

TOOELE CITY
POLICIES AND PROCEDURES MANUAL

APPENDIX B: ENABLING ORDINANCE

ORDINANCE DESCRIPTION

91-06	An Ordinance adopting a New Tooele City Personnel Policies and Procedures Manual <i>Effective August 21, 1991</i>
92-06	An ordinance Repealing Section 9F and adopting Section 4H of the Tooele City Personnel Policies and Procedures Manual <i>Effective February 11, 1992</i>
94-07	An Ordinance adopting Section 26P and Related Forms for the Tooele City Personnel Policies and Procedures Manual <i>Effective February 2, 1994</i>
95-12	An Ordinance adopting Section 11: Retirement Part F to provide for single retiree medical coverage for one year for every five years of service. <i>Effective June 17, 1995</i>
98-19	An Ordinance adopting Section 0: Disclaimer, amending Section 1: Equal Employment Opportunity and Americans with Disabilities, amending Section 2: Hiring, amending Section 40: Amendment of Policies and Procedures, and amending Appendix A: Forms <i>Effective July 1, 1998</i>
98-28	An Ordinance amending Section 16: Sexual Harassment, amending Section 32: Training and Educational Assistance, and amending Appendix A: Forms <i>Effective September 1, 1998</i>
99-17	An Ordinance adopting Section 43: Domestic Violence. <i>Effective September 1, 1999</i>
2000-05	An Ordinance amending Section 17: Drug-Free Workplace and amending Appendix A: Forms <i>Effective April 5, 2000</i>
2000-19	An Ordinance amending Section 11: Retirement, Section 26: Sick Leave, Section 36: Use of City Equipment and Facilities, and Appendix A: Forms
2001-07	An Ordinance amending Sections: 3: Job Classification, 4: Employment Status, 5: Employment Status Change, 7: Work Hours, 9: Compensation, 10: Salary Advancement & Employee Appraisal, 12: Discipline, 34: Travel, and 40: Amendment of Policies and Procedures, and amending Appendix A: Forms. <i>Effective July 1, 2001</i>
2001-32	An Ordinance correcting typing errors in Section 9: Compensation and Section 17: Drug-Free Work Place. <i>Effective November 2001</i>

- 2003-16 An Ordinance revising: Section 4: Employment Status & Benefits Eligibility, Section 9: Compensation, Section 24: Annual Leave, Section 26: Sick Leave, Section 25: Funeral Leave, Section 27: Leave of Absence, Section 32: Training & Educational Assistance, and Section 38: Purchases & Reimbursements. Appendix A: Forms was also updated to reflect current forms in use. *Effective July 2003*
- 2003-16A An Ordinance renaming: Section 29: Benefits and restating the policy to reflect current administrative activities and updates to legally required COBRA notices. This incorporated Section 30: Flexible Spending Plan and Section: 31 401K Plan. These Section numbers are now blank. The Ordinance also implemented Section 12: Computer Systems, Internet, and Electronic Mail. *Effective January 2004*
- 2004-13 An Ordinance changing Section 2: Hiring, Section 9: Compensation, and Section 23, Holidays. *Effective November 2004*
- 2005-02 An Ordinance revising Section 7: Work Hours and Compensation to reflect a change in the pay period for sworn police officers from 80 over a 14-day period to 84 over a 14-day period. Revising Section 9: Compensation to reflect change in police pay period, approval of over-time or compensatory-time for exempt employees when wages are reimbursed by another agency; changes in compensation policy for disciplinary demotions and medical related demotions; and administrative changes. Changes Section 13: Grievance to clear up administrative issues and made changes to comply with revisions in Utah State law. Section 27: Extended or Intermittent Leave revised to clarify intermittent leave for birth or placement of a child as well as use of compensatory time. *Policies in general were approved effective January 2005. Provisions that change the police pay period were changed with an effective date of February 6, 2005.*