

**BIG PLAINS WATER SPECIAL SERVICE DISTRICT
RESOLUTION BPW-R-2024-18**

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

SECTION 1: **ADOPTION** “On Call Policy” of the Big Plains Water Special Service District is hereby *added* as follows:

ADOPTION

On Call Policy(*Added*)

ON-CALL. The purpose of this policy is to establish guidelines for employees who are required to be available on an on-call basis to respond to emergencies, perform essential services, or address urgent issues outside of regular working hours. This policy applies to all employees designated as on-call, including public works, utilities, public safety, and administrative personnel, as determined by the Mayor or Designee.

1. Upon receiving a call, the on-call employee must gather details about the situation, determine the need to report to work, and take appropriate action. 2. If an employee is required to report to work, they will be paid a minimum of 2 hours at the employee's regular rate, including overtime if applicable. 3. Call outs made during the Town's scheduled holiday leave will be compensated at 1.5 times the employee's regular rate 4. If the employee's total work hours, including call-outs, exceed 40 hours in a week, overtime will be paid at 1.5 times the regular rate.

On-call employees must respond to calls within 30 minutes and must live within 30 miles of the Town Office.

SECTION 2: **AMENDMENT** “Holidays” of the Big Plains Water Special Service District is hereby *amended* as follows:

AMENDMENT

Holidays _____

Holidays ~~Each year the District provides thirteen~~ Full-time employees receive up to fourteen (13~~4~~) paid holidays ~~if the holiday falls on a regularly scheduled work day~~ as follows:

- One paid holiday per year is classified as a "floating holiday" and may be taken anytime during the year at the discretion of the employee with approval from the

mayor or designee

- January 1 – New Years’ Day
- January (3rd Monday) - Human Rights Day
- February (3rd Monday)– Presidents’ Day
- May (Last Monday) – Memorial Day
- July 4 – Independence Day
- July 24 – Pioneer Day
- September (1st Monday) – Labor Day
- October (2nd Monday) – Columbus Day
- November 11 – Veteran’s Day
- November 4th Week (Thursday/Friday) – Thanksgiving Day
- December 24 – Christmas Eve ~~½-Day~~
- December 25 – Christmas Day
- December 31 – New Year’s Eve ~~½-Day~~ If any of the above holidays fall on Friday or Saturday, then the preceding Thursday shall be the holiday. If any of the above holidays ~~it~~ falls on Sunday, then the following Monday is the ~~recognized~~ holiday.

SECTION 3: ADOPTION “Sick Leave” of the Big Plains Water Special Service District is hereby *added* as follows:

ADOPTION

Sick Leave(*Added*)

Full-time employees are eligible for 30 hours of paid sick leave annually. Sick leave is credited at the beginning of each calendar year and must be used by December 31 of that same year. Unused sick leave does not roll over to the following year and cannot be accrued.

1. Sick leave may be utilized exclusively for illness or preventive care appointments for the employee or minor children belonging to the employee. If sick leave is to be used for preventive care the employee shall notify the employer in advance by filling out a time-off request form. 2. Any sick leave beyond the 30 hours will come from the employee's accrued annual vacation leave. 3. Sick leave is not available for pay-out on termination or resignation. 4. The employee shall notify their supervisor as soon as possible when sick leave will be utilized. 5. Sick leave is not available to increase paid hours above 40 hours per week.

SECTION 4: **AMENDMENT** “Paid Benefits” of the Big Plains Water Special Service District is hereby *amended* as follows:

A M E N D M E N T

Paid Benefits

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

- A. Qualified Small Employer Health Reimbursement Arrangement (QSEHRA)~~Medical Health/Dental/Vision Insurance~~: Health benefits are administered through the Qualified Small Employer Health Reimbursement Arrangement (QSEHRA) Plan. Full-time Employees are eligible after their probationary period. Funding of this arrangement will include reimbursement for qualified medical expenses for the employee and their family, as elected at the beginning of the year. Family includes the employee, all dependent children and current spouse of the employee. The amount reimbursable is 75% of the statutory maximum for single arrangements or 75% of the statutory yearly maximum for family arrangements.
- B. State and Federal Unemployment: All employees are covered by the benefits of State and Federal Unemployment.
- C. 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
 - d. URS Tier 2 Elected Officers are Part-Time Ineligible.
- D. Additional Volunteer Benefits.
1. As a nominal fee reimbursement, all board members shall not be charged the base water fee during their time of service to the District.

PASSED AND ADOPTED BY THE BIG PLAINS WATER
SPECIAL SERVICE DISTRICT

	AYE	NAY	ABSENT	ABSTAIN
Chairman Michael Farrar	_____	_____	_____	_____
Board Member Kevin Sair	_____	_____	_____	_____
Board Member Janet Prentice	_____	_____	_____	_____
Board Member Annie Spendlove	_____	_____	_____	_____
Board Member Scott Taylor	_____	_____	_____	_____

Attest

Presiding Officer

Jenna Vizcardo, Clerk/Recorder,
Big Plains Water Special Service
District

Michael Farrar, Chairman,
Big Plains Water Special Service
District