

SECTION XV: BENEFITS

1. WORKERS COMPENSATION.

- A. 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 Town Administrator, or designee.
- B. Employees may use accrued vacation or sick leave to make up the difference between workers compensation benefits and their base pay.
- C. 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 the regular medical plan).
- D. 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 Town Administrator 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.
- E. Reporting while off the Job. While on leave because of a bone fide, on-the-job injury or illness, an employee must contact their supervisor or the Town Administrator to report on their condition. Failure to provide the required medical status reports may result in revocation of the leave and/or immediate termination.
- F. 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.

- G. 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.
- 2. 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.
- 3. STATE AND FEDERAL UNEMPLOYMENT. All employees, whether regular, part-time, or temporary, are covered by the benefits of State and Federal Unemployment.
- 4. 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 Town Administrator, or designee.
 - A. 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.
 - B. 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 Town Administrator, 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:
 - (1) A certificate indicating successful course completion, if applicable.
 - (2) A grade point average of 2.0 or higher on a 4.0 (A, B, C, D) scale.
 - (3) A grade pass on a pass/fail grading system.

5. RETIREMENT BENEFITS. The Town fully funds an employee pension plan through the Utah Retirement System (URS) for certain classes of employees as follows:

- A. ELIGIBLE:

1. Regular full-time employee. Eligibility begins after probationary period.
2. URS Tier 1 Employees: Based on the monthly pay established annually by the URS, currently \$1,148.
3. 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:
 - a. Town Administrator
 - b. Finance Director
 - c. Town Clerk
 - d. Fire Chief
4. URS Tier 2 Elected Officers are Part-Time Ineligible.
5. Appointed Full-Time Positions are eligible for URS vesting exemption purposes, if available.
6. 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.

SECTION XVI: LEAVES OF ABSENCE

1. ABSENT WITHOUT LEAVE.
 - A. Any unauthorized absence of an employee from duty shall be grounds for disciplinary action, up to and including termination, by the Town Administrator, or designee.
 - B. Any employee who is absent for three (3) or more consecutive workdays without authorized leave shall be deemed to have voluntarily resigned their position and employment without notice. Where extenuating circumstances are found to have existed, however, such absence may be covered by the Town Administrator, or designee, by subsequent grant of leave with or without pay as the circumstances dictate.
2. ANNUAL VACATION LEAVE.
 - A. Each permanent, Non-Exempt full-time employee shall receive annual vacation

leave. ~~Vacation is earned on forty (40) hour weeks. The rates are as follows: at the following rate:~~

- (1) For one (1) month to one (1) years of service, ~~five (5) work days~~ forty (40) hours of annual vacation leave shall accrue at the rate of 1.54 hours per pay period ~~one third day per month for each month worked.~~
- (2) From one (1) year to five (5) years of service, ~~ten (10) work days~~ eighty (80) hours of annual vacation leave shall accrue at the rate 3.08 hours per pay period ~~of two thirds (2/3) day per month for each month worked.~~
- (3) For over five (5) years of service, ~~one hundred twenty (120) hours (15) workdays~~ of annual vacation leave shall accrue at the rate of 4.62 hours per pay period ~~ten hours (10) hours per month for each month worked.~~
- (4) All days requested to be off shall use vacation hours, if available. If none are available, the hours will be without pay.

B. Each permanent, EXEMPT full-time employee shall receive annual vacation leave. ~~Vacation is earned on forty (40) hour weeks. The rates are as follows:~~

1. ~~For one (1) month to one (1) years of service, eighty (80) Hours of annual vacation leave shall accrue at the rate of 3.08 hours per pay period.~~
2. ~~From one (1) year to five (5) years of service, one hundred twenty (120) hours of annual vacation leave shall accrue at the rate of 4.62 hours per pay period.~~
3. ~~For over five (5) years of service, one hundred sixty (160) hours of annual vacation leave shall accrue at the rate of 6.15 hours per pay period.~~

H. An employee who is separated from employment may be compensated for all accrued annual vacation leave.

I. All annual vacation leave requests should be submitted a reasonable time in advance of the desired time off to the Town Administrator, or designee. If an excessive (being the number of requests if granted that would render the department or organization ineffective) number of employees request annual vacation leave for the same time period, annual vacation leave shall be granted in order of application (first-come-first-served) at the discretion of the Town

Administrator, or designee.

- J. A workday is based on ten (10) hours, Monday through Thursday. Friday is considered a day off. A vacation day is equivalent to the same.
- K. Official annual vacation leave records will be maintained and kept current by posting at least annually by the Town Administrator, or designee.
- L. Vacation usage will be reported by the Town Administrator, or designee, using attendance forms.

3. HOLIDAY LEAVE.

A. Holidays which apply to full time employees are:

- (1) New Year's Day.....January 1st
- (2) Human Rights Day.....3rd Monday in January
- (3) President's Day.....3rd Monday in February
- (4) Memorial Day.....Last Monday in May
- (5) Independence Day.....July 4th
- (6) Pioneer Day.....July 24th
- (7) Labor Day.....1st Monday in September
- (8) Columbus Day.....2nd Monday in October
- (9-10) Thanksgiving.....4th Thursday & Friday in November
- (11) Christmas Day.....December 25th

B. If any of the above holidays fall on Saturday, then the preceding Friday shall be the holiday. If any of the above holidays fall on Sunday, then the following Monday is the holiday.