

**APPLE VALLEY
RESOLUTION R-2025-27**

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

SECTION 1: **AMENDMENT** “Benefits” of the Apple Valley Policies & Procedures is hereby *amended* as follows:

A M E N D M E N T

Benefits

A. WORKERS COMPENSATION.

1. All employees are covered by workers compensation which provides medical reimbursement and disability benefits for job-related illness or injury. An employee does not accrue benefits while receiving workers compensation payments. For exact compensation coverage, check the workers compensation contract on file with the Mayor, or designee.
2. Employees may use accrued vacation or sick leave to make up the difference between workers compensation benefits and their base pay.
3. Medical Attention. An employee who sustains a bona fide, on-the-job injury may seek medical attention from the medical facility of their choice. They must tell the doctor, HOW, WHEN and WHERE the accident occurred. The doctor will complete a medical report and copies of this report should be sent within seven (7) days to the insurance carrier, the Industrial Commission, and to the injured worker (Please Note: Do not submit doctor or hospital bills for on-the-job injuries or illness to your regular medical plan).
4. Initial Reporting of Illness or Injury. Reporting the accident or illness is critical to qualification for payment under workers’ compensation. If an employee is injured while on the job, no matter how minor, the circumstances should be reported to the Mayor, and Human Resources personnel immediately. After Form 122 is filled out, a copy must be sent to the insurance carrier and a copy must be sent to the Industrial Commission within seven (7) days of the date of injury.
5. Reporting while off the Job. While on leave because of a bone fide, on-the-job injury or illness, an employee must contact the Mayor, or designee and their supervisor to report on their condition. Failure to provide the required medical status reports may result in revocation of the leave and/or immediate termination.
6. Return to Service. All employees must return to work after the approval of the attending physician. A statement from the attending physician stating the employee is able to resume normal duties will be required before returning to

work. Failure to return to work when directed may result in immediate termination. An employee who is able to return to work in light duty status may be required to work in a different department and perform duties not contained within their current job classification.

7. At the time of final release or settlement of a workers compensation claim, if no vacancy exists; and, if a reasonable effort which have proven to be unsuccessful, has been made to place the employee in another position, they may be terminated and paid any accrued benefits due to them.

B. SOCIAL SECURITY/FICA. All employees whether full-time, part-time, or temporary are covered by the benefits of Old Age, Survivors, and Disability Insurance as provided for by law. Contributions of the employee and Apple Valley will be made in accordance with the provision of the law.

C. STATE AND FEDERAL UNEMPLOYMENT. All employees, whether regular, part-time, or temporary, are covered by the benefits of State and Federal Unemployment.

D. CONTINUING EDUCATION. Employees are encouraged to obtain continuing education through attendance at job related seminars. Requests for attendance must be approved in advance by the Mayor, or designee.

1. Required by Apple Valley. When Apple Valley requires an employee to attend any education or training course, conference, seminar, or certification course, Apple Valley will provide the necessary time off with pay and will reimburse the employee for all associated costs including tuition or registration fees, authorized travel, meals, and lodging.
2. Encouraged by Apple Valley. Employees are encouraged to further their education and training in areas that will enhance their job performance. Upon advance approval by the Mayor, or designee. Upon ~~and Mayor and upon~~ successful completion of relevant training courses, employees shall be reimbursed for tuition fees, materials, and other necessary and approved expenses upon presentation of proper receipts. Proof of successful completion will include one of the following:
 - a. A certificate indicating successful course completion, if applicable.
 - b. A grade point average of 2.0 or higher on a 4.0 (A, B, C, D) scale.
 - c. A grade pass on a pass/fail grading system.

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.
- c. URS Tier 2 Appointed Officers are Part-Time Ineligible except for the following positions, which are deemed Full-Time Eligible if the employee meets the Town's definition of Full-Time:
 - (1) Town Administrator
 - (2) Finance Director

- (3) Town Clerk
- (4) Fire Chief
- d. URS Tier 2 Elected Officers are Part-Time Ineligible.
- e. The Current Appointed Full-Time Position eligible for URS vesting exemption purpose is the Position of Town Clerk.
- f. Under the Fire Fighter URS, all volunteer fire fighters currently on the roster are eligible for Death and Disability benefits while performing in the line of duty.

F. HEALTH BENEFITS

- 1. Health benefits are administered through the Qualified Small Employer Health Reimbursement Arrangement (QSEHRA) Plan.
- 2. Eligibility: Full-time employee's are eligible after their probationary period.
- 3. Funding of this arrangement will include reimbursement for qualified medical expenses for the employee or the employee and their family, as elected at the beginning of the year by the employee. Family includes employee's dependent children and current spouse of the employee. The amount is 75% of the statutory yearly maximum for single arrangements and 75% of the statutory yearly maximum for family arrangements.

~~G. VOLUNTEER BENEFITS~~

~~As a nominal fee reimbursement, all volunteer firefighters, town council members, and planning commissioners, shall receive no charge for their solid waste service during their tenure as a volunteer with the town.~~

SECTION 2: AMENDMENT “Salary Planning” of the Apple Valley Policies & Procedures is hereby *amended* as follows:

AMENDMENT

Salary Planning

- A. GENERAL POLICY. The Mayor, or designee in conjunction with the Town Council, shall be responsible for the development and maintenance of a uniform and equitable pay plan for Apple Valley which shall consist of minimum and maximum rates of pay for each position and such intermediate steps as deemed necessary and equitable. Salaries shall be linked directly to the position classification plan and may take into consideration the following factors:
 - 1. Ranges of pay for other positions.
 - 2. Prevailing rates of pay for similar employment in both public and private organizations.
 - 3. Cost of living factors.
 - 4. Other benefits received by employees.
 - 5. The financial policy and economic conditions of Apple Valley.

B. Salary Stipend for Full-Time Employees

1. Utility Offset Stipend

- a. A \$75.00 monthly stipend may be given to full-time employees as part of their compensation package. The amount is set to reflect the base water rate for a standard 3/4 inch residential connection.

2. Payment

- a. The Utility stipend shall be paid through the Town's payroll system as taxable income, with applicable federal, state, and FICA withholdings applied. Employees receiving stipends remain responsible for paying their own water bill in full. No direct credit or exemption on the utility account will be applied. Employee's are responsible to pay their utility bill in full each month or will incur finance charges.

C. Stipends for Volunteers

1. Eligible Volunteers include

- a. Town Council Members,
b. Planning Commissioners,
c. Fire and EMS Volunteers.

2. Stipends may be given at the following rates and for the following reasons as specified:

a. Meeting Attendance:

- (1) Town Council meeting attendance for Council members may be compensated at \$100.00 per meeting.
(2) Planning Commission meeting attendance for Planning Commissioners may be compensated at \$50.00 per meeting.

b. Utility stipend:

- (1) Town Council members may receive a \$75.00 utility stipend, per month, to offset the cost of water service as part of their compensation for volunteer service. They may also receive a solid waste utility stipend in the amount of \$14.30 to offset the cost of solid waste service.
(2) Planning Commissioners may receive a monthly utility stipend through payroll for solid waste services in the amount of \$14.30 to offset the cost of solid waste service.
(3) Active Fire and EMS volunteers who are reported as "Active" to the payroll clerk by the Fire Chief (or designee) may receive a utility stipend through payroll for solid waste services in the amount of \$14.30 per month to offset the cost of solid waste service. "Active" volunteers are determined as eligible at the discretion of the Fire Chief based on attendance at trainings, department service hours, and calls. This payment is made on a quarterly basis.

c. Payment:

- (1) Volunteers receiving meeting and or utility stipends are responsible to pay their utility bill in full each month or will incur finance charges. -

d. Volunteer Fire and EMS stipends-

(1) For a nominal fee per 29 CFR 553.106. Nominal fees are set as follows:

(A) Per Call \$10.

(B) Per Weekend \$20/day

(C) Per Weekday/Standby/Station Maintenance \$20/day.

(D) Drills \$5/drill.

(2) Fire and EMS stipends are meant to relieve the firefighter and or EMT of the expenses incurred for travel, meals, or other incidental expenses incurred during their volunteer service time.

D.

SECTION 3:AMENDMENT “Payroll Administration” of the Apple Valley Policies & Procedures is hereby *amended* as follows:

AMENDMENT

Payroll Administration

A. PAY PERIODS. The Fair Labor Standards Act requires that wages be calculated on a periodic basis consisting of twenty-eight (28) days for employees working in public safety activities, such as Law Enforcement and Firefighters, and on a weekly basis for employees not working in public safety activities, unless an exception is granted by the Department of Labor.

B. PAY DAYS. Apple Valley’s pay days are as follows.

1. Employees will be paid on a bi-weekly basis for a total of 26 pay periods in a 12-month period.

2. Volunteer Fire Fighters will be paid on a quarterly basis for a total of four (4) pay periods in a 12-month period.

3. Volunteer Council and Planning Commission Members will be paid monthly for a total of twelve (12) pay periods in a 12 month period.

4. MINIMUM WAGE/SALARY. The Fair Labor Standards Act requires that Apple Valley pay an employee at least the minimum wage, currently seven dollars and twenty five cents (\$7.25), as a gross wage/salary, minus the legally required pay deductions. ~~This does not apply to volunteer firefighters for a nominal fee per 29 CFR 553.106. Nominal fees are set as follows: Per Call \$10, Per Weekend \$20/day, Per Weekday/Standby/Station Maintenance \$20/day, Drills \$5/drill. This is meant to relieve the firefighter/EMT of the expenses incurred for travel, meals, or other incidental incurred expenses for the provision of services.~~

C. PAY DEDUCTIONS. Apple Valley is permitted to make deductions authorized by their employees. The following is a checklist of automatic payroll deductions:

1. Itemized Deductions.

- 2. Mandatory:
 - a. Social Security.
 - b. Federal Tax.
 - c. State Tax.

SECTION 4: **EFFECTIVE DATE** This Ordinance shall be in full force and effect from November 18, 2025.

PASSED AND ADOPTED BY THE APPLE VALLEY COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Mayor Michael Farrar	_____	_____	_____	_____
Council Member Kevin Sair	_____	_____	_____	_____
Council Member Annie Spendlove	_____	_____	_____	_____
Council Member Scott Taylor	_____	_____	_____	_____
Council Member Richard Palmer	_____	_____	_____	_____

Attest

Presiding Officer

 Jenna Vizcardo, Town Clerk, Apple Valley

 Michael Farrar, Mayor, Apple Valley