

# MEMO



To: Mayor Olson and City Council

From: Jason Bond, Assistant City Manager

Date: April 28, 2023

RE: **Amendment to Employee Policies and Procedures Handbook**

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It is proposed that the City Council consider amending language in the Employee Policies and Procedures Handbook related to alcohol, drugs, tobacco, and bereavement.

First, Utah State legislation requires that state and local governments provide bereavement leave for employees who experience a miscarriage or stillbirth. Language consistent with this legislation is being proposed in this amendment.

Second, it has been determined that some updates and new language be addressed in the City's policy related to alcohol, drugs, and tobacco. After reviewing language from State Code and employee policies from other cities, and after close coordination with legal counsel and the department directors, language regarding the use of medical cannabis has been drafted and is proposed as part of this amendment. Essentially, the language balances the legal restrictions and allowances of medical cannabis from the State of Utah and the US federal government. Other updates in the policy are being proposed with the recommendation from legal counsel.

Finally, the City's policies related to alcohol and drugs (Drug Free Workplace) has been an addendum to the Employee Policies and Procedures Handbook and it is proposed that it be removed as an addendum and included within the body of the handbook. In addition, these policies were also located in Santaquin City Code 1.24.150. To avoid discrepancies and because the nature of the language applies to employees, it is proposed that the policies related to alcohol and drugs (Drug Free Workplace) be repealed from Santaquin City Code and that it just be in the Employee Policies and Procedures Handbook.

Please see the associated resolution and ordinance attached to review the proposed changes.

**First Recommended motion:** "Motion to adopt Resolution No. 05-05-2023."

**Second Recommended motion:** "Motion to adopt Ordinance No. 05-02-2023."