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I.C. § 49-673

TAKE HOME VEHICLE CONTRACT

I, _____ (please print), agree to have the Take Home Vehicle (THV) reimbursement deducted monthly from my paycheck. I have read and agree to abide by all the requirements of the City's Vehicle Usage Regulation 4.80a. I will make my supervisor aware of any and all changes in the routine use of the THV. I understand the THV usage is not a guaranteed right or benefit for my position, moreover, it has been determined at this time to serve the City's business interests. It can be cancelled by the City if the City determines it is no longer warranted.

The percentages between City use and personal use determined between me and my Department Director are listed below. I understand a new form may be submitted if/when circumstances warrant.

City Use %: _____

Personal Use % _____

Employee Signature

Date

Department Director Signature

Date

Mayor or Designee Signature

Date

This contract must be signed and submitted annually.

CC: Employee Personnel File
Department File
Payroll