to be reimbursed. Supervisors shall obtain such authorization as may be required by their respective Department Heads or Elected Officials.

**2. Payment of Mileage for use of private vehicle; use of County vehicles:**

- a. **Rate and Basis For Entitlement.** All County personnel shall receive thirty-two cents (\$.32) per mile for each mile traveled in a privately owned vehicle subject to the approval of the Elected Official or Department Head. Payment of mileage is to be done by way of reimbursement, after travel has been undertaken.
- b. **No Multiple Reimbursements:** Only one (1) person shall receive mileage for each mile traveled in a single privately owned vehicle.
- c. **Use of County Vehicles:** All County Personnel shall use County

Dallas/Forth Worth and outside the continental United States area shall be paid per diem at the rate of \$215.00 per twenty-four hour period of travel time.

- e. **Pro-Rata Per Diem:** After one complete twenty-four (24) hour period of travel time, per diem for subsequent
- 0 through 5:59 hours of travel time: \$-0-
  - 6 through 11:59 hours of travel time: \$9.50
  - 12 through 17:59 hours of travel time: \$18.75
  - 18 through 23:59 hours of travel time: \$28.25

- f. **Per Diem Rates:** Travel for salaried public officials and employees shall mean being on authorized county business and at least thirty-five (35) miles from Quay County.

Out-Of-State travel for salaried public officials and employees shall mean being at least one hundred and fifty (150) miles beyond the exterior boundaries of the State of New Mexico. ALL OUT-OF-STATE TRAVEL MUST RECEIVE PRIOR APPROVAL BY THE COUNTY COMMISSION WITH THE FOLLOWING EXCEPTION:

Out-of-state travel by the Sheriff's Department law enforcement officers for investigations, transportation and extradition of prisoners shall be approved at the discretion of the Sheriff.

- g. **Standard Per Diem.** Travel for public officers and employees where overnight lodging is required shall be reimbursed as follows:
1. In-state areas: \$85.00
  2. In-state special areas: \$135.00
  3. Out-of-state areas: \$115.00
  4. Out-of-state special areas: \$215.00
- h. **Partial Day Per Diem:** Travel which does not require overnight lodging, but extends beyond the normal work day shall be reimbursed as follows:
1. For less than two (2) hours of travel beyond normal work day, NONE.
  2. For two (2) hours, but less than six (6) hours beyond the normal work day, \$8.00.
  3. For six (6) hours but less than twelve (12) hours beyond the normal work day, \$16.00.
  4. For twelve (12) or more hours beyond the normal work day, \$22.50.

"Normal work day" means eight hours within a nine-hour period for all public officers and employees regardless of the officers' or employees' regular work schedule.

**n. Administration of Policy.**

**(1) Suspension and Alteration of Policy:**

For good cause shown, the Board may suspend the travel procedures, requirements and limitations set forth herein on a case-by-case basis, or make exceptions thereto, so that the needs of the County may be met. This policy may be altered by the Board from time to time as needed, premised on advance notice to employees.

**(2) Interpretation of Policy:** The County Manager shall administer the travel policies enunciated herein. In cases where the provisions of this policy may be vague, unclear or subject to multiple interpretations, the County Manager shall provide the interpretation and clarification.

**(3) Violation of Policy:** Violation of this policy shall subject the offending employee to discipline action in accordance with this policy. Travel expense incurred for unauthorized travel or travel in violation of this policy will not be paid. Chronic violation of this policy by a Department Head or an Elected Officials office may result in appropriate budget restrictions.

**O. TIME CARDS:** Time sheets are to be filled out each pay period. At the completion of such pay period and after approval by the Department Head or Elected Official, the time sheets are forwarded to the Finance Department. In addition to time worked each day, holidays, time spent on vacation, sick leave, or other leave during the pay period must be recorded on the time sheet. Any special pay considerations should be noted on the time sheet and initialed by the supervisor. Time sheets shall be signed by the employee and signed by the immediate supervisor.

## **SECTION 10 LEAVE AND HOLIDAYS**

**A. AUTHORIZED LEAVE:** Leave is any authorized absence, with or without pay, during regularly scheduled work hours which is approved by the proper authority.

Leave is granted in accordance with work-load requirements in the department and is subject to the approval of the respective Elected Official/Department Head. The designated time keeper in each department is responsible for the maintenance and transmittal of leave records to the Finance Department.

**2. UNAUTHORIZED LEAVE:** Absence without approved leaves subject to disciplinary action and loss of pay. Absence without leave for three (3) or more days shall be considered just cause for termination.