

Manchester Water District
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MANCHESTER WATER DISTRICT
Resolution No. 2026-01

A RESOLUTION REVISING DISTRICT EMPLOYEE MANUAL

WHEREAS, the Board of Commissioners of Manchester Water District (Board) have determined that portions of the District Employee Manual need occasional revisions to comply with current law and/or practice; and

WHEREAS, periodic revisions are also essential to update and/or improve District policies; and

WHEREAS, Management has determined the need to modify Ch. 4.12 "Travel" to reflect an Advance Travel Payment option for all employees prior to work related travel; and

WHEREAS, the District Board has reviewed the proposed revisions to Chapter 4.12 of the current District Employee Manual listed, and attached hereto as EXHIBIT A, and determined the revisions shall be included in the District's Employee Manual and shall be applicable to all regular employees in service of Manchester Water District; and

NOW THEREFORE BE IT RESOLVED by the District Board that the District Employee Manual revision listed in Exhibit A, attached hereto, is hereby adopted.

THIS RESOLUTION was duly considered and approved by the Manchester Water District Board of Commissioners in a regularly scheduled open public meeting on March 10, 2026.

- 1. Ratification.** Any act consistent with the authority granted pursuant to this Resolution occurring prior to the effective date of this Resolution is hereby ratified and affirmed; and

2. **Severability.** The provisions of this Resolution are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this resolution or the invalidity of the application thereof to any person or circumstances, shall not affect the validity of the remainder of the resolution, or the validity of its application to other persons or circumstances; and
3. **Effective Date.** This resolution shall become effective immediately upon adoption and signature as provided by law.

ADOPTED by the Manchester Water District Board of Commissioners on March 10th, 2026.

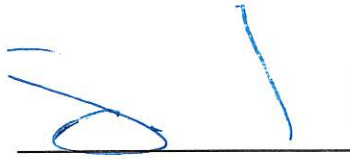
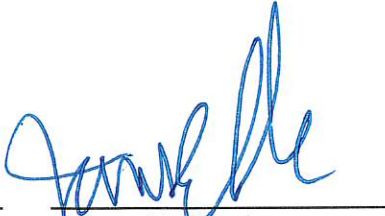

		
_____ Steve Pedersen Commissioner	_____ James E. Strode Board Chair	_____ Robert Ballard Secretary

EXHIBIT A

Manchester Water District

REVISIONS TO THE EMPLOYEE MANUAL

Purpose

The purpose of this revision is to update the District Employee Manual and add an advanced travel payment option for District-related overnight travel. The modifications to the Employee Manual are in red text for clarity.

4.12 Travel

- 1) Travel Away from the District – All travel away from the District must be approved by **Management**. Employees may travel by common carrier, District vehicles, or personal vehicles.

- 2) Travel Expense Reimbursements – District employees shall be reimbursed for reasonable and customary expenses incurred in connection with the business of the District, including food, lodging, and travel expenses. Requests for reimbursement shall be submitted within seven days of the date the employee returns to work, on an expense reimbursement form signed by the employee and their Supervisor. Receipts or other evidence of payment are required for reimbursement. Travel, lodging, and meals receipts should be itemized. Reimbursement for expenses may be limited as follows:
 - a) **If an Employee uses a personal vehicle for authorized District business, mileage shall be reimbursed at the rate published by the Internal Revenue Service (IRS) at the time of travel. Reimbursable mileage shall be calculated from the lesser distance between the District Office and the authorized destination, or the Employee's residence and the authorized destination.**

 - b) The reimbursement rates for meals, lodging, and other travel expenditures shall be on a cost basis. Reimbursement for meals should not exceed the per diem rates guidelines established by the General Services Administration (GSA) **for the destination city/state.**

 - c) Miscellaneous expenditures for any other purpose, not enumerated in this policy, when necessarily incurred by the traveler in connection with the transactions of official business will be reimbursed on a cost basis, if allowed or approved.

 - d) Tips for meals or other services shall be considered as reasonable and necessary costs for such service, and may be included in the cost of the meal or service rendered.

 - e) Expense reimbursement shall not include expenses paid for non-District employees, except where the request for reimbursement is for the cost of meals where the primary purpose was a discussion of District business.

- f) An employee traveling by air on District business may qualify for credits under airline frequent flier programs. If employees choose to participate in such programs, they may use such credits for personal travel. This shall be deemed part of an employee's compensation and considered whenever salary levels are reviewed. In all cases employees must take the most direct route and the least costly airfare option when traveling on District business.
- 3) District Paid Travel Expenses – An employee may be issued a District credit/debit card for travel expenses. Any charges on the card will be for business purposes only, and itemized receipts must be retained and submitted, as proof of authorized expenses. Any non-authorized, **or personal use** of a District credit/debit may result in disciplinary action, **and any unauthorized charges must be reimbursed to the District.**
- 4) Advance Travel Pay – District employees may request advance travel pay for approved work-related travel by submitting a completed Advance Travel Pay Request Form and supporting documentation to the General Manager no later than the first (1st) day of the month preceding the month of travel (e.g., requests for June travel must be submitted by May 1).

Additional supporting documentation shall include a copy of the per diem rates from the General Services Administration (GSA) identifying the city and state of travel. The District shall follow GSA per diem and mileage rates for lodging, meals, incidental expenses, and mileage reimbursement. Advance funds shall not be issued without prior approval of the General Manager. Itemized receipts are not required to be submitted after travel for advance travel pay.

Advanced travel payments are considered “compensation” under IRS guidelines. Employees are responsible for understanding the tax effects of advanced travel pay.

