



Algonquin Township Highway Department
3702 U.S. Highway 14
Crystal Lake, Illinois 60014

Algonquin Township Highway Department
Andrew Gasser – Algonquin Township Highway Commissioner

Date: February 28, 2018

To: All Employees

From: Andrew Gasser

RE: Policy 18-1 –MISCELLANEOUS PAY POLICY

1. Effective immediately the Algonquin Township Road District will no longer make any miscellaneous pay payments except those payments which are pre-approved in writing and serve a public purpose. The public purpose must be set forth in written request before the expense is incurred. If any employee seeks to be paid any amount of money outside ordinary pay they must:
 - a. Request in writing to the Highway Commissioner setting forth the public purpose.
 - b. Obtain the written approval of the Highway Commissioner before incurring the expense.
 - c. Submit receipts and request reimbursement for the expense.
 - d. No airfare or personal expenditures shall be reimbursed unless specifically authorized by the Highway Commissioner in writing prior to travel.
2. Mileage for attendance at mandatory training in locations other than the Algonquin Township campus shall be reimbursed at a rate equal to the amount allotted by the Internal Revenue Service (IRS) for mileage.
3. Effective immediately all Miscellaneous Pay is terminated.

//SIGNED//

Andrew Gasser
Highway Commissioner
Algonquin Township Highway Department