

**APPLE VALLEY
RESOLUTION BPW-R-2023-04**

**A RESOLUTION APPROVING THE FORMAT AND AMENDING THE
PERSONNEL POLICY AND PROCEDURES MANUAL**

NOW THEREFORE, be it ordained by the Council of the Apple Valley, in the State of Utah, as follows:

SECTION 1: **AMENDMENT** “Vacation” of the Apple Valley Water & Sewer District is hereby *amended* as follows:

AMENDMENT

Vacation

VACATION

A reasonable period of time away from the job is conducive to the good health and well-being of the employee and can have a refreshing effect that is to the advantage of both employee and employer. The District grants annual paid vacation to full-time employees at the following rates:

SERVICE	ACCRUAL
One (1) month to one (1) year	Five (5) <u>8 hour</u> work days <u>or Four (4) 10 hour work days</u> accrued at the rate of 1.54 hours per work period.
One (1) year up to five (5) years	Ten (10) <u>8 hour</u> work days <u>or Eight (8) 10 hour work days</u> accrued at the rate of 3.08 hours per work period
Over five (5) years	Fifteen (15) <u>8 hour</u> work days <u>or Twelve (12) 10 hour work days</u> accrued at the rate of 4.62 hours per work period.

Vacations may be taken as weekly periods, individual days or hourly increments as long as the periods chosen meet with department approval. Vacation leave requests should be submitted a reasonable time in advance of the desired time off.

Employees are required to take their earned vacation. No payments will be made in lieu of taking vacation, except for accrued vacation at the time of termination.

SECTION 2:**AMENDMENT** “Paid Benefits” of the Apple Valley Water & Sewer District is hereby *amended* as follows:

AMENDMENT

Paid Benefits

PAID BENEFITS (This may be changed at any time at the discretion of the District.)

- A. Medical Health/Dental/Vision Insurance: It is the policy of the District to provide medical health, dental and vision insurance for full-time employees. The rate paid by the District is 100% of the employee portion plus 50% of the family portion. The employee is responsible for 50% of the family portion.
- B. Life insurance: A basic life insurance policy is provided free of charge for each full-time employee, their spouse and children. The employee may voluntarily elect to increase coverage at the expense of the employee.
- C. HSA: It is the policy of the District to provide for HSA benefits. The calculation for each paycheck shall be 50% of the deductible whether it is single or double/family allocated over 26 pay periods. The Employee may contribute up to the maximum prescribed by law.
~~\$134.62 per paycheck for a single employee and \$156.25 per paycheck for an employee with family in HSA benefits. The Employee may contribute up to the maximum prescribed by law.~~
- D. State and Federal Unemployment: All employees are covered by the benefits of State and Federal Unemployment.
- E. RETIREMENT BENEFITS. The Town fully funds an employee pension plan through the Utah Retirement System (URS) for certain classes of employees as follows:
 - 1. ELIGIBLE:
 - a. Regular full-time employee. Eligibility begins after probationary period.
 - b. URS Tier 1 Employees: Based on the monthly pay established annually by the URS, currently \$1,148.
 - c. URS Tier 2 Appointed Officers are Part-Time Ineligible
 - d. URS Tier 2 Elected Officers are Part-Time Ineligible.