

RESOLUTION 25-05

A RESOLUTION AMENDING SECTION VI. EMPLOYEE CODE OF CONDUCT OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL FOR HYRUM CITY CORPORATION TO ADD ITEM 14. ELECTED OFFICIALS OF HYRUM CITY CAN NOT BE EMPLOYEES OF HYRUM CITY.

WHEREAS, on March 19, 1998, the Hyrum City Council adopted a personnel policy manual known as "Personnel Policies and Procedures Manual for Hyrum City Corporation" and on December 5, 2013 readopted the Personnel Policy Manual after major revisions were made; and

WHEREAS, said manual sets forth those policies pertaining to personnel conduct, conditions of employment, employment classification, work week, benefits, payroll, and related matters; and

WHEREAS, the City Council has determined there is a need to amend Hyrum City's Personnel Policies and Procedures Manual to prohibit Hyrum City Elected Officials from being employees of Hyrum City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Hyrum, Cache County, Utah, that Sections VI Employee Code of Conduct of the "Personnel Policies and Procedures Manual for Hyrum City Corporation" is hereby amended to read as follows:

1. Section VI.14. of the Hyrum City Personnel Policies and Procedures Manual is hereby added as follows:

SECTION VI EMPLOYEE CODE OF CONDUCT.

14. ELECTED OFFICIALS OF HYRUM CITY CAN NOT BE EMPLOYEES OF HYRUM CITY.

- A. Purpose. Utah state law allows individuals employed by a City to run for elected office in the City. This policy establishes guidelines requiring employees of Hyrum City to resign from their employment with Hyrum City, if they are elected to public office within Hyrum City. It ensures that employees can fully dedicate themselves to their elected responsibilities and prevents conflicts of interest.
- B. Scope. This policy applies to all employees of Hyrum City, including full-time, part-time, and temporary staff.
- C. Political Activity. Any employee who is running for an elected public office within Hyrum City must comply with the rules and restrictions set forth in item 12.

Political Activity of Section VI Employee Code of Conduct while campaigning.

D. Policy Statement. Any employee who is elected to a public office within Hyrum City must submit their resignation from their current position effective no later than two weeks after the election results have been approved by the Board of Canvassers.

E. Rationale:

- (1) Conflict of Interest: Serving as both an employee and an elected official within the same city may create a conflict of interest or the appearance of impropriety.
- (2) Dedication to Public Service: Holding an elected office requires a significant commitment of time and effort, which may interfere with the employee's ability to fulfill their job responsibilities.
- (3) Organizational Integrity: This policy ensures fairness, transparency, and the integrity of both the city's operations and public service.

F. Procedure:

- (1) Notification of Candidacy: Employees who intend to run for public office within Hyrum City must notify the HR Department in writing before formally announcing their candidacy.
- (2) Resignation Submission: If elected, the employee must submit a formal resignation letter the day after the election results are approved by the Board of Canvassers.
- (3) Transition Process: The resignation must follow the standard procedures outlined in the city's policies, ensuring a smooth transition of duties.

THIS RESOLUTION shall become effective upon approval.

ADOPTED and PASSED by the Hyrum City Council on this 20th day of February, 2025.

HYRUM CITY CORP.

BY: _____
Stephanie Miller
Mayor

ATTEST:

Stephanie Fricke
City Recorder