



ELECTRIC WATER SEWER STORMWATER

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POLICY: Timely Payment of Utility Bills / Taxes **DEPARTMENT:** All Departments

APPROVED: *Heath N. Hall* **REVIEWED / REVISED:** 09/2018

Description: This policy requires employees of HBPW to pay all utility bills, receivables, and taxes issued by HBPW and City of Hannibal in a timely manner, and on a consistent basis.

Purpose: To ensure that employees provide timely payment of utility bills as expected of all HBPW customers. Employees of the HBPW should be an example for other customers and are held to the standards of this policy. All City/HBPW employees must be current on all City taxes at all times of employment.

Scope: All HBPW employees that are customers of the HBPW.

Guidelines: HBPW expects all of its employees that are also customers to pay their utility bills in full on or before the due date (aka delinquent date). Employees who do not pay their utility bills issued by HBPW in full to or by the due date, will be subject to disciplinary action, up to and including discharge. No matter what the circumstances, an employee who will not be able to pay a bill on or before the due date is required to, at minimum, contact the Customer/Billing Service Coordinators to discuss payment options.



ACKNOWLEDGMENT

This Policy is intended as a guide for **Employee Utility** Payments, and general information to assist you, the employee, during your employment with the Hannibal Board of Public Works (HBPW). The HBPW may change, delete, modify, or add to any policy at any time, at its sole discretion with or without prior notice.

I acknowledge that I have received a copy of the HBPW Employee Utility Payment Policy. I understand that it is my responsibility to become familiar with this information and to adhere to its policy. I may ask my supervisor, or HR Director to clarify that I do not understand.

Employee Signature

Date

Please sign and return to the Human Resources Department.