

RESOLUTION 14-08

A RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURE MANUAL FOR HYRUM CITY CORPORATION TO FURTHER DEFINE EMPLOYEE CLASSIFICATION FOR PART TIME WITH BENEFITS AND PART TIME NON BENEFITED.

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, Section XII of the manual establishes employment classifications and defines the number of hours and benefits associated with each position; and

WHEREAS, the City Council has determined there is a need to amend the definition of Part-time with Benefits, and Part-time Non Benefited positions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Hyrum, Cache County, Utah, that Section XII. 2 of the "Personnel Policies and Procedures Manual for Hyrum City Corporation" is hereby amended to read as follows:

2. EMPLOYMENT CLASSIFICATIONS. There are six classifications of employees within Hyrum City:

A. Full-time. An employee hired for an indefinite period in a position for which the normal work schedule is forty (40) hours per week. Full-time employees may or may not qualify for specific Hyrum City benefits.

B. Part-time with Benefits. An employee hired for an indefinite period in a position for which the normal work schedule is more than (20) hours but less than (40) hours per week. Part-time employees may or may not qualify for specific Hyrum City benefits. Part-time employees with benefits qualify for Utah State Retirement System coverage, annual leave, sick leave, and holiday leave.

- C. Part-time Non Benefited. An employee hired for an indefinite period in a position for which the normal work schedule is less than thirty (30) ~~twenty (20)~~ hours per week. Part-time Non Benefited employees ~~working less than twenty (20) hours per week~~ do not qualify for Hyrum City benefits.
- D. Temporary. An employee hired for a position which is required for only a specific, known duration, usually less than six (6) months. Temporary employees do not qualify for Hyrum City benefits.
- E. Seasonal. An employee hired for a position which is required less than five months, typically April through September. Seasonal employees do not qualify for Hyrum City benefits.
- F. Volunteers. Those serving on various boards and committees in an unpaid capacity.

THIS RESOLUTION shall become effective upon adoption.

ADOPTED this 15th day of May, 2014.

HYRUM CITY CORP.

BY: _____
Stephanie Miller
Mayor

ATTEST:

Stephanie Fricke
City Recorder