



**City of Cleveland Memorandum**  
Frank G. Jackson, Mayor

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TO: All City of Cleveland Employees

FROM: Nycole D. West, Director   
Department of Human Resources

DATE: Monday, March 26, 2018

SUBJECT: Commuter Policy Memorandum

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Effective Monday, March 26, 2018, the Department of Human Resources is issuing a revised Commuter Policy (B-16) and Procedures (B-16-1). This policy applies to all City of Cleveland employees. Use of a City vehicle by an employee is subject to federal tax law and compliance with IRS regulations. Any changes to federal tax law may impact an employee who uses a City vehicle.

As a result of the issuance of this policy the City of Cleveland, suspended all Commuter Fees effective March 23, 2018, effective for pay period 07 (March 12 – March 25).

All City employees who are assigned a City-owned vehicle are required to complete the **"City of Cleveland Vehicle Use Application/Authorization Form"** (B-16-2) and submit a new and fully completed form to their Appointing Authority for approval **no later than Friday, April 6, 2018.**

The Appointing Authority and the Department Director must sign the above form approving the assignment and forward the form to the Chief Operating Officer for final approval.

Upon final approval of the form, the Department of Public Works, Division of Motor Vehicle Maintenance (MVM) will notify Division of Accounts/Central Payroll to begin payroll deductions.