

Santaquin City Resolution 12-04-2021

A RESOLUTION ADOPTING AMENDMENTS TO THE SANTAQUIN CITY EMPLOYEE POLICY AND PROCEDURE HANDBOOK

WHEREAS, the City of Santaquin has an employee policies and procedures handbook to address employment and personnel matters to apply to city employees; and

WHEREAS, the City of Santaquin has determined that it is desirable to update these policies and procedures from time to time to comply with Federal, State and local laws and ordinances; and

WHEREAS, recommended changes have been prepared by the Director of Administrative Services in consultation with the Department Directors, Operations Manager, and City Manager as well as reviewed by the City Attorney, Mayor, and City Council;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Santaquin, Utah, that Santaquin City hereby adopts amendments to the Santaquin City Employee Policies and Procedures Handbook as indicated in Attachment (A) hereto. All other provisions of the Employee Policies and Procedures Handbook as adopted by Santaquin City Resolution 02-07-2021 shall remain in effect.

Approved and adopted by the Santaquin City Council this _____2021.

Kirk F. Hunsaker, Mayor, Santaquin City

Attest: _____
K. Aaron Shirley, City Recorder

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| A. ORDINANCE NO. 07-01-2010 (DRUG FREE WORKPLACE) | <i>Error! Bookmark not defined.</i> |
| B. ORDINANCE NO. 08-01-2009 (APPEALS BOARD) | <i>Error! Bookmark not defined.</i> |

ATTACHMENT A: POLICY CHANGES

- I. **Section 3.2** LEAVES is renamed “3.2 TYPES OF LEAVE”
- II. **Section 3.3** EMPLOYEE BENEFITS is amended as follows: (underlined text is added, stricken text is deleted)

3.3 EMPLOYEE BENEFITS

- A. Retirement - Santaquin City participates in the public employee and public safety retirement programs of the Utah State Retirement System (URS).

1. Eligibility.
 - (a) All Full-time and Part-time/Benefited employees and compensated appointed positions are eligible for URS benefits.
 - (b) Part-time/Non-benefited and Seasonal employees, and Volunteers are not eligible for URS benefits.
 - (c) The Mayor and City Council Members who are elected or appointed to their position are considered part-time ineligible for URS benefits, unless income levels equal or exceed URS requirements.
2. Plan Tiers.
 - (a) Tier I Employees. All eligible employees participating or who have previously participated in URS prior to July 1, 2011.
 - (b) Tier II Employees. All eligible employees who, for the first time, begin participation in URS on or after July 1, 2011.
3. Plan Rates. Contribution rates for Tier I and Tier II plans are recalculation and set annually by URS. New plan rates are effective July 1st of each year.

Because of complexities of the plans offered by Utah State Retirement System employees should refer to the informational handbook, contact the Personnel Officer, or contact URS directly regarding any questions concerning the plan.

- B. Medical & Dental Insurance - The City may offer group medical and dental insurance benefits to Full-time employees. Shared rates will be established by the Mayor and City Council and shall be included in the annual budget.
 1. Eligible employees are enrolled when hired. Employees may make changes to group benefit plans once each year during a specified period known as "Open Enrollment" or when a life event occurs, such as marriage, divorce, birth of child, etc.
 2. The employee has the responsibility to inform the city of any change in coverage, including, but not limited to the birth/adoption of a child, marriage, a divorce, legal separation, a child losing dependent status under the group health plan. Notification should occur within seven (7) working days of the actual event.
 3. Eligible employees who provide proof of insurance under another plan may choose to waive the City's coverage annually. A portion of the City's insurance premium cost may be reimbursed to the employee through the payroll process.

- C. Life Insurance - Basic life insurance may be provided by the City for all Full-time employees.
- D. FICA (Social Security & Medicare) - All employees are covered by the benefits of Old Age, Survivors and Disability Insurance as provided by law. Contributions of the employee and the City will be made in accordance with Federal law.
- E. Savings Plan - All Full-time and Part-time/Benefited employees are eligible to participate in an employee funded savings plan (401k, 457, or Roth IRA) through Utah State Retirement Systems.
- F. Employee Assistance Program - The City provides an Employee Assistance Program (EAP) for eligible employees, and their dependents. The EAP is a confidential counseling and referral service that is designed to help employees and their family members deal with personal and/or work-related problems and concerns. Additional information on the EAP is available at the Administration Office.
- ~~G. Training - Employees are encouraged to obtain training through attendance at job related seminars, conferences, classes, certification courses, etc. The employee's Functional Area Director or department manager/supervisor must pre approve all training attendance and payment of associated costs.~~
 - ~~1. When training is approved, the involved time will be treated as time worked, consistent with City policy and FLSA regulations.~~
 - ~~2. If the employee voluntarily terminates his or her City employment within two years of the final date of the training, the Functional Area Director may require the employee to reimburse the City for the cost of the training, on a pro-rated basis (see educational assistance).~~
 - ~~3. Members of the Fire/EMS Department are required to obtain and maintain certifications as follows:
 - ~~(a) Employees designated as firefighters are required to obtain, at minimum, Firefighter I & Hazmat Operation certifications within 12 months of employment.~~
 - ~~(b) Employees designated as EMT First Responder are required to obtain, at minimum, the EMT certification with 18 months of employment.~~
 - ~~(c) Employees already certified as EMT or EMT-Advanced, may be approved to attend paramedic training, to the extent funding is available and the candidate meets the criteria in the Fire Department SOP VII. (Res 12-02-2015)~~~~
- ~~H. Education Assistance - The educational assistance program provides assistance to employees who undertake undergraduate or graduate course of study which is mutually advantageous to the City and to the employee. Subject to available funding, employees may be eligible to receive partial tuition reimbursement.~~
 - ~~1. Request. Request for education assistance must be submitted in writing to the Mayor, or designee. Pre approval is required for reimbursement. Course work approved must be related and pertinent to the employee's current position. Final determination shall be made by the Mayor, or designee, with input from the Functional Area Director and is subject to availability of funds.~~

- ~~2. Eligibility. Only full-time employees who have successfully completed the required probationary period are eligible for education assistance.~~
- ~~3. Employee Reimbursement. The City expects the employee to front costs for college classes. Upon proof of completion of each course with a "B" or higher, or passing on a pass/fail course, and presentation of proper receipts, the City will reimburse 50% of tuition fees, materials, and other necessary costs.~~
- ~~4. City Reimbursement upon resignation or termination of employment. In the event that the employee resigns or is terminated for cause, the employee will be required to reimburse the city for educational assistance using the following schedule:~~
 - ~~(a) 0-12 Months. If the employee resigns or is terminated for cause, 100% of tuition costs and fees paid by Santaquin City over the previous 0-12 month period must be reimbursed to the City.~~
 - ~~(b) 12-24 Months. If the employee resigns or is terminated for cause, 50% of the tuition costs and fees paid by Santaquin City over the previous 12-24 month period must be reimbursed to the City.~~
 - ~~(c) After 24 Months. The employee is not responsible for any reimbursement of tuition or fees paid 24 months prior to resignation or termination of employment for cause.~~
 - ~~(d) Termination of Employment without cause. If an employee is terminated without cause, they are not responsible for the reimbursement of any tuition costs or fees.~~

~~Reimbursement shall be deducted from the employee's final paycheck. In the event that reimbursement amounts exceed the amount of the employee's final paycheck, the employee is responsible for paying the City for the debt outstanding. The City reserves the right to collect all outstanding debts.~~

~~The City reserves the right to place a time limit on the completion of the degree. The City also reserves the right to deny or to delay payment for classes for concerns such as, but not limited to duration of employment, performance levels, etc.~~

- ~~5. Other. Employees will attend, travel to or from, and study on their own time. To accommodate course scheduling, irregular work schedules may be authorized by the Functional Area Director.~~
- G. Uniform Allowance - The City will provide employee uniforms when uniforms are required to fulfill job responsibilities. Uniforms will be maintained and worn in accordance with City and Department policies.

III. **Section 5** FINANCIAL POLICES & PROCEDURES is renamed "TRAINING & TRAVEL" and is amended as follows: (underlined text is added, stricken text is deleted)

SECTION 5: TRAINING & TRAVEL

5.1 EMPLOYEE TRAINING

- A. Employees are encouraged to obtain training through attendance at job related seminars, conferences, classes, certification courses, etc. The employee's Functional Area Director or

department manager/supervisor must pre-approve all training attendance and payment of associated costs.

1. When training is approved, the involved time will be treated as time worked, consistent with City policy and FLSA regulations.
2. If the employee voluntarily terminates his or her City employment within two years of the final date of the training, the Functional Area Director may require the employee to reimburse the City for the cost of the training, on a pro-rated basis (see educational assistance).
3. Members of the Fire/EMS Department are required to obtain and maintain certifications as follows:
 - (a) Employees designated as firefighters are required to obtain, at minimum, Firefighter I & Hazmat Operation certifications within 12 months of employment.
 - (b) Employees designated as EMT-First Responder are required to obtain, at minimum, the EMT certification with 18 months of employment.
 - (c) Employees already certified as EMT or EMT-Advanced, may be approved to attend paramedic training, to the extent funding is available and the candidate meets the criteria in the Fire Department SOP VII. (Res 12-02-2015)

B. Education Assistance - The educational assistance program provides assistance to employees who undertake undergraduate or graduate course of study which is mutually advantageous to the City and to the employee. Subject to available funding, employees may be eligible to receive partial tuition reimbursement.

1. Request. Request for education assistance must be submitted in writing to the Mayor, or designee. Pre-approval is required for reimbursement. Course work approved must be related and pertinent to the employee's current position. Final determination shall be made by the Mayor, or designee, with input from the Functional Area Director and is subject to availability of funds.
2. Eligibility. Only full-time employees who have successfully completed the required probationary period are eligible for education assistance.
3. Employee Reimbursement. The City expects the employee to front costs for college classes. Upon proof of completion of each course with a "B" or higher, or passing on a pass/fail course, and presentation of proper receipts, the City will reimburse 50% of tuition fees, materials, and other necessary costs.
4. City Reimbursement upon resignation or termination of employment. In the event that the employee resigns or is terminated for cause, the employee will be required to reimburse the city for educational assistance using the following schedule:
 - (a) 0-12 Months. If the employee resigns or is terminated for cause, 100% of tuition costs and fees paid by Santaquin City over the previous 0-12-month period must be reimbursed to the City.
 - (b) 12-24 Months. If the employee resigns or is terminated for cause, 50% of the tuition costs and fees paid by Santaquin City over the previous 12-24-month period must be reimbursed to the City.

(c) After 24 Months. The employee is not responsible for any reimbursement of tuition or fees paid 24 months prior to resignation or termination of employment for cause.

(d) Termination of Employment without cause. If an employee is terminated without cause, they are not responsible for the reimbursement of any tuition costs or fees.

Reimbursement shall be deducted from the employee's final paycheck. In the event that reimbursement amounts exceed the amount of the employee's final paycheck, the employee is responsible for paying the City for the debt outstanding. The City reserves the right to collect all outstanding debts.

The City reserves the right to place a time limit on the completion of the degree. The City also reserves the right to deny or to delay payment for classes for concerns such as, but not limited to duration of employment, performance levels, etc.

5. Other. Employees will attend, travel to or from, and study on their own time. To accommodate course scheduling, irregular work schedules may be authorized by the Functional Area Director.

5.2 TRAVEL POLICY

A. General Policy - From time to time employees are required to travel in the course of performing their job-related duties or to obtain training through attendance at job-related seminars. Requests for travel must be made in writing by the employee on a travel form and approved in advance by the Mayor, or designee. All out of state travel is subject to the approval of the city council.

1. Reimbursement. When an employee is to travel in the course of performing their work related duties or attend any training course, conference, seminar, or certification course, that has been approved prior to attendance, Santaquin City will provide the necessary time off with pay and will reimburse the employee for all approved costs including tuition or registration fees, authorized travel, meals, and lodging. Reimbursement rates are as follows:

(a) Meals. Meals will be reimbursed at the rate published by the State. If meals are provided as part of the work-related activity, training, conference, or seminar, reimbursement shall not be made to the employee. The location of the travel will determine which rates will be used (in-state or out-of-state). The State of Utah travel policy is located at <http://www.finance.utah.gov/travel/>. It is the Department Directors responsibility to review the registration form to confirm when meals are provided as part of the registration fee.

(b) Lodging. Lodging will be reimbursed at the actual room rate. Lodging arrangement should be made prior to attending the training and paid for with a check or the city credit card. In extenuating circumstances if an employee places room rental on their personal credit card, approved reimbursement will take place upon presentation of a receipt.

(c) Travel/Mileage. If available and practical, employees should make arrangements to use a city vehicle for all work-related travel. If a city vehicle is not available and with approval from the Functional Area Director, the employee will be reimbursed mileage at the prevailing federal rate for use of a personal vehicle.

Time spent traveling that is not included in the employee's regular work schedule will be reimbursed at the Functional Area Directors discretion.

When an employee must fly to a travel destination, the city shall pay for the plane ticket in whole. Plans to fly must be pre-approved by the Mayor, or designee.

- (d) Registration. Santaquin City shall pay for training registration fees at the rate noted on the registration form.
- (e) Books/Materials. Santaquin City shall pay for books and materials at the rate noted on the registration form.