

**PERSONNEL POLICIES
AND PROCEDURES MANUAL
FOR
Tremonton City**

Approved January 7, 1997

Revised September 20, 2023

While it is the policy of Tremonton City to establish reasonable rules of employment conduct and to ensure compliance with these rules through a program consistent with the best interests of the Agency and its employees, **THIS MANUAL IS NOT AND SHALL NOT BE CONSTRUED AS AN EXPLICIT OR IMPLIED CONTRACT AND SHALL NOT MODIFY THE CITY EMPLOYEE STATUS AS AN AT-WILL EMPLOYEE.**

Notes:

INTRODUCTION

Welcome,

As an employee of Tremonton City you will be expected to read, understand, and follow the Personnel Policies and Procedures contained in this manual. You are also required to sign the Policy Statement and Acknowledgment Form (See Appendix Number 1 for details).

It is the policy of Tremonton City to comply with Federal and State Equal Employment Opportunity guidelines. All employment decisions will be made without unlawful regard of race, color, religion, sex, national origin, age or disability. To this end, Tremonton City will not engage in any unlawful discrimination against any employee or applicant for employment because of race, color, religion, sex, national origin, disability, age, veteran's status and all other protected classes, and will ensure that applicants and employees are treated without unlawful regard to these characteristics.

It is the obligation of each officer, manager, supervisor, and employee of Tremonton City to conduct themselves in conformity with the principle of Equal Employment Opportunity at all times. All employment activities including, but not limited to, advertising, recruitment, hiring, promotion, demotion, transfer, disciplinary action, layoff, termination, compensation, and training, shall be conducted without unlawful regard to race, color, religion, sex, national origin, age or disability.

It is the policy of Tremonton City to strive for safety in all activities and operations, and to carry out our commitment of compliance with health and safety laws applicable to our business by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

No employee, officer, agent or other representative of Tremonton City has any authority to enter into any agreement for employment for any specified period of time or to make any agreement or representation, verbally or in writing, which alters, amends, or contradicts the provisions of this Personnel Policies and Procedures Manual unless an agreement is approved by the City Council.

Tremonton City reserves the right to change any of its policies and/or procedures at any time in the future for any reason.

This Personnel Policies and Procedures Manual is not, and shall not, be construed as an explicit or implied contract, shall not modify an existing employment at will status of any employee and shall not create any due process requirement in excess of Federal or State constitutional or statutory requirements.

Mayor Lyle Holmgren
Tremonton City

Notes:

TABLE OF CONTENTS

INTRODUCTION	iii
SECTION I: GENERAL POLICIES	1-1
Employee Responsibility	1-1
No Modification by Agreement	1-1
No Explicit or Implied Contract	1-1
Equal Employment Opportunity (EEO)	1-1
Severability	1-1
Employee's Suggested Amendments.....	1-1
Lexipol Public Safety Manuals	1-2
SECTION II: PURCHASING POLICY & CONTRACTS	2-1
Policy Objectives	2-1
Purchasing Policy Exemptions	2-1
Definitions.....	2-2
Authorization for Expenditures.....	2-3
Procurement Not Requiring Bids.....	2-5
General Procurement Policies.....	2-5
Procurement for Building Improvements or Public Works Projects	2-6
Procurement for Class C Roads Improvement Projects.....	2-7
Procurement Requiring Telephone, Internet, and Written Bids	2-8
Procurement Requiring Sealed Bids	2-9
Procurement Requiring Sealed Proposals	2-10
Procurement Requiring Sealed Qualification	2-11
Vendor Appeals	2-12
Contracts	2-12
Ethics in Public Contracting	2-14
SECTION III: EMPLOYEE HIRING	3-1
Job Descriptions	3-1
Recruitment Process.....	3-1
Screening Process	3-4
Selection Process	3-6
Orientation Process	3-8
Employment of Minors	3-11
Volunteers	3-13
SECTION IV: ALCOHOL AND DRUG FREE WORKPLACE.....	4-1
General Policy.....	4-1
Definitions	4-1

Screening Thresholds.....	4-3
Employee and Volunteer Standards.....	4-3
Drug Testing	4-5
Standards & Procedures	4-8
Disciplinary Action.....	4-10
Limitations	4-10
 SECTION V: SEXUAL/GENDER HARASSMENT	5-1
General Policy.....	5-1
Misconduct – Causes for Disciplinary Action	5-1
Categories and Levels of Sexual/Gender Harassment	5-2
Proceedings	5-3
Disclosure and Confidentiality	5-6
Retaliation or Reprisal Protection	5-6
 SECTION VI: EMPLOYEE CODE OF CONDUCT.....	6-1
Municipal Officers' and Employees' Ethics Act	6-1
Privileged Information	6-1
Gifts and Gratuities	6-1
Disclosures.....	6-1
Professionalism	6-1
Confidentiality	6-2
Attendance	6-2
Personal Communication	6-2
Appearance	6-2
Smoking	6-2
Personal Use of Tremonton City Office Items	6-2
Personal Use of Tremonton Facilities, Equipment, and Vehicles	6-5
Outside Activities.....	6-6
Campaign Activity	6-7
Secondary Employment.....	6-7
City Use of Social Media.....	6-9
 SECTION VII: DISCIPLINARY ACTION	7-1
General Policy.....	7-1
Misconduct – Causes for Disciplinary Action	7-1
Class I – Types of Disciplinary Action.....	7-4
Class II – Types of Disciplinary Action	7-7
Conducting an Investigation	7-8
Class II – Pre-Deprivation Notice.....	7-9
Class II – Pre-Deprivation Hearing.....	7-10
Imposing Disciplinary Action.....	7-11
Class II – Post-Deprivation Hearing	7-12

SECTION VIII: GRIEVANCE PROCEDURES.....	8-1
General Policy.....	8-1
Proceedings	8-1
Disclosure and Confidentiality	8-3
Retaliation or Reprisal Protection.....	8-3
Remedies to Previous Disciplinary Action	8-4
SECTION IX: TERMINATION OF EMPLOYMENT.....	9-1
Types of Termination.....	9-1
Required Notice Prior to Termination	9-2
Termination Procedures	9-2
COBRA.....	9-4
SECTION X: RECORD KEEPING	10-1
General Policy.....	10-1
Confidentiality	10-1
Personnel Files Requirements.....	10-1
Employment References	10-2
Verification of Employment	10-2
Maintaining Sexual/Gender Harassment Complaint Files.....	10-3
Grievance Complaint Files	10-3
Other Files Requirements	10-3
Federal Labor Standards Act (FLSA) Minimum Wage Requirements	10-4
Other Requirements	10-4
SECTION XI: PERFORMANCE EVALUATIONS	11-1
General Policy.....	11-1
Employee Evaluations	11-1
Confidentiality	11-1
SECTION XII: EMPLOYMENT TERMS.....	12-1
General Policy.....	12-1
Employment Classifications	12-1
Employment Status	12-1
At-Will Employment.....	12-1
Work Week	12-2
Work Days	12-2
Work Hours.....	12-2
Attendance	12-2
Breaks and Lunch Periods	12-2
Job Related Training and Conferences	12-3

Compensatory Time	12-4
Flex Time	12-4
Donation of Paid Annual Leave/Sick Leave	12-4
Overtime Pay	12-5
On-Call Pay	12-6
Time Cards.....	12-7
Job Descriptions.....	12-7
 SECTION XIII: COMPENSATION PLANNING	13-1
General Policy.....	13-1
Compensation and Classification Plan Development	13-1
Selective Wage or Salary Adjustment	13-2
Merit Increase	13-2
Cost of Living Adjustments	13-2
Longevity Consideration.....	13-2
Appointment	13-3
Probationary Increases	13-3
Achievement Increases	13-3
Promotion Increases.....	13-3
Employee Recognition Awards.....	13-4
Order of Wage or Salary Calculation.....	13-4
Reassignment	13-4
Reclassification	13-4
Consolidation of Rates of Pay.....	13-5
Benefits for Suspended Employees and Employees on Leave	13-5
Employee Service Awards	13-5
Retirement Service Awards	13-6
Gift Certificates and Cash Equivalents	13-7
Cell Phone Allowance.....	13-7
Elected Official Computer Allowance.....	13-8
 SECTION XIV: PAYROLL ADMINISTRATION	14-1
Pay Periods.....	14-1
Pay Days	14-1
Minimum Wage	14-1
Pay Deductions	14-1
 SECTION XV: REIMBURSABLE EXPENSES	15-1
General Policy.....	15-1
City Owned Commuting Vehicle Policy	15-1
Vehicle Travel Policy	15-2
Travel Policy.....	15-2
Food, Non-Alcoholic Beverage, Refreshment, and Incidentals	15-5

Uniforms, Apparel, and Boots Purchases	15-5
Partial Medical Insurance Premium Reimbursement	15-7
Higher Education Reimbursement	15-7
Paramedic Training	15-9
 SECTION XVI: BENEFITS.....	16-1
Workers Compensation.....	16-1
Social Security/FICA	16-3
State and Federal Unemployment.....	16-3
Short-Term Disability	16-4
Long-Term Disability	16-5
Utah Retirement System	16-6
Insurance	16-9
Health Care Reform	16-10
City Recreation Participant Fees.....	16-14
Floral Remembrance	16-14
 SECTION XVII: FAMILY AND MEDICAL LEAVE ACT (FMLA)	17-1
General Policy.....	17-1
Eligibility	17-1
Amount of Timing of Leave	17-2
Use of Paid Leave	17-2
Notice and Procedures for Requesting Leave	17-2
Benefits and Employment Status	17-3
 SECTION XVIII: LEAVES OF ABSENCE	18-1
Paid Holiday Leave.....	18-1
Paid Annual Leave.....	18-3
Paid Sick Leave.....	18-4
Paid Emergency Leave	18-5
Paid Military Leave.....	18-6
Paid Jury or Witness Leave.....	18-6
Paid Administrative Leave.....	18-6
Paid Funeral Leave	18-6
Political Activity Leave	18-6
Leave Without Pay.....	18-7
Documentation of Leave.....	18-7
 SECTION XIX: GENERAL SAFETY	19-1
General Policy.....	19-1
Proper Use of Tremonton City Equipment and Tools	19-1
Driver Qualification Policy	19-2

Fire Department Driving Response Policy	19-5
Vehicle Collision Review Policy	19-6
Employee Safety Awards.....	19-8
 SECTION XX: UOSHA REQUIREMENTS	20-1
General Policy.....	20-1
Posting UOSHA Notices.....	20-1
Inspection Procedures	20-1
Accident Reporting Procedures	20-2
 SECTION XXI: FINANCIAL POLICIES	
Cash Receipting and Deposit Policy.....	21-1
Reporting Fraud or Abuse Policy	21-2
Identity Theft Prevention Program	21-4
 SECTION XXII: DISASTER RESPONSE PLANNING.....	21-1
General Policy.....	21-1
 SECTION XXIII: Policy for Drug and Alcohol-free Workplace for Employees with CDL	
 SECTION XXIV: Procedure for Drug and Alcohol-free Workplace for Employees with CDL	
 Special department policies should be noted in Department Policy, Safety and Procedures Manuals which are specific to department operations; i.e. “Confined Entry “Public Works (Sewer / WWTP)	
 Resolution 10-26 authorizes City Staff to update Tremonton City Forms found in the Appendix of the Tremonton City Personnel Policies and Procedures Manual periodically as deemed necessary by the City Manager, Department Heads, and Staff.	
 APPENDIX.....	A
Number 1: Policy Statement and Acknowledgment Form	A1-1
Number 2: Indemnity Provision Agreement.....	A2-1
Number 3: Employee Trip Advancement/Reimbursement Authorization Form.....	A3-1
Number 4: Job Opening Notice	A4-1
Number 5: Job Application.....	A5-1
Number 6: Pre-Employment Inquiry Guide	A6-1
Number 7: Interview Guide	A7-1
Number 8: Applicant’s Consent to Release Information Statement.....	A8-1
Number 9: Telephone Reference Check Questionnaire.....	A9-1
Number 10: Written Reference Check Questionnaire	A10-1
Number 11: Job Rejection Letter.....	A11-1

Number 12: Job Offer Letter.....	A12-1
Number 13: Employment Eligibility Verification (Form I-9)	A13-1
Number 14: Federal Withholding Statement (Form W-4).....	A14-1
Number 15: New Employee Orientation Form.....	A15-1
Number 16: Employee's Notice of Secondary Employment.....	A16-1
Number 17: Employee Written Reprimand Notification.....	A17-1
Number 18: Employee Suspension Notification.....	A18-1
Number 19: Employee Transfer Notification	A19-1
Number 20: Employee Termination Notification	A20-1
Number 21: Grievance Form	A21-1
Number 22: Termination of Employment Flow Sheet	A22-1
Number 23: Notice of Voluntary Resignation Form	A23-1
Number 24: Resignation, In Lieu of Involuntary Termination, Agreement	A24-1
Number 25: Exit Interview	A25-1
Number 26: COBRA Notification	A26-1
Number 27: Change of Status Form	A27-1
Number 28: Performance Appraisal Form.....	A28-1
Number 29: Disaster Response Planning Guide	A29-1
Number 30: Report of Tremonton City Accident Review Committee	A30-1
Number 31: Volunteer Registration Form	A31-1
Number 32: Volunteer Services Memo of Understanding	A32-1
Number 33: Pre-Employment Evaluation Form	A33-1
Number 34: Major Driving Offenses.....	A34-1
Number 35: Employee Time Cards	A35-1
Number 36: Donation of Leave Time Form	A36-1
Number 37: Request & Agreement for Tuition Reimbursement.....	A37-1
Number 38: Form of Disclosure Statement	A38-1
Number 39: Waiver, Acceptance of Liability, and Indemnification Form.....	A39-1
Number 40: Utah State Retirement Board Resolution 2012-09	A40-1
Number 41: Sick Leave Payout	A41-1
Number 42: Sales Tax Information for Lodging Providers	A42-1
Number 43: Employee Written Warning Notification.....	A43-1
Number 44: Employers First Report of Injury or Illness	A44-1
Number 45: Request for Donation of Leave Time Form.....	A45-1
Number 46: Health Coverage Offer Letter	A46-1
Number 47: URS Email	A47-1
Number 48: Potential Offer of Employment	A48-1
Number 49: Background Questionnaire	A49-1
Number 50: Probationary Period Extension Acknowledgment Letter	A50-1
Number 51: Application for Criminal History Record Review	A51-1
Number 52: URS Board Resolution 13-05	A52-1
Number 53: Affidavit Irrevocably Relinquishing URS Service Credit	A53-1
Number 54: Sexual/Gender Harassment Complaint Form	A54-1
Number 55: Appeals Board Election	A55-1
Number 56: Reasonable Suspicion Determination Observation Checklist	A56-1
Number 57: Cell Phone Allowance Election	A57-1

Note: Tremonton City Emergency Preparedness Plan should be updated annually by the Police Chief.

REV 9-23.1