

TABLE OF CONTENTS

Revised November 2018

SECTION 0	
ABOUT THIS MANUAL	
A.	Purpose of Manual0-1
B.	Not a Contract0-1
C.	Organization of Manual0-1
D.	Employee Responsibility to Be Familiar with Manual0-1

SECTION 1	
EQUAL EMPLOYMENT OPPORTUNITY & WORKPLACE ACCOMODATIONS	
A.	Equal Employment Opportunity1-1
B.	Workplace Accommodations1-2
C.	Federal Contracts1-3
D.	Filing a Complaint of Discrimination1-3

SECTION 2	
HIRING & JOB ASSIGNMENTS	
A.	General Policy2-1
B.	Online Application System & Selection Process2-2
C.	Veteran's Preference2-2
D.	Ranked Position Roster2-2
E.	Offers for Employment2-2
F.	Background Screening & Investigations2-3
G.	Criminal History Record Guidelines2-5

SECTION 3
(This Section is Currently Blank)

SECTION 4	
EMPLOYEE CLASSIFICATIONS, INDEPENDENT CONTRACTORS, & VOLUNTEER	
A.	Purpose4-1
B.	Employee Employment Status4-1
C.	Employment Status4-3
D.	Independent Contractors4-3
E.	Volunteers4-4

SECTION 5	
CORRECTIVE ACTION, DISCIPLINE, & SEPARATION	
A.	Policy5-1
B.	Corrective Action5-1
C.	Disciplinary Action5-1
D.	Examples of Offenses and Appropriate Disciplinary Action5-2
E.	Dismissal of Appointed Department Heads/Assistant to the Mayor5-5
F.	Dismissal of Employees Who Have Not Completed Their Orientation Period5-5
G.	Layoffs/Reduction In Force5-5
H.	Voluntary Resignation5-6
I.	Credited Service Time & Benefit Reinstatement if Rehired5-6
J.	Separation Notice & Exit Interview5-6
K.	Final Paycheck5-6

SECTION 6	
NEPOTISM	
A.	Policy6-1
B.	Two Employees Marry – One is the Supervisor6-2
C.	Requirement to Disclose6-2
D.	Employment of Relatives When No Supervisory Relation Exists6-3
E.	City's Right to Transfer6-3
F.	Definitions6-3

SECTION 7	
WORK SCHEDULES & ATTENDANCE	
A.	Purpose7-1
B.	Work Schedules7-1
C.	Attendance & Punctuality7-1
D.	Corrective Action & Discipline7-3
E.	Job Abandonment7-3
F.	Coordination of Leave7-3
G.	Verification7-3

SECTION 8	
REST & MEAL PERIODS	
A.	Rest Periods/Breaks8-1
B.	Meal Periods8-1

SECTION 9	
COMPENSATION	
A.	Purpose9-1
B.	Definitions9-1
C.	Compensation Objective & Job Classification9-3
D.	Step Assignment Upon Hire9-4
E.	Step Increases9-4
F.	Tenured Service Performance Bonus9-5
G.	Appointed Employees' Compensation9-5
H.	Elected Officials' Compensation & Allowances9-5
I.	Cost of Living9-5
J.	Promotion9-6
K.	Temporary Promotions9-6
L.	Demotion9-6
M.	Reclassification9-7
N.	Lateral Transfer9-8
O.	Holiday Pay9-8
P.	Overtime Pay9-9
Q.	Compensatory Time (Comp-time)9-9
R.	Call-out Premium Pay9-11
S.	On-call Rotation Premium Pay / On-call Employee9-12
T.	Daylight Saving Time Changes9-14
U.	Smart-phones, Cell Phones, Laptop Computers, and Other Technology Resulting in FLSA Non-exempt Employee Working Outside of Normal Work Schedule9-14
V.	FLSA Exempt Employees' Compensation9-14
W.	Pay Advancements9-16
X.	Severance Pay9-16
Y.	Work Period & Work Day9-16
Z.	Pay Day9-16
AA.	Approving Pay Changes9-16
BB.	Time Report (Time Card)9-17
CC.	Direct Deposit9-17
DD.	Employee Verification of Paycheck Accuracy9-17

TABLE OF CONTENTS

Revised November 2018

SECTION 10		SECTION 16	
PERFORMANCE REVIEWS		NO HARASSMENT & NO RETALIATION	
(Sexual Harassment, Discriminatory Harassment, Workplace Violence, & Retaliation)			
A.	Policy.....10-1	A.	Purpose 16-1
B.	Employee Supplemental Statement10-1	B.	Policy Summarized..... 16-1
C.	Records.....10-1	C.	Types of Harassment & City’s Expectations..... 16-1
		D.	Retaliation 16-4
SECTION 11		E.	Management Responsibility to Enforce & Act..... 16-4
(This Section is Currently Blank)		F.	Employee Responsibility to Report..... 16-5
		G.	Review & Investigation Procedure..... 16-6
		H.	Records 16-8
SECTION 12		SECTION 17	
COMPUTER SYSTEMS, INTERNET, & ELECTRONIC MAIL (E-mail)		DRUG & ALCOHOL FREE WORK PLACE	
A.	Applicability & Disclaimer12-1	A.	Purpose 17-1
B.	Definitions12-1	B.	General Policy – Prohibitions 17-1
C.	Property Ownership, Privacy, & Monitoring12-1	C.	Policy Enforcement & Required Employee Testing. 17-2
D.	Hardware, Software, & Licenses12-2	D.	Sample Collection & Testing..... 17-5
E.	Passwords & Computer System Security.....12-2	E.	Consequences of Positive Drug/Alcohol Tests Or Policy Violation..... 17-7
F.	Personal Use - Allowed & Prohibited12-4	F.	Cancelled Test & Unique Situations 17-7
G.	E-Mail Guidelines12-4	G.	Employee Assistance/Voluntary Treatment..... 17-7
H.	Use of Personal Devices.....12-5	H.	Off-duty Drug & Alcohol Related Tests and Criminal Convictions 17-7
I.	City Websites.....12-5	I.	Compensation for Testing & Record Keeping 17-8
J.	City Use of Social Media12-5	J.	Police Department Alcohol Limits..... 17-8
K.	Exception to City Use of Social Media.....12-7	K.	Definitions..... 17-8
L.	Employee Personal Use of Social Media12-8		
M.	Storage & Retention of Electronic Records12-9	SECTION 18	
N.	Software Vendors, Guests, & Contractors12-10	WORKERS’ COMPENSATION	
O.	Reporting Violations12-10	A.	Workers’ Compensation Coverage 18-1
P.	Penalties12-10	B.	Reporting of Injuries..... 18-1
		C.	Employer’s Reports 18-1
		D.	Maintenance of Record..... 18-1
		E.	Leave and Compensation..... 18-2
		F.	Return to Work..... 18-2
SECTION 13		SECTION 19	
GRIEVANCE PROCEDURE		OCCUPATIONAL SAFETY & HEALTH	
A.	Purpose13-1	A.	Policy 19-1
B.	Grievance.....13-1	B.	Hazard-Free Workplace..... 19-1
C.	Appeal Board13-4	C.	Inspections 19-1
D.	Court of Appeals13-6	D.	Enforcement..... 19-1
E.	Costs13-6	E.	Record of Accidents 19-1
F.	Notification When Employee is Not Available For Hand Delivery.....13-6	F.	Posting Emergency Telephone Numbers 19-1
		G.	Clean Work Areas 19-2
		H.	Investigation of Injuries and Occupational Diseases 19-2
		I.	Employee’s Belief of Imminent Danger 19-2
		J.	Reporting Sudden or Unusual Conditions 19-2
		K.	Safety Rules 19-2
		L.	Information..... 19-3
SECTION 14			
OUTSIDE EMPLOYMENT			
.....14-1			
SECTION 15			
POLITICAL ACTIVITY			
A.	Voluntary Participation in Political Activity15-1		
B.	Political Support.....15-1		

TABLE OF CONTENTS

Revised November 2018

SECTION 20		SECTION 26	
OCCUPATIONAL DISEASE DISABILITY COMPENSATION		SICK LEAVE	
A.	Occupational Disease Disability Compensation Coverage.....20-1	A.	Purpose 26-1
B.	Reporting of Injuries20-1	B.	Leave Accrual..... 26-1
C.	Employer's Reports20-1	C.	Eligible Uses 26-1
D.	Maintenance of Records.....20-1	D.	Limitations on use with Outside Employment..... 26-3
E.	Leave and Compensation20-1	E.	Requirement to Use..... 26-3
F.	Return to Work20-2	F.	Abuse / Leave Restriction / Verification 26-3
SECTION 21		G.	Same Day as Holiday 26-4
JURY & WITNESS LEAVE		H.	Reinstatement of Sick Leave if Rehired After RIF... 26-4
A.	Witness or Jury Duty.....21-1	I.	Sick Leave Advance 26-4
B.	Private Litigation.....21-1	J.	Sick Leave Annual Pay-out..... 26-4
SECTION 22		K.	Provisions Relating to Separation From Employment 26-4
ADMINISTRATIVE LEAVE		L.	Provisions Relating to Retirement..... 26-4
.....22-1		SECTION 27	
SECTION 23		FAMILY & MEDICAL LEAVE ACT & CITY APPROVED LEAVE OF ABSENCE	
HOLIDAYS		A.	Family & Medical Leave Act..... 27-1
A.	Paid Holidays23-1		FMLA Eligibility 27-1
B.	Holidays on Weekends.....23-1		FMLA Definitions 27-1
C.	Holiday on Normal Day Off23-1		Basic FMLA Leave Entitlement..... 27-3
D.	FLSA Exempt Work a Holiday.....23-1		Military FMLA Leave Entitlement..... 27-4
SECTION 24			Calculation of 12 Weeks / 26 Weeks 27-4
ANNUAL LEAVE			Both Spouses Employed by City..... 27-5
A.	Purpose24-1		Employee Benefits During FMLA Leave..... 27-5
B.	Annual Leave Accrual.....24-1		Employee Status After FMLA Leave 27-6
C.	Allowable Uses24-1		Substitution of Paid Leave and/or Disability Insurance 27-6
D.	Maximum Accumulation.....24-1		Intermittent FMLA Leave or A Reduced Work Schedule..... 27-7
E.	Requirement to Use.....24-2		Procedure for Requesting FMLA Leave..... 27-7
F.	Same Day as Holiday24-2		Designating Leave as FMLA Leave 27-10
G.	Provisions for Employees Completing Their Orientation Period/Requirement to Repay Used Annual Leave to City24-2	B.	City Approved Leave of Absence 27-11
H.	Provisions Relating to Separation From Employment24-2	C.	Leave of Absence for Employees Appointed to Other Positions..... 27-13
SECTION 25		SECTION 28	
FUNERAL LEAVE		MILITARY LEAVE	
A.	Purpose25-1	A.	Policy 28-1
B.	Policy25-1	B.	Short-term Leave 28-1
C.	Notice & Verification of Need for Leave.....25-2	C.	Extended Leave 28-1
D.	Needs otherwise Not Covered by This Section25-2	D.	Benefits 28-1
SECTION 29		SECTION 29	
BENEFITS		BENEFITS	
A.	Purpose 29-1	A.	Purpose 29-1
B.	Benefit Eligibility 29-2	B.	Benefit Eligibility 29-2
C.	Section 125 Premium Only Plan..... 29-5	C.	Section 125 Premium Only Plan..... 29-5
D.	Flexible Spending Account..... 29-5	D.	Flexible Spending Account..... 29-5
E.	Health Savings Account (HSA)..... 29-5	E.	Health Savings Account (HSA)..... 29-5
F.	Utah State Retirement Plan 29-6	F.	Utah State Retirement Plan 29-6
G.	401K Plan 29-8	G.	401K Plan 29-8
H.	Tier 2 Public Safety Employees Enhanced Retirement Benefit 29-9	H.	Tier 2 Public Safety Employees Enhanced Retirement Benefit 29-9
I.	Health Insurance..... 29-9	I.	Health Insurance..... 29-9
J.	COBRA Continuation Coverage..... 29-10	J.	COBRA Continuation Coverage..... 29-10

TABLE OF CONTENTS

Revised November 2018

SECTION 30		SECTION 37	
RETIRING & RETIREE BENEFITS		(This Section is Currently Blank)	
A.	Retirement Notification.....30-1		
B.	Lifetime Pass to City Recreation Facilities30-1		
C.	COBRA Continuation Coverage Upon Retirement...30-1		
D.	Health & Life Insurance for Retirees & Retiree's Dependents30-1	A.	Purchase by Deception 38-1
E.	Retiree Sick Leave Conversion.....30-5	B.	Reimbursements..... 38-1
SECTION 31		SECTION 38	
GIFTS, PRIZES, AWARDS, WELLNESS / RECREATION CARD, & DISCOUNTS		PURCHASES	
A.	Gifts, Prizes, & Awards31-1		
B.	Wellness / Recreation Card31-3		
C.	Access & Discounts...Aquatic Center Staff31-5		
D.	Access & Discounts...Golf Course Staff.....31-5		
SECTION 32		SECTION 39	
EDUCATION REIMBURSEMENT BENEFIT PROGRAM		DRIVING & CITY VEHICLES	
A.	Purpose32-1	A.	Purpose 39-1
B.	Policy32-1	B.	authorized Driver Standards 39-1
C.	Definitions32-4	C.	Vehicle Accidents..... 39-2
		D.	Tickets & Fines Received While Working 39-3
		E.	Driver Safety Rules 39-3
		F.	Expectation of Privacy..... 39-4
		G.	Authorized Passengers..... 39-4
		H.	Personal & Commuter Use of City Vehicle 39-5
SECTION 33		SECTION 40	
FEDERAL SOCIAL SECURITY		AMENDMENT OF POLICIES & PROCEDURES	
33-1	A.	City's Right to Amend..... 40-1
		B.	Amendment Procedure..... 40-1
		C.	Applicability of Prior Policies, Procedures, or Practices 40-1
SECTION 34		SECTION 41	
TRAVEL		SAVINGS CLAUSE	
A.	Policy34-1	 41-1
B.	Approval34-1		
C.	Vehicles34-1		
D.	Meals While Traveling / Away from the Workplace.34-2		
E.	Other Reimbursable Expenses.....34-3		
F.	Non-specified Expenses34-4		
G.	Special Rules for Room Sharing.....34-4		
H.	Travel Advance34-4		
I.	Travel Time34-4		
J.	Telephone Calls.....34-5		
K.	Alternative...Arrangements Yielding Cost Savings ...34-5		
SECTION 35		SECTION 42	
LOSS OF PROPERTY OR FUNDS		SEPARABILITY CLAUSE	
A.	Notification of Loss.....35-1	 42-1
B.	Coverage by Bond.....35-1		
C.	Investigation.....35-1		
SECTION 36		APPENDIX A	
PERSONAL USE OF CITY RESOURCES		FORMS	
(FUNDS, PROPERTY, LABOR, SERVICES, & EQUIPMENT)		Please see www.tooelecity.org click on City Departments and Human Resources to Find the Forms Referenced in this Manual	
A.	No Personal Use of City Resources Unless Specifically Allowed.....36-1	APPENDIX B	
B.	Acceptable De Minimis or Incidental Use36-1	ENABLING ORDINANCES	
