TOWN OF HILLSBOROUGH
PERSONNEL POLICY

POLICY 111 LAST REVISED 10/28/11

SUBJECT: CAR ALLOWANCES AND VEHICLE ASSIGNMENTS

PURPOSE: To establish a policy and guidelines to provide optional cash allowance in lieu of a pool vehicle.

STATEMENT OF POLICY:

Allowances
A car allowance is provided to the Public Works Director, City Engineer, Finance Director, Assistant Finance Director, Assistant City Manager, Planning and Building Director and Chief Building Official.

An option of use of a pool car or car allowance is offered to the City Manager, Police Chief, Fire Chief, Deputy Fire Chief, Police Captains, Superintendent of Public Works and Public Works Director.

Cash allowances were established by Council action in January, 2000 (Resolution 00-01) in the following base amounts:

City Manager	$400 monthly
Police and Fire Chiefs	$350 monthly
Public Works Director	$300 monthly
Others	$250 monthly

The City Manager has the authority to make adjustments in the allowance amount on an annual basis. Such adjustments are typically made in January.

Vehicle Assignments
In order to opt for a pool car in lieu of an allowance, an employee must meet the following criteria:

- Employee must reside within 25 miles of Town Hall
- Employee agrees to operate vehicle pursuant to the Vehicle Use policy (302)

A vehicle is assigned to police officers serving as investigators.

Previous revision 7/19/01, 1/2008, 2/25/08, 8/1/08