

supervision, so that s/he is able to act in accordance with the records retention policies for all records the employee creates, receives or maintains.

E-mail is subject to the records retention policies. Text messages, chat group posts, social media posts or similar electronic communications that are temporary in nature cannot effectively be captured on a routine basis for records retention purposes. As a result, employees shall not use those types of communications to memorialize any County business that is subject to the State Archives document retention policies.

## **Telecommuting**

Telecommuting means to perform a special project from a location other than the employee's regular workstation. Telecommuting is limited to the performance of work of such a high priority that it originates from and is assigned by the Administrator. Telecommuting requires the Administrator prior approval. Telecommuting is not to be used by an employee who, for personal reasons, must be away from work, but has exhausted available leaves.

## **Travel and Transportation**

The County Administrator or the County Administrator's designee will approve or reject all requests received from supervisors on behalf of their employees for reimbursable travel in order to conduct County business or to receive training that will benefit the County. Approval for the travel **must** be obtained in advance of the travel. A copy of the meeting agenda, training agenda, seminar agenda or other appropriate documentation must be attached to all requests for reimbursable travel.

The County Administrator may authorize advance funding in excess of fifty (\$50.00) dollars for authorized travel subject to strict accountability. Requests for such advances must be submitted to the County Administrator through the respective department head for approval not less than seven (7) working days prior to the scheduled time of departure. Employees who have received advance funding for authorized travel must submit a travel expense report with all receipts within five (5) working days of return. Travel advances may be granted only where expenses are expected to exceed \$50.00. If after subtracting qualified business travel expenses the employee has a balance from the advance funding, the balance must be returned with the travel expense

report. If the employee fails to pay a balance of the advance owed to the County, the amount due will be deducted from the employee's next payroll check as an advance of wages.

In the event an employee travels and does not request a travel advances, expense reports are to be completed and returned within five (5) business days of completion of the authorized reimbursable travel; however, if the employee has an extraordinary reason for submitting a travel expense report past that deadline, the employee must notify the Finance Director who may, in the Finance Director's option, be granted an extension of time to return the completed travel expense report. Receipts **must** be attached for all expenses. If an employee's personal vehicle is utilized, the employee shall be reimbursed using guidelines established by the Internal Revenue Service as of July 1 annually. Expense reports must be properly completed, documented and timely returned to be reimbursed.

While traveling on County business, employees are expected to select restaurants that are reasonably priced. Employees will be reimbursed for meals using the guidelines established by Council in the annual budget provisos that are adopted as part of the annual budget ordinances. Where a per diem has been provided, employees will be required to submit receipts. The County will not reimburse an employee for the purchase of alcoholic beverages.

Travel by public conveyance, whether it be by air, rail, bus or other mode of public transportation shall be accomplished by the employee in the most cost-efficient manner available which best serves the financial interests of the County. When public transportation is used, expenses for local transportation such as taxicabs and bus fare will be allowed wherever such transportation is necessary for the conduct of business.

Generally, overnight travel is not allowed for destinations within a 60-mile radius of the employee's normal work location. When lodging is required, employees are expected to utilize standard, medium-priced accommodations wherever possible. Receipts for lodging expenses must be attached to the expense report. Lodging at the single rate only (or double rate if single is not available) will be reimbursed by the County. Spouse and family member costs must be borne by the employee. If an employee is attending an organized convention or conference located in a specific motel or hotel, the employee may stay at the designated site of the conference. The employee will be required to register in a timely fashion so as to take advantage of any conference rates that are offered.

The County shall pay the full, pre-approved registration fee for employees representing the County with the following exception: if the registration fee has different rates for members and non-members, the County will pay the lesser rate and the staff member will pay the difference.

Whenever a County vehicle is unavailable and an employee is authorized to use his personal vehicle for the purpose of official business, the employee will be reimbursed at the current rate as published by the Internal Revenue Service as of July 1 annually.

Telephone charges will be permitted expenses when incurred in the conduct of official business. The County shall also reimburse the employee for pre-approved registration fees and, upon presentation of receipts, reimbursement for parking fees, tips, copying fees, or other necessary fees.

## **Ethics**

Employees are expected to represent the County in a positive and ethical manner at all times and have an obligation both to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the County Administrator. Violation of this policy may result in disciplinary action up to and including termination.

It is the policy of the County to prohibit its employees from engaging in any activity, practice, or act which conflicts with, or appears to conflict with, the interest of the County, its residents, or its suppliers. Employees are also expected to adhere to the provisions of the South Carolina Ethics Act. Since it is impossible to describe all of the situations which may cause or give the appearance of a conflict of interest, the following prohibitions included in this policy are not intended to be exhaustive and only include some of the more clear-cut examples:

- County employees are prohibited from having a direct financial interest in any contract with the County or to be directly financially interested in the sale to the County of any material, supplies, equipment, or services.
- County employees may not sell or barter anything to the County, or make any contract with the County, or purchase anything from the County other than those things which the County offers generally to the public and then only on the same terms as are offered to the public.
- County employees are prohibited from engaging in financial transactions with the County where the employee may have direct or indirect access to information regarding the