

# **Policy of the Franklin County Joint Emergency Telephone System Board**

## **Employee Use of Employer Owned Vehicle**

The FCJETSBS authorizes the Franklin County 9-1-1 Director to use a FCJETSBS owned vehicle for the conduct of FCJETSBS business and for commuting from home to work and from work to home and for *de minimis* personal use (such as a stop for a personal errand on the way between a business activity and the employee's home). Fuel for the FCJETSBS vehicle can be purchased with the FCJETSBS credit card.

The employee shall not use the FCJETSBS owned vehicle for personal purposes other than commuting and *de minimis* personal use. Personal use of the vehicle is defined as any use that is not for the conduct of FCJETSBS business.

Under this policy, the value of this fringe benefit is determined by multiplying each one-way commute (that is, from home to work or from work to home) by \$1.50. This amount must be included in the employee's wages or reimbursed by the employee on a pay period basis (26 pay periods per year).

Failure to comply with this policy could result in disciplinary action up to and including termination of employment. The Franklin County 9-1-1 Director shall be given a copy of this policy.

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Approved by a majority vote of the FCJETSBS on February 16, 2016.

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Amy Spotanski-Tipton, FCJETSBS Secretary