

after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

G. With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee. The employee shall indemnify, defend and hold the City completely harmless for any and all claims arising out of his/her request to allow someone to accompany them on the trip. The City shall be in no way liable for any losses incurred by the employee or any family member or friend resulting from their participation in travel. The employee shall be required to use his/her own personal vehicle if taking a family member or friend on any business trip.

H. A trip report for all training travel involving seminars for the City is required. The trip report shall include a brief discussion of the reason for the trip, what was achieved or learned, and how the trip was beneficial to the City.

I. When travel is approved, the employee should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

J. Abuse of this Business Travel policy, including falsifying expense reports to reflect costs not by the employee, can be grounds for disciplinary action, up to and including termination of employment.

ARTICLE 20

MEDICAL AND LICENSE REQUIREMENTS

Any and all fees and/or costs associated with employee requirements for licensing and/or examinations necessary for continuing employment shall be paid for by the City.

ARTICLE 21

LAY OFF

A. Seniority is defined as length of service with the City of Ely.

B. Seniority by department shall be the determining factor in the case of layoff, demotions (in lieu of layoff) and recalls. Layoffs shall be in reverse order of seniority. Any employee who is laid off may bump an employee in another department with less seniority, when the job descriptions and skills of the positions are similar or less. The City shall give written notice thirty (30) calendar days prior to an employee's layoff or demotion in lieu of layoff. A City wide re-employment list shall be established for employees affected by layoffs and/or demotions. Seniority with the City is the priority of the re-employment list. If an employee is offered re-employment, but not qualified for the position, the City would continue down the list

until they find an employee qualified. If no employee is qualified, then the City shall offer to train, by seniority, an employee on the list willing to train for the position. If an employee refuses an offer of re-employment, for which she/he is qualified, the employees shall be removed from the list. Recall to employments shall occur in inverse order of layoff.

C. If an employee exercises bumping rights into another classification, the employee would retain his/her step on the wage scale in the new classification.

D. Any regular status employee reduced in grade or laid off under this Article shall have his/her name placed on the appropriate recall list as determined by the following:

Employees with:

0 to 8 Years of Service = 1 year recall period
8 or more Years of Service = 2 year recall period

E. The City will maintain the official recall list. Any employee who has been laid off shall be notified through certified mail, return receipt requested, at his/her last known address, of an offer of recall and shall, within twenty-one (21) calendar days from the date of mailing, respond affirmatively in person to the City Administrator of acceptance of the offer of recall. Failure to respond within the twenty-one (21) calendar day period will constitute waiver of the right to recall and that person will be removed from the recall list. An employee must be available for work within two (2) weeks of acceptance of the offer. Upon recall after layoff, the time that the person was on layoff shall be counted as a break in service; however, the employee, upon return, shall resume accruing all benefits at the same level as at the time of layoff.

ARTICLE 22

LEAVE OF ABSENCE

I. Leave of Absence Without Pay

A. Leave without pay may be granted only to an employee who desires to return to City Service.

B. Leave without pay for less than thirty (30) calendar days must be granted by the City Administrator.

C. Leave without pay for thirty (30) calendar days or more may be granted for the good of the public service by the City Council.

D. The employee shall retain his/her status as a public employee and the pay, leave and benefits accrual level as prior to the approved leave.

II. Leave of Absence With Pay