

RESOLUTION 14-15

A RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL FOR HYRUM CITY CORPORATION TO REQUIRE CITY SUPERVISORS TO LIVE WITHIN THREE MILES OF HYRUM CITY LIMITS, TO FURTHER CLARIFY CITY'S HEALTH INSURANCE ENROLLMENT OPTIONS, TO SET CRITERIA FOR ON-CALL RESPONSE TIMES, AND TO SET SPECIFIC AMOUNTS FOR TRAVEL AND TRAINING REIMBURSEMENTS.

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 reflect current practices and further comply with State and Federal employment laws.

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

1. Section III.6.B. of the Hyrum City Personnel Policies and Procedures Manual is hereby amended as follows:

Section III Employee Hiring.

6. RESIDENCY OF CITY EMPLOYEES.

B. All Supervisors must reside within three (3) miles of Hyrum City Limits throughout the period of his/her employment with Hyrum City. New Supervisors of Hyrum City have three (3) months from the first day of employment to permanently relocate within three (3) miles of Hyrum City Limits.

2. Section XII.10. of the Hyrum City Personnel Policies and Procedures Manual is hereby amended as follows:

Section XII Employee Classifications/Compensation.

10. ON-CALL PAY.

A. Hyrum City recognizes the need to respond to unforeseen, unplanned, or emergency situations. As such, the City has established an On-call program. On-call constitutes a program whereby qualified employees are available by telephone, pager, radio, etc. for the opportunity to return to work after hours. Each Department Supervisor will address its department's need for On-call service with regard to emergency or unforeseen demand for services.

(1) After hours is defined as the time between the employees normal work days and times.

(2) On-call coverage will be on a weekly rotation schedule as determined by the Department Supervisor. All employees in each department will be on the rotation schedule to allow for a fair balance of on-call duties.

(a.) Trading of On-call shifts is allowed, with approval from Department Supervisor

(3) All employees On-call must respond within five (5) minutes of the initial notification and be within a fifteen (15) minute driving distance of Hyrum City. Failure of On-call employee responding within the above times will result in disciplinary action.

B. Compensation.

(1) Employees On-Call are compensated at the rate of \$1.50 per hour during the On-Call shift.

(2) Employees On-Call during a holiday or holiday weekend (holiday falls on Friday, Saturday, Sunday, or Monday) are compensated at the rate of \$2.00 per hour during the On-Call shift.

(3) When an On-Call employee is called back, they are compensated for a minimum of one (1) hour at one and one-half (1½) times their regular rate of pay.

(4) Once the employee is called back, the \$1.50 On-Call compensation ends for the duration of call-back.

3. Section XIV.1.A. of the Hyrum City Personnel Policies and Procedures Manual is hereby amended as follows:

Section XIV Payroll Administration.

1. PAY PERIODS.

A. Hyrum City's pay periods include employee's work hours from the 9<sup>th</sup> through the 23<sup>rd</sup>; and the 24<sup>th</sup> through the 9<sup>th</sup> of each month.

4. Sections XV.4.B., XV.6.(2)(6), and XV.8. of the Hyrum City Personnel Policies and Procedures Manual is hereby amended as follows:

Section XV Reimbursable Expenses.

4. TRAVEL AUTHORIZATION.

B. With prior approval, legitimate expenses will be reimbursed by Hyrum City to the employee. Employees are encouraged to obtain receipts for all reimbursable expenses.

6. TRAVEL ALLOWANCES.

(2) The cost of tuition and registration for authorized schools, workshops, conferences, trainings and conventions.

(6) The City is granting a maximum daily per diem allowance for City employees engaged in travel on the City's behalf. Employees will not receive a per diem for any meals that are covered in the conference registration (continental breakfast is considered a meal), nor a breakfast per diem if hotel employee is staying at provides any type of free breakfast. The following are specific per diem allowances:

Breakfast \$15.00

Lunch \$15.00

Dinner \$30.00

No per diem shall be authorized for spouses/partners of employees or others traveling with the employee. However, the City will pay for one event sponsored activity for employee's spouse/partner that is held in conjunction with the conference or program. Receipts shall not be required for per diem advancements or reimbursements. Hyrum City will not pay or reimburse more than per diem for employee meals, for spouse/partner meals, or for spouse/partner program registration unless the employee has received prior authorization from the Mayor and or City Administrator (these exceptions must be accompanied by a receipt for reimbursement).

8. TRAVEL ADVANCES.

A. Upon request of the official or employee, and with approval of the Mayor or designee, travel expense advancements may be made for the following purposes and amounts:

- (1) Full payment for transportation costs for air fare or other commercial transportation.
- (2) Seventy-five percent (75%) of the estimated mileage eligible for reimbursement.
- (3) Full payment for registration for any authorized school, workshop, conference, or convention.
- (4) Per Diem costs associated with qualifying meal reimbursements.

5. Sections XVI.3. of the Hyrum City Personnel Policies and Procedures Manual is hereby amended as follows:

Section XVI Benefits.

3. INSURANCE.

A. Medical Health Insurance. It is the policy of Hyrum City to pay a portion of the cost of health insurance for each qualifying employee (full time employees) as per information listed in Section XII: EMPLOYMENT CLASSIFICATION/ COMPENSATION 2.

- (1) Full-time employees who elect to not enroll in Hyrum City's medical and/or dental health insurance the City will contribute seventy five percent of the medical and/or dental insurance premium for family coverage (premium paid by the city after employee portion is deducted) into a 401K, 457, or Roth IRA retirement plan.

B. Life Insurance. A basic term life insurance policy is provided to each full-time employee.

C. Long Term Disability Insurance - A basic long term disability insurance policy is provided to each full-time.

D. Insurance Suspension, Termination, Transition, and Conversion.

(1) Suspended Employee.

(a) An employee suspended for disciplinary reasons shall continue to receive Hyrum City contributions to retirement, health, dental, disability and life insurance programs.

(b) The employee shall pay the employee portion of insurance premiums to continue coverage through the period of suspension.

(2) Termination. When an employee is terminated from employment with Hyrum City, Hyrum City will cease making contributions to the employee's insurance plans.

(3) Transition. In cases requiring longer than three months, arrangements may be made with the Recorder or Personnel Director for the employee to pay the additional premiums required. Both Medical/Health Insurance and Life Insurance premiums may be converted on termination in accordance with the terms of the individual policies. This is, however, an individual responsibility that should be made by direct contact between the individual employee and Hyrum City.

(4) Conversion.

(a) The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 is available for those employees who resign or are terminated from employment or if work hours are reduced which makes the employee no longer eligible to participate in the state group health insurance plans. Employees may have the right to continue to participate in a COBRA program through the state for up to eighteen (18) months at the employee's expense, subject to current state and federal law.

(b) Eligible dependents may also extend coverage, at their expense, for up to thirty-six (36) months in state health insurance plans in the event of the employee's death, divorce, legal separation, or entitlement to Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan, subject to current state and federal law.

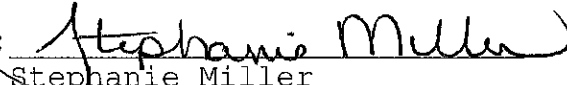
E. Notice to employees of coverage options under FLSA and Affordable Care Act. Under the Patient Protection and Affordable Care Act, health insurance coverage may be offered through a Health Insurance Marketplace along with premium tax credits to assist individuals in purchasing such coverage. (See appendix 31 for details).

THIS RESOLUTION shall become effective upon adoption.

ADOPTED this 17th day of July, 2014.

HYRUM CITY CORP.

BY:

  
Stephanie Miller  
Mayor

ATTEST:

  
Stephanie Fricke  
City Recorder

CERTIFICATE

STATE OF UTAH            )  
                                  :SS  
COUNTY OF CACHE        )

I, Stephanie Fricke duly appointed and acting City Recorder for Hyrum City, Cache County, State of Utah, do hereby certify that the foregoing is a true copy of a Resolution duly adopted and passed by the City Council of Hyrum City, Utah, at a regular meeting thereof, held the 17<sup>th</sup> day of July, 2014 which appears of record in the City Recorder's office. I further certify that a quorum was present and acting throughout said meeting and that this Resolution is in full force and effect in the form so adopted and that it has not been subsequently modified, amended or rescinded.

In witness whereof, I have hereto set my hand this 23rd day of July, 2014.

  
Stephanie Fricke  
City Recorder

(SEAL)

Resolution 14-15

A resolution amending the Personnel Policies and Procedures Manual for Hyrum City Corporation to require supervisors to live within three miles of Hyrum City Limits, to further clarify City's Health Insurance enrollment options, to set criteria for on-call response times, and to set specific amounts for