

TOOELE CITY
POLICIES AND PROCEDURES MANUAL

APPENDIX B: ENABLING ORDINANCE

- 91-06 An Ordinance adopting a New Tooele City Personnel Policies and Procedures Manual
Effective August 21, 1991
- 92-06 An ordinance Repealing Section 9F and adopting Section 4H of the Tooele City Personnel Policies and Procedures Manual
Effective February 11, 1992
- 94-07 An Ordinance adopting Section 26P and Related Forms for the Tooele City Personnel Policies and Procedures Manual
Effective February 2, 1994
- 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.
Effective June 17, 1995
- 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
Effective July 1, 1998
- 98-28 An Ordinance amending Section 16: Sexual Harassment, amending Section 32: Training and Educational Assistance, and amending Appendix A: Forms
Effective September 1, 1998
- 99-17 An Ordinance adopting Section 43: Domestic Violence.
Effective September 1, 1999
- 2000-05 An Ordinance amending Section 17: Drug-Free Workplace and amending Appendix A: Forms
Effective April 5, 2000
- 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.
Effective July 1, 2001

- 2001-32 An Ordinance correcting typing errors in Section 9: Compensation and Section 17: Drug-Free Work Place. *Effective November 2001*
- 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.*
- 2005-12 An Ordinance revising: Section 4: Employment Status & Benefit Eligibility; Section 6: Nepotism; Section 29: Benefits; and Section 36: Use of City Equipment and Facilities.
- Sept. 2005 Personnel Policies and Procedures were reprinted. Section 11: Retirement was renumbered to Section 30 and Section 43: Domestic Violence was renumbered to Section 11.
- 2005-20 An Ordinance revising Section 15: Political Activity to remove the mandate that a City employee take a leave of absence from employment following the primary election. *Effective September 2005*
- 2008-14 An Ordinance revising several Sections of the Manual: Section 0 Disclaimer. Renamed "About this Manual;" Section 1 Equal Employment Opportunity Statement; Section 2 Hiring. Renamed "Hiring & Job Assignments;" Section 4 Employment Status and Benefit Eligibility, Renamed "Employment Status,

Independent Contractors, & Volunteers;” Section 5: Discipline, Renamed “Corrective Action, Discipline, and Separation;” Section 6: Nepotism; Section 7: Work Hours and Attendance, Renamed “Work Hours, Period, & Attendance;” Section 10: Performance Reviews; Section 24: Annual Leave; Section 26: Sick Leave; Section 27: Extended or Intermittent Leave (FMLA), Renamed “Family and Medical Leave Act and City Approved Leave of Absence” and updated to comply with 2008 amendments to the Family and Medical Leave Act specifically regarding FMLA expansion for military related absences; Section 29: Benefits. Changes 401K employer contribution calculation for employees in the Non-contributory retirement plan; and, Section 30: Retirement & Retiree Benefits. Editorial revisions including an updating cash-out table due to changes in Utah State Retirement law. *Effective December 22, 2008*