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Section 1

Chief Administrative Officer
SECTION 1 - CHIEF ADMINISTRATIVE OFFICER

A. Authority

1. The Executive Director shall be the Chief Executive Officer of the Northern Kentucky Area Development District (NKADD) and charged with the responsibility for its day to day operations.

2. The Executive Director shall exercise all power granted to him/her by the by-laws, these Administrative Regulations, and the Board of Directors.

B. Employment

1. The Executive Director shall be employed by the Board of Directors for the Northern Kentucky Area Development District.

2. The Executive Director shall be authorized to hire and fix salaries for all other employees of the NKADD, however, said employees shall not receive a salary in excess of that authorized by the Board of Directors.
Section 2

Disbursements
SECTION 2 - DISBURSEMENTS

A. Authority

1. The Treasurer of the Northern Kentucky Area Development District shall be the disbursement officer for all funds of the Northern Kentucky Area Development District and shall make said disbursements provided by the by-laws and as provided herein or as otherwise specified by the Board of Directors.

2. The Treasurer, who shall be bonded, is authorized to make or have made without prior approval of the Board, any and all disbursements essential to the general operating and recurring expenses of the Northern Kentucky Area Development District.

3. The Treasurer is authorized to make any and all disbursements relative to previously approved grant awards, agreements, or contracts entered into on behalf of the Northern Kentucky Area Development District.

4. The Treasurer is authorized to make any and all disbursements for non-recurring and/or extraordinary expenditures provided the Board has approved or previously authorized the making of such expenditures.

5. Disbursements as provided by paragraphs 2, 3 and 4 of this SECTION shall not exceed authorized budgeted amounts.

6. Disbursements shall not be made until complete and approved invoices, purchase orders or related items are verified by the Finance Director.

7. All disbursements above $5,000 shall require co-signatures of the Executive Director and the Treasurer or Chair of the Board of Directors.
Section 3

Purchasing
SECTION 3 - PURCHASING

A. Definitions

1. Associate Director or Department Head - The individual staff member responsible for directing the activities of the individual NKADD departments.

2. Executive Director - The individual responsible for the overall administrative, supervisory, and technical work of the NKADD and each of its departments. The Executive Director, or his/her designee, is the chief executive officer of the Northern Kentucky Area Development District.

3. Finance Director - The Finance Director of the Northern Kentucky Area Development District implements and maintains the accounting and fiscal procedures and records of the agency.

4. Large Purchase - Any product, service, or equipment with a total cost of $5,000 or more.

5. Professional Services - Any service purchased by the NKADD except materials, supplies, or equipment.

6. Purchase Order - The form issued to the vendor authorizing the vendor to sell the prescribed goods and/or service to the NKADD. The purchase order is also the internal document giving final authorization from the Executive Director or his/her designee to the Purchasing Agent to purchase the goods and/or service at the price quoted.

7. Purchasing Agent - The individual responsible for implementing and enforcing the purchasing procedures of the NKADD administrative regulations.

8. Small Purchase - Any product, service, or equipment with a total cost of less than $5,000.

9. Staff Member - Any employee of the Northern Kentucky Area Development District.
11. Vendor - Any person or company providing supplies, materials or services.

B. Purchase Order

Purchase orders are issued for all purchases, regardless of the method utilized to secure price quotes. The procedures for purchase orders are as follows:

1. A Purchase Order (PO) must be prepared by the employee and signed by an Associate Director prior to any purchases being made. Any purchase above $2,000 must have prior approval of the Executive Director.

2. Upon receipt of purchase order, the Associate Director will either approve or disapprove the request. The Executive Director will then approve or disapprove. If written bids are required, they must be submitted with the purchase order.

3. The purchase order and documentation will be given to the finance office for processing of payments.

4. The Finance Director, will attach the purchase order and all documentation to the check and/or payables list.

5. All original purchase orders are kept on file by the Finance office in accordance with the NKADD records retention schedule. Electronic copies of the purchase orders are also to be kept in accordance with the schedule.

C. Small Purchasing Procedures

1. If a small purchase is estimated to be a total cost of $2,000 or less, NKADD employees need only obtain the best price available through any means.

2. If a small purchase is estimated to be a total cost of more than $2,000, but less than $5,000, NKADD employees will obtain at least three documented bids of any type, including but not limited to, advertised, published, written, or verbal. Verbal bids must be recorded in writing, and all bids will be maintained on file.

D. Large Purchasing Procedures

1. If a large purchase is estimated to be at least $5,000, but less than $20,000, NKADD Employees will obtain at least three bids which must be in writing by the bidder. Any form of Invitation for Bidders (IFB) may be used, but a reasonable time must be allowed for submission of bids. A deadline for submission will be established. Any set of criteria, including but not limited to price, may be used to evaluate the bids. The Board of Directors must approve the award of any bid above $5,000.
2. If a large purchase is estimated to be $20,000 or more, then a bid process will be used in compliance with applicable state law, which includes provisions for public advertisement. Any set of criteria, including but not limited to price, may be used to evaluate the bids. The Board of Directors must approve the award of any bid above $5,000.

3. The employee responsible may send the IFB specification sheet to any responsible prospective vendor.

4. A question and answer period for all bids will be established and noted in bid information. All applicable questions by prospective bidders will be answered in public format for all prospective bidders to review.

5. Submitted bids not clearly marked as such on the envelope may be opened for identification purposes and resealed until the time for the bid opening.

6. Sealed bids will be opened in public by the designated employee at the time and place stated in the IFB's.

7. The bids will be tabulated by the designated employee and the results examined by the Executive Director or his/her designee who will determine the lowest and/or best evaluated bid price. In determining the lowest and/or best evaluated bid price, the Purchasing Agent may consider the following:

   a. The character, integrity, reputation, judgment, experience, and efficiency of the vendor.
   b. The ability of the vendor to provide the material or service promptly or within the time specified, without delay or interference.
   c. The quality of performance by the vendor on previous contracts or orders.
   d. The ability of the vendor to provide future maintenance and service for all equipment purchased from the vendor.
   e. Any other criteria identified in the IFB.

8. Recommendations for bid award will be submitted by the Executive Director or his/her designee to the Board of Directors which will approve or disapprove the Executive Director's recommendation.

9. The Executive Director, Purchasing Agent, or the Board of Directors may reject any and all bids; however, the reasons for rejection should be noted.

10. A file will be kept by the responsible NKADD employee on all purchases executed during the fiscal year under these large purchase procedures. These files will be maintained in accordance with the NKADD Records Retention Schedule.
E. Exceptions to Bidding and Purchasing Procedures

Noncompetitive, negotiated procedures may be used for large purchases when competition is not practicable and it is further determined by the Purchasing Agent that:

1. An emergency exists which may result in public harm from a delay due to utilization of competitive procedures; and/or
2. There is a sole source of the product or service; and/or
3. The service is provided by a licensed professional.

Other Various Exceptions Include:

1. Operating supplies may be ordered by the Purchasing Agent, upon approval of the Purchasing Agent, as needed, without repeating the process of SECTION 3 of these administrative regulations each time. Operating supplies are defined as consumables.
2. Purchase orders are not required for utility services (telephone, electric, and gas) rental payments, or other similar on-going purchases.
3. Invoices, the result of signed professional contracts, do not need to follow SECTION 3 of these administrative regulations.

F. Professional Services

All professional service contracts below $5,000 may be executed by the Executive Director. Contracts of $5,000 or more shall be approved by the Board of Directors upon recommendation of the Executive Director. The Associate Director/Department head shall determine the best means available for seeking the lowest and/or best price for professional service contracts.

G. Conflict of Interest

The NKADD shall not contract with any NKADD employee, or immediate family thereof, for the purchase of any product or professional service.

H. Rejection of Bids

The right to reject any or all bids will be reserved by the NKADD.

I. Other Provisions
Applicable provisions of state and/or federal laws and regulations will be followed.

J. Vendor Solicitations

In addition to any public advertisement, requests for bids may be sent to any responsible vendor.

K. Fixed Asset Policy

A fixed asset is defined as a financial resource meeting all of the following criteria:

1. It is tangible in nature.
2. It has an extended useful life, which NKADD may identify as one year, two years or longer.
3. It has a value greater than the capitalization threshold established by the Board, considered to be an asset for which control (accountability) is desirable.

Capital assets and infrastructure are capitalized and depreciated as outlined in the capitalization table for NKADD. Fixed assets will be capitalized when the useful life is greater than one year and the acquisition cost meets the capitalization threshold. Assets will be depreciated on the straight-line basis over their useful lives.

<table>
<thead>
<tr>
<th>FIXED ASSET</th>
<th>CAPITALIZATION THRESHOLD</th>
<th>DEPRECIATION SCHEDULE</th>
<th>TRACKING/INVENTORY THRESHOLD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>$1</td>
<td>Capitalize Only</td>
<td>$1</td>
</tr>
<tr>
<td>Land Improvements</td>
<td>$12,500</td>
<td>25 Years</td>
<td>$1</td>
</tr>
<tr>
<td>Buildings</td>
<td>$25,000</td>
<td>40 Years</td>
<td>$1</td>
</tr>
<tr>
<td>Building Improvements</td>
<td>$25,000</td>
<td>25 Years</td>
<td>$1</td>
</tr>
<tr>
<td>Furniture &amp; Fixtures</td>
<td>$2,500</td>
<td>7 Years</td>
<td>$500</td>
</tr>
<tr>
<td>Computers, Equipment</td>
<td>$1,500</td>
<td>3 Year</td>
<td>$250</td>
</tr>
<tr>
<td>Software</td>
<td>$10,000</td>
<td>5 Years</td>
<td>$1,000</td>
</tr>
<tr>
<td>Vehicles</td>
<td>$20,000</td>
<td>5 Years</td>
<td>$500</td>
</tr>
</tbody>
</table>

Purchased or constructed capital assets and infrastructure are reported at acquisition or construction cost or estimated historical cost. Cost is defined as the cash price, or its equivalent, plus all other costs necessary to place the asset in its intended location and condition for use. Donated capital assets are recorded at their estimated fair value at the date of the donation.

Land
Land acquired by purchase is valued at the price of the land, costs incurred in its acquisition including legal and other fees, and costs necessary to prepare the land for its intended use, including demolition of existing buildings and utility relocation.
Land acquired by gift is valued at the fair market value at the time of acquisition. Other costs incurred necessary to prepare the land for its intended use are treated the same as for purchased land.

Land is considered to have an unlimited life and is not depreciated.

*Land Improvements*
Land improvements are costs to prepare land for its intended use. These include roads, sidewalks, paving, fences, curbs, driveways, landscaping, and parking lots. The valuation method for land improvements is the same as that for building construction.

*Buildings*
When buildings are constructed, valuation includes all direct costs such as labor, material, and professional services to construct the building, together with insurance, interest, and other costs incurred during the period of construction to ready the building for its intended use. Generally, this is the completion of all contracts to have the building constructed. All costs incurred, from excavation to completion of the building, are considered part of the building cost.

Buildings acquired by purchase or gift are valued at the amount paid in the case of purchase, or, in the case of gifts, by appraisals performed by outside experts or by values established by courts for assets received from the estate of a donor.

*Building Improvements*
The valuation method for building improvements is the same as that for building construction. Building improvements are significant alterations or structural changes that a) meet the capitalization threshold and b) meet one or more of the following conditions:

1. Extends the useful life of the building beyond what was originally scheduled.
2. Increases the value of the building.
3. Expands the total square footage of the building

Replacement or restoration to the original utility level does not constitute an improvement.

*Furniture and Fixtures*
Furniture and fixtures includes equipment, furniture, fixtures, and shelving. The valuation of furniture and fixtures is based on individual unit cost. Cost includes the purchase price, freight and handling charges, insurances while in transit, and assembling and installation costs.

Items which a) are part of a larger whole and not individually identifiable; b) may or may not have a unit cost meeting the threshold level for capitalized assets but the practice is to purchase in groups and capitalize the total group cost; and, c) will be maintained together or in the same general area, may be reported, capitalized, and depreciated as a group.
Items which do not fall into either capital category above are considered as expenses. However, if it meets the unit cost threshold for Tracking/Inventory, it is recorded and tracked in the Equipment Inventory.

**Vehicles**
The valuation method of vehicles is the same as that of Furniture and Fixtures.

**Technology and Software**
The valuation of technology and software is based on unit cost. When purchasing technology, all integral parts, add-ons and peripherals housed within or permanently attached to the body or casing to the item being purchased will be considered one unit. Peripherals, add-ons and other parts not attached to the body or casing of the item being purchased and valued at more than the “tracking/inventory threshold” dollar amount shall be recorded and tracked in Equipment Inventory separately.

Software acquired separately from a computer system costing $10,000 or more per unit and having a useful life of more than one year will be capitalized.

**L. Disposal of Fixed Assets**

The Board may sell or otherwise dispose of any personal property which has been deemed excess or has become unsuitable for public use.

Surplus or excess personal property as described in this section may be transferred, with or without compensation, to another governmental agency; or it may be sold at public auction or by sealed bids. In the event that no bids are received for the property it may be disposed of, consistent with the public interest, in any manner deemed appropriate by the Board. Monies from the sale of surplus property should be placed in the general fund unless otherwise restricted. Items that are determined damaged, unusable, outdated can be placed in the garbage for disposal with Board approval upon advice from Executive Director or Designee.

**M. Credit Card Policy**

An NKADD credit card may be available for use on agency business. Individuals will not be assigned credit cards. All credit cards will be maintained by a staff person designated by Executive Director and issued on an as needed basis, upon proper approval.
Employees are generally encouraged to use regular accounts payable procedures through the purchase order system wherever possible, rather than the NKADD credit card. For charges deemed necessary for credit card usage, the following procedures must be followed:

1. A Purchase Order (PO) must be prepared by the employee and signed by an Associate Director prior to any purchases being made on an NKADD credit card. Any purchase above $2,000 must have prior approval of the Executive Director.
2. For purchases associated with travel, a PO must be prepared and approved for all airline, lodging and pre-arranged/pre-paid expenses. For costs associated with meals and/or other anticipated authorized travel expenditures, a PO must be completed and signed with estimated costs for such expenditures.
3. The signed PO must be given to the Executive Director’s Designee in order to obtain a credit card.
4. All receipts for items purchased with the credit card must be given to the Executive Director Designee within three (3) business days of the purchase and/or return from travel.
5. POs with proper receipts/documentation are then signed by the Executive Director.
6. The Executive Director Designee will be provided with credit card billing statements by the Finance Department. The Executive Director Designee will then reconcile POs and receipts with the credit card billing statements.
7. Fully executed POs are then to be provided to the Finance Department with credit card billing statements for payment processing by the Finance Department.

**Employee Responsibilities**

1. Employees must ensure the credit card is being used in compliance with the NKADD Purchasing Policies.
2. An NKADD credit card may be used only for the purchase of goods and services for official NKADD business.
3. The employee using the credit card must submit POs and receipts (as noted above). Receipts must detail the goods and services purchased, cost, and date of purchase. When used to pay for a business meal, the employee shall make a notation on the receipt indicating who was in attendance and the business purpose of the meal or meeting. All meal reimbursement will be in accordance with IRS regulations, as outlined in Section nine.
4. An employee using an NKADD credit card is responsible for its protection and custody, and shall immediately notify the Executive Director Designee if the card is lost or stolen.
5. Employees must notify, where applicable, vendors or merchants that the credit card transaction should be exempt from Kentucky Sales and Use Tax for goods or services in the State of Kentucky.

6. NKADD credit cards should not be used for cash advances, personal use or any other type of purchase not permitted by the NKADD Purchasing Procedures.

7. The Executive Director may withdraw credit card usage privileges, and will take appropriate disciplinary action should an employee misuse an NKADD credit card. Employees will also be responsible for repayment of any charges in the case of misuse.
Section 4

Petty Cash
SECTION 4 - PETTY CASH

A. Purpose

1. The purpose of this section is to outline the policies and procedures for operation of a petty cash fund.

B. Policies

1. No more than $150.00 will be maintained in the petty cash fund at one time.
2. Reimbursement is limited to a $15.00 purchase.
3. Proof of purchase is required.
4. Advances are not allowed.
5. The Executive Director or his/her designee will provide the Finance Director with appropriate directions as to eligible categories of reimbursement.

C. Procedures

1. The employee requesting reimbursement submits proof of purchase to the Finance Director.
2. The Finance Director approves the request in accordance with guidelines identified in SECTION 4.B.
3. A petty cash form is filled out and signed by the employee and Finance Director.
4. The employee receives reimbursement.
Section 5

Personal Copies
SECTION 5 - PERSONAL COPIES

A. Purpose

The purpose of this section is to outline the policies and procedures for making personal copies on the NKADD copy machine.

B. Policy

Employees of the NKADD may use the ADD copy machine for personal copies but must reimburse the NKADD at the approved cost per copy as determined by the Board in SECTION 7.B.

C. Procedures

1. The technology of copiers and the process for recording personal copies may change from time to time and thus employees must see the Finance Director for instructions for recording personal copies.

2. At the end of each month, the Finance Director will collect the amount due the NKADD.
Section 6

Conferences and Meetings
SECTION 6 - CONFERENCES AND MEETINGS

A. Payment of Expenses

1. The Executive Director shall be authorized to approve only the payment of expenses, including registrations, of employees, Board members and advisory council members participating in conferences and meetings of benefit to the NKADD.

B. Board Attended Conferences

Travel to national or regional conferences and meetings located out of state and out of NKADD as defined in Section 9 will be limited to three Board members and one staff member, unless otherwise approved by the Board. Preference for one Board member will be given to an officer, starting with the Chair and next in order, First Vice-Chair, Second Vice-Chair, and Secretary/Treasurer. The staff member will be the Executive Director or designee, and, if less than three Board members are attending, one additional staff member may be designated by the Executive Director.
Section 7

Travel Expenses
SECTION 7 - TRAVEL EXPENSES

A. Authorization

Authorization to travel to destinations in-state, but outside the district must be authorized in advance by an Associate Director. Authorization to travel to national or regional conferences and meetings located out of state and outside the district must be authorized in advance by the Executive Director or his/her designee. Failure to get authorization can result in denial of reimbursement expenses. Authorization is not required for routine trips within the district and Greater Cincinnati.

B. Travel

1. Policy: Official travel will be by the most economical means or standard mode available and via the most direct routes. Exceptions to this policy shall be allowed only when it is in the NKADD's best interest and specifically authorized by the Executive Director. Reimbursement for overnight stays will not be allowed for travel within the District or Greater Cincinnati Region.

2. Modes of Transportation: The following regulations govern each mode of transportation:

   a. Auto - Individuals shall be reimbursed for authorized and in-district use of private vehicles in carrying out the official duties of NKADD. The NKADD shall reimburse at the same rate per mile as the State of Kentucky (KY Department of Revenue). However, the total mileage reimbursement allowed for out-of-district travel shall not exceed the total public carrier cost to the same destination, considering necessary time factors. The Executive Director has responsibility for enforcement of this policy. NKADD assumes no responsibility for traffic violations occurring during the use of privately owned vehicles on agency business. Auto reimbursement will not be permitted for employee travel between home and regular place of work. Incremental mileage incurred by the employee in excess of an employee’s commute to and from work is reimbursable. Expenses for auto parking are for actual costs, receipts required if in excess of $5.00.

   b. Air - Commercial airline travel shall be by coach class, and only permitted for travel to destinations outside of a 300 mile radius from the principal office. Exceptions to this policy shall be allowed only when it is in the NKADD’s best interest and approved by the Executive Director.

   c. Other Autos - The use of other autos, not the private vehicle of the staff member, shall be reimbursed at actual costs, receipts required. If rental car, appropriate and reasonable class to accommodate travel need is required, Luxury and premium are not considered
appropriate unless offered at the lower class rates or approved by Executive Director for business need.

d. For more than one employee travelling to the same destination, if the destination is less than 500 miles, auto transportation shall be utilized if the estimated mileage reimbursement is determined to be 75% or less than the cost of airline travel for all of the travelers. Exceptions to this policy shall be allowed only when it is in the NKADD’s best interest and approved by the Executive Director.

e. Due to Insurance requirements and for practical safety purposes, NKADD employees will be required to provide a copy of their drivers license and proof of valid motor vehicle insurance to NKADD when requested but minimally once per year

C. Reimbursement- NKADD Employees

1. Travel Expenses Report: The agency travel and reimbursement form is used to report all travel expenses for reimbursement. This report shall be completed in detail on a monthly basis, signed and dated by the staff member requesting reimbursement. The report, along with required receipts, is submitted to the Associate Director of the staff member’s department for review. Upon review, the Associate Director or unit manager submits the report to the Finance office. The Executive Director’s reimbursement report will be approved by the Secretary/Treasurer or Board Chair. Receipts are required to be obtained and attached to the report for all expenses except mileage exceeding $5.00.

2. Travel for non NKADD employees- NKADD will not pay or reimburse for incremental travel or expenses for family members or other non NKADD employees traveling with NKADD Employee.

3. Personal Travel- If the trip was primarily for business and, while at the business destination the trip was extended for a vacation, personal side trip, or other personal activities, part of the travel expenses will not be eligible for reimbursement, specifically those expenses associated with personal side trips and activities. Travel to and from the destination will be reimbursed at the rate that applies as long as an extension for a vacation did not increase the cost of travel. In that instance, the employee is responsible for the additional costs.

4. Self Entertainment/Alcoholic Beverages: Reimbursement will not be made for the cost of self-entertainment or alcoholic beverage.
5. Meal and Incidental Allowance: Reimbursement for meal and incidental expenses to all employees authorized to travel on behalf of NKADD are subject to limits dependent on the location of the travel and submission of detailed receipts. The reimbursement will be a "per day" allotment set by NKADD based on the General Services Administration (GSA) rates schedule of Local norms or High rate localities.

Rates will be reviewed periodically. Current rates applied for the quarter can be found on the NKADD Intranet or through HR or Finance Director.

Generally, limits are based on local norms. Exceptions to this are for high rate localities, as detailed in SECTION 7, C.7. Reimbursement will be made for gratuities not to exceed twenty per cent (20%) of the cost of the meal (individual using discretion).

Meal reimbursements for employees who do not have overnight travel will not be allowed. It is the policy of NKADD to reimburse employees for actual meal expenses incurred while traveling away from home overnight on NKADD business. NKADD will also reimburse for actual meal expenses that are for the convenience of the employer, such as when official business is conducted during a meal.

The meal allowance will automatically be adjusted periodically to reflect changes in the Consumer Price Index (CPI) for the previous 12 months.

6. Room Expenses: Reimbursement for room expenses also depend on locality.

In most cases, per 24-hour period, reimbursement for rooms shall not exceed rate set yearly by NKADD based on GSA schedule, but in all instances must be in line with local norms.

The only exceptions to this rule are high rate localities as listed in SECTION 7, C.7. The reimbursement for rooms in high rate localities shall be determined in same manner as local.

Room reimbursement rates will be reviewed periodically and adjusted if needed to reflect changes in the Consumer Price Index (CPI) for the previous 12-month period.

NKADD will reimburse lodging expenses at reasonable, single occupancy or standard business room rates but employees are required to request the government rate for all lodging and book the rate with lowest cost.
When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

7. High Rate Localities: The following are the high rate localities recognized by NKADD:

Atlanta, Georgia  Minneapolis, Minnesota
Atlantic City, New Jersey  Montreal, Canada
Baltimore, Maryland  Newark, New Jersey
Boston, Massachusetts  New Orleans, Louisiana
Chicago, Illinois  New York, New York
Cleveland, Ohio  Oakland, California
Dallas, Texas  Phoenix, Arizona
Denver, Colorado  Philadelphia, Pennsylvania
Detroit, Michigan  Pittsburgh, Pennsylvania
Hilton Head, South Carolina  Portland, Oregon
Honolulu, Hawaii  San Diego, California
Houston, Texas  San Francisco, California
Jacksonville, Florida  Sante Fe, New Mexico
Kansas City, Kansas  Seattle, Washington
Kansas City, Missouri  St. Louis, Missouri
Lake Tahoe, Nevada  Tampa, Florida
Las Vegas, Nevada  Toronto, Canada
Los Angeles, California  Tulsa, Oklahoma
Miami, Florida  Virginia Beach, Virginia
Milwaukee, Wisconsin  Washington, D.C.

Additional high rate localities must be pre-approved by the Executive Director.

D. Travel and Reimbursement—NKADD Board

1. Board Member Travel: The Chairperson of the Board will be the first Board member selected to attend any conference on behalf of NKADD. In the case of the Chairperson not attending, the 1st Vice-Chair may attend. If he/she cannot attend, the 2nd Vice Chair may attend. In addition to the Board Chair, two Board members may attend those national and/or regional conferences and meetings as deemed beneficial by the Board. The process for selecting these two additional Board members will be determined by the Board of Directors.

Travel from the residence of the Board member to an official function or meeting of the Board is reimbursable. Board members travelling on behalf of NKADD must adhere to the 48-hour
notification of cancellation for travel, hotel reservations, and registration expenses in all instances.

2. Self Entertainment/Alcoholic Beverages: Reimbursement will not be made for the cost of self-entertainment or alcoholic beverages.

3. Travel for non NKADD Board Members- NKADD will not pay or reimburse for incremental travel or expenses for family members or other non NKADD Board members traveling with NKADD Employee.

4. Personal Travel- If the trip was primarily for business and, while at the business destination the trip was extended for a vacation, personal side trip, or other personal activities, part of the travel expenses will not be eligible for reimbursement, specifically those expenses associated with personal side trips and activities. Travel to and from the destination will be reimbursed at the rate that applies as long as an extension for a vacation did not increase the cost of travel. In that instance, the Board member is responsible for the additional costs.

5. Meal and Incidental Allowance: Reimbursement for meal and incidental expenses to all employees authorized to travel on behalf of NKADD are subject to limits dependent on the location of the travel and submission of detailed receipts. The reimbursement will be a "per day" allotment set by NKADD based on the General Services Administration (GSA) rates schedule of Local Norms or High Rate localities.

Rates will be reviewed periodically. Current rates applied for the quarter will be given to Board members as required for travel.

Generally, limits are based on local norms. Exceptions to this are for high rate localities, as detailed in SECTION 7, C.7. Reimbursement will be made for gratuities not to exceed twenty per cent (20%) of the cost of the meal (individual using discretion).

Meal reimbursements for employees who do not have overnight travel will not be allowed. It is the policy of NKADD to reimburse officials for actual meal expenses incurred while traveling away from home overnight on NKADD business. NKADD will also reimburse for actual meal expenses that are for the convenience of the employer, such as when official business is conducted during a meal.

The meal allowance will be adjusted periodically to reflect changes in the Consumer Price Index (CPI) for the previous 12 months.
6. **Room Expenses:** Reimbursement for room expenses also depend on locality.

In most cases, per 24-hour period, reimbursement for rooms shall not exceed rate set yearly by NKADD based on GSA schedule, but in all instances must be in line with local norms.

The only exceptions to this rule are high rate localities as listed in SECTION 7, C.7. The reimbursement for rooms in high rate localities shall be determined in same manner as local.

Room reimbursement rates will be reviewed periodically and adjusted if needed to reflect changes in the (Consumer Price Index) CPI for the previous 12-month period.

NKADD will reimburse lodging expenses at reasonable, single occupancy or standard business room rates but board members or staff booking room on their behalf are required to request the government rate for all lodging and book the rate with lowest cost.

When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

Rates will be reviewed periodically. Current rates applied for the quarter will be given to Board members as required for travel.

7. **All reimbursement of a Board member on behalf of NKADD** are subject to all the procedures detailed in these regulations to include normal and high rate localities as noted in Section 7, C.7.
Section 8

Project Fees and Charges
SECTION 8 - PROJECT FEES AND CHARGES

A. Publications

All publications (bound documents) of the Northern Kentucky Area Development District will be made available to local governments on request. The Executive Director may provide multiple copies of documents to local member governments on a case by case basis; however, the Executive Director may also determine in which situations an appropriate charge, in accordance with state open records law, may be levied for the costs of reproduction. Cooperating and liaison organizations and agencies within the NKADD and the Commonwealth will receive single copies of NKADD publications on request. Publications will be made available to others at a cost determined by Executive Director on a case by case basis, insofar as this rule is applied equally.

B. Copies

Copies of single pages can be attained at a cost of $.05 each.

C. Maps

Charges for maps are determined by the type of reproduction and the associated costs.

D. Project Cost Share Policy and Schedule

1. Basic Policy - To the extent practicable, the Board and Executive Director shall seek to distribute planning and technical assistance projects equitably among the local governments of Northern Kentucky. In any given program year, demand for project services exceed resources available to the NKADD. Accordingly, the NKADD Board of Directors shall maintain and update as necessary a cost share schedule to be used to determine project costs not already included as NKADD JFA Contract objectives.

2. Cost Share Schedule

   a. The Executive Director or his/her designee is authorized to negotiate agreements and contracts for the delivery of specific services to NKADD cities and counties on the following basis:

      * at a minimum 15 prepaid hours of work for local governments

      * an additional 15 prepaid hours of work for local governments who have paid their full fair share contribution

   b. It is presumed that the first 15/30 hours of a project, in all but a few exceptional
cases, will be funded through state or federal funds.

c. Entities such as fire districts, libraries, health districts, etc., that are related to a city or county but do not pay a fair share contribution, only receive 15 prepaid hours.

d. Non-profit agencies that do not pay a fair share receive 15 prepaid hours.

e. Private for-profit agencies do not receive any prepaid hours.

f. The cost for work in addition to the prepaid hours will be charged at an approved cost per hour.

g. The cost share schedule is approved by the NKADD Board of Directors
Section 9

Employee Training
SECTION 9 - EMPLOYEE TRAINING

The Executive Director shall be authorized to approve the expenditures of funds permitting employees of the NKADD to participate in training conferences or seminars or academic courses that may be of benefit to the NKADD.

See NKADD Personnel Policies under Professional Development for specific policy details.
Section 10

Safety
 SECTION 10 - SAFETY

A. Policy

The health and safety of all NKADD employees is of major importance. NKADD is anxious to make everyone's job safe in all respects and, therefore, urges all employees to report all hazardous conditions in the office at once to the Executive Director or his/her designee. Hazardous conditions outside the office, but in the building, on the grounds, are to be reported to the Executive Director or his/her designee.
Section 11

Hiring
SECTION 11 – HIRING

Section 1 -- Announcement and Advertisement of Vacant Positions

All vacancies in the NKADD workforce will be publicized by posting announcements in the NKADD offices or in other places by such other means as the Executive Director deems advisable. In addition, full or part-time positions not filled through promotions will be advertised in newspapers, periodicals or online publications selected by the Executive Director, and other means to reach a broad cross section of the community. All announcements and advertisements of vacant positions should specify the title and salary of the position, qualifications requirements, manner of making application, and other pertinent information. At least seven days from the publication date of the last advertisement will usually be allowed for receipt of resumes. All announcements and advertisements will state that the NKADD is an equal opportunity employer.

Section 2 -- Applications Process

The Executive Director may require resumes. Applications on standard forms provided by the NKADD will also be required for finalists under consideration for vacant positions. Applications may also be required as deemed necessary by the Executive Director. Application forms will request information covering training, experience, and other pertinent data. All applications will be signed by the applicant.

Section 3 -- Employment Requirements

All positions will be open to persons who meet the necessary requirements. Such requirements may include the following factors: knowledge; skills; education; training; experience and ability to perform the essential functions of the position (with or without reasonable accommodation for individuals with disabilities).

Section 4 -- Receipt and Duration of Applications

Applications received during regular business hours will be accepted and placed on file.

Section 5 -- Rejection of Applications

The Executive Director may reject any or all applications for employment. An applicant may also be rejected for the practice or attempted practice of fraud or deception in the completion of his/her application, or if his/her past record of employment or other credentials are determined to be unsatisfactory by the Executive Director.
Section 6 -- Open Competitive Appointments

Positions to be filled by recruitment from outside the NKADD will be filled through a competitive process open to the public. Such process may include, but not be limited to: ratings of training and experience; written, oral, or performance tests; or any combination of these as determined by the Executive Director or Designee. The process may take into consideration such factors as: education; experience; knowledge; skill; ability to perform the essential functions, with or without reasonable accommodation of a disability; or any other qualifications which are job-related and which in the judgment of the Executive Director enter into the determination of the qualifications of applicants. The Executive Director may require the applicant to submit proof of his/her education, military service, or any other such documentation as he/she deems appropriate.

Section 8 -- Eligibility List

After appointment of a candidate to a position, the Executive Director may create an eligibility list of the remaining top candidates. If the NKADD needs to fill the same position within the next three months, or if a position in the same job classification with the same knowledge, skills, abilities, education, and training requirements becomes available, a candidate may be selected for consideration from the eligibility list.

Section 9 -- References

This section language is TBD and in process
Section 12

Records
SECTION 12 - RECORDS

A. Daily Time Sheets

Each employee is required to keep a record of working hours during each payroll period. This is done by completing a time record sheet. Each employee is responsible for the following:

1. Assignment of correct project number
2. Accuracy in addition
3. Signature on time sheet
4. Submission of time sheet to the immediate supervisor or other person designated by the Executive Director at a time deemed appropriate.

B. Personnel

Beginning the first day of employment, a new employee will be required to report to the HR Director or some person designated by the Executive Director, to supply any information needed to complete personnel records, execute payroll withholding authorization, and enroll in the applicable employee benefit programs.

C. Open Records Policy

1. It is the policy of the NKADD to comply with Kentucky Open Records Laws enacted in KRS 61.870 to 61.884 and any interpretive findings of the Attorney General. Open records requests will be handled in compliance with this policy, the applicable sections of KRS, and the interpretive findings of the Attorney General.

2. The Executive Director is designated official custodian of the records of the NKADD. The custodian is responsible for the safekeeping of the records, protecting the records from damage and disorganization, providing assistance and information upon request regarding the records of the agency, and preventing excessive disruption to the NKADD’s essential functions throughout this process. The Executive Director may delegate the duties of official custodian as desired.

3. The address of the official custodian and the principal office of the NKADD is 22 Spiral Drive, Florence, KY 41042.

4. All public records of the NKADD are open for full access and inspection, by any
person, unless such records are exempted by KRS. The NKADD will provide a suitable facility for the inspection of records, namely its principal office. No person may remove original copies of any public record from the offices of the NKADD without the written permission of the official custodian.

5. Any person has the right to inspect public records of the NKADD. The official custodian may require a written request, signed by the applicant, with the requestor’s name and descriptions of records to be inspected printed legibly. The written request may be hand delivered, mailed, or sent via facsimile to the NKADD.

6. A person may inspect the public records during regular office hours or by receiving copies through the mail. The NKADD may require all copy and mail fees and costs prior to mailing of the records.

7. The NKADD may prescribe a reasonable fee for making copies of public records requested for noncommercial purposes which will not exceed the actual cost of reproduction, including the costs of the media and any mechanical processing costs incurred, not including cost of staff time. If NKADD is asked to produce a record in a non-standardized format, or to tailor the format to meet the request of an individual or group, NKADD may, at its discretion, recover staff costs, as well as, any actual costs incurred. If the public record is being requested for commercial purposes, the NKADD may require a certified statement from the requester stating the commercial purpose for which they shall be used. The NKADD may require the requester to pay a specified fee or enter into a contract for use of the public record for the stated commercial purpose. This fee will reflect the cost to NKADD of media, mechanical processing, and staff required to produce the public records and any cost for the creation, purchase, or other acquisition of the records.

8. The official custodian will respond to any open records request in a timely and efficient manner and within the time frames prescribed by The Kentucky Open Records Law.

9. This policy will be displayed in a prominent location accessible to the public.
Section 13

Interpretation
SECTION 13 - INTERPRETATION

A. Authorization

The Executive Director shall be authorized to interpret these regulations. Appeal of interpretation by Executive Director may be made to the Board of Directors whose decision shall be final.
Section 14

Effective Date
SECTION 14 - EFFECTIVE DATE

These regulations shall become effective 03/27/2014, upon adoption by the Board of Directors and shall rescind any and all other previously adopted administrative regulations or resolutions relative thereto.
Section 15

Amendments
SECTION 15 - AMENDMENTS

A. Procedure

These regulations may be amended from time to time by the Board of Directors provided the majority of the members present and voting approve said amendments.

Adopted on May 27, 2010 by the Board of Directors of the Northern Kentucky Area Development District.

________________________________________
Chair of the Board

________________________________________
Attest