

RESOLUTION 2025-27

**A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK
(AMENDMENT #3)**

WHEREAS, the City of West Branch Employee Handbook, dated July 1, 2024 will be amended as follows:

Section III – EMPLOYMENT

31. VEHICLE USE POLICY (proposed changes to paragraph 3 only)

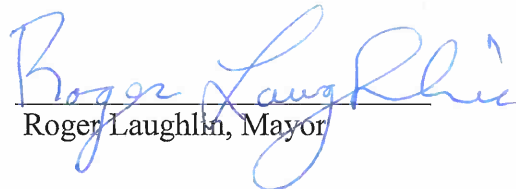
City vehicles may be available for use by employees for city business only. Non-City employees shall not be transported in City vehicles without the express permission of an employee's supervisor or the City Administrator.

A qualified non-personal use vehicle is a vehicle that an employee is not likely to use more than a minimal amount for personal purposes because of its design. The IRS regulations determine what is a qualified non-personal use vehicle.

Clearly marked police vehicles are qualified, non-personal use vehicles if the employee using the vehicle is required to use the vehicle for commuting and are on-call at all times. A police vehicle is clearly marked if painted insignia or works make it readily apparent as a police vehicle. West Branch police officers (**subject to prior approval from the Police Chief**) may be permitted to take home their police vehicle provided the following occur: (1) the officer lives within an ~~eight (8)~~ **thirty (30)** mile radius of the City limits; if the officer lives beyond an ~~eight (8)~~ **thirty (30)** mile radius of the City limits he or she must leave his or her car at the City limits and drive his or her personal car home; and (2) the officer does not use the vehicle for any other personal use other than commuting to and from work.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned Amendment #3 to the West Branch Employee Handbook is hereby approved.

Passed and approved this 3rd day of March, 2025.


Roger Laughlin, Mayor

ATTEST:


Leslie Brick, City Clerk