

**CITY OF GRAND PRAIRIE
HUMAN RESOURCES POLICIES AND PROCEDURES**

Section C: **EMPLOYEE BENEFITS**
No. 10: **Car Allowance**
Revised and Approved: **9/26/18**

1.0 Purpose:

1.1 This policy establishes guidelines for requests and administration of car allowances.

2.0 Scope:

2.1 Employees eligible for car allowance include the City Manager, Deputy City Manager, Directors and other senior level division managers that have extensive driving required routinely as part of their job duties. Other positions may be considered on a case-by-case basis.

3.0 Policy:

3.1 City employees covered by this policy will use personal vehicles to conduct City business.

4.0 Car Allowance:

4.1 Human Resources reviews car allowances with the City Manager's Office annually as part of the budget process.

4.2 Car Allowances are not intended to be used as an income supplement and shall only be approved if equitable amongst other similarly situated positions, consistent, and appropriate for the required driving expectations of the position. Car Allowances are not guaranteed and are very restricted city-wide.

4.3 Requests to add an allowance must be submitted to Human Resources first for consideration.

4.4 Amounts are determined by Human Resources to be consistent with current allowable amounts. Human Resources will submit final recommendations to City Manager's Office for consideration and approval.

5.0 Appendices - None