

YAMHILL COUNTY
Official Policy

**Job-Related Expenses of
Department Heads & Elected Officials;
Procedure for Review / Approval / Denial**

Board Order 01-522, July 5, 2001
Section 2.a. modified by B.O. 09-810, January 1, 2010
Board Order 16-29, January 28, 2016

Based on recommendations from the county's auditor, a policy has been established to assure a fair review of requests for reimbursement of expenses by department heads and elected officials.

Section 1. **Entitlement to Reimbursement for Job-related Expenses.** Department heads and elected officials, like other county employees, are authorized to apply for reimbursement for job-related expenses otherwise allowed by law and county policy. Reimbursement may be allowed by the person or panel designated in Section 2 upon a determination that the expenses were previously budgeted and made in connection with official county business. Upon the signature of the person or panel designated in Section 2 below on a Yamhill County Employee Expense Report form, the accounting division is authorized to pay the allowed expenses.

Section 2. **Persons Designated to Review and Approve Expense Reports;
Appeal of Initial Determination.**

a. **Non-elected department heads.** A non-elected department head's expense report form must be reviewed by an authorized official established under this subsection. For purposes of review of a non-elected department head's expense report form, an authorized official is the county administrator or the county administrator's designee. If the authorized official is satisfied the department head is entitled to reimbursement under Section 1 for expenses listed on the form, the authorized official will approve the expenses. If the authorized official is not satisfied the department head is entitled to reimbursement as requested, the authorized official will notify the department head of the authorized official's adverse determination as to a particular expense. The department head may appeal the adverse determination to the full board of commissioners. The board will consider the appeal and decide whether the particular expense or expenses were previously budgeted and made in connection with official county business. The board may sustain, partially sustain, or reverse the initial determination by the authorized official. The decision of a majority of the board is final.

b. **Elected officials.** An elected official's expense report must be reviewed by an authorized official established under this subsection. For purposes of review of an elected official's expense report form, an authorized official is the county counsel, or, in the absence of the county counsel, the district attorney. In the absence of both the county counsel and the district attorney, an authorized official is an assistant county counsel or a senior deputy district attorney. If the authorized official is satisfied the elected official is entitled to reimbursement

under Section 1 for the expenses listed on the form, the authorized official will approve the expenses. If the authorized official is not satisfied the elected official is entitled to reimbursement as requested, the authorized official will notify the elected official of the authorized official's adverse determination as to a particular expense. The elected official may appeal the adverse determination as to a particular expense to the three member panel described below. The panel will consider the appeal and decide whether the expense or expenses were previously budgeted and made in connection with official county business. A majority of the panel may sustain, partially sustain, or reverse the initial determination by the authorized official. The decision of a majority of the panel is final.

i. Where commissioner appeals decision. If the elected official who appeals a decision is a county commissioner, the panel will consist of the district attorney, the county treasurer, and the county administrator; provided, however, that if the district attorney was the authorized official, the county counsel shall serve on the panel in place of the district attorney.

ii. Where treasurer, sheriff, assessor, or clerk appeals decision. If the elected official who appeals a decision is the county treasurer, sheriff, assessor, or clerk, the panel will consist of the district attorney, the chair of the board, and the county administrator.

iii. Where district attorney appeals decision. If the elected official who appeals a decision is the district attorney, the panel will consist of the county treasurer, the chair of the board, and the county administrator.

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Accepted by Yamhill County
Board of Commissioners on
1-28-11 by Board Order
116-29