

AN ADMINISTRATIVE REGULATION ESTABLISHING

A travel policy where safety concerns are considered in regards to travel and overnight hotel stays when traveling more than four hours away from the City of Hobbs.

Section 1. Purpose.

Our employees' continued safety is a primary concern for us. This policy has been established to ensure that team members take into consideration safety concerns when traveling more than four hours from the City of Hobbs. Team members have the ability to make changes to travel accommodations when sensible safety concerns exist. A "know when to stay" philosophy is vital to the safety of all team members of the City of Hobbs.

Section 2. Eligibility

All active team members for the City of Hobbs who travel more than four hours for business related functions.

Section 3. Policy

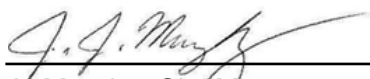
As a team member for the City of Hobbs, you have the option of staying the night if you consider traveling home to be an unsafe decision. Drive time, if at all possible, should be during your normal working hours and as part of your shift. If you elect to stay an extra night you will be reimbursed approved costs associated with the travel as long as you provide the proper documentation.

Consideration should be given to the following:

- The safety of the selected route of travel. For example, weather conditions and the time of year.
- Traveling at night.
- Labor intensive functions that may require you to stay another night.
- The number of hours with meetings and travel included.

Section 4. Program Continuation

The City Manager reserves the right to amend or discontinue this program at any time.



JJ Murphy, City Manager

25 Apr 2017

Date

By signing below, I acknowledge that I have read AR 17-01. I was given the opportunity to ask questions to ensure my full understanding.

Printed Name & ID: _____

Department: _____

Signature

Date