

# TABLE OF CONTENTS

Revised July 2011

<b>SECTION 0</b>		E. Employment of Relatives When No Supervisory Relation Exists ..... 6-3
<b>ABOUT THIS MANUAL</b>		F. City's Right to Transfer..... 6-4
A. Purpose of Manual .....0-1		
B. Not a Contract .....0-1		
C. Organization of Manual .....0-1		
D. Employee Responsibility to Be Familiar with Manual .....0-1		
<b>SECTION 1</b>		
<b>EQUAL EMPLOYMENT OPPORTUNITY</b>		
A. Equal Employment Opportunity .....1-1		
B. Federal Contracts .....1-2		
C. Filing a Complaint of Discrimination .....1-2		
<b>SECTION 2</b>		
<b>HIRING &amp; JOB ASSIGNMENTS</b>		
A. General Policy .....2-1		
B. Competitive Selection Process .....2-2		
C. Acceptance & Retention of Employment Applications.....2-4		
D. Ranked Position Roster.....2-4		
E. Offers for Employment.....2-4		
F. Background Screening & Investigations .....2-4		
<b>SECTION 3</b>		
<b>(This Section is Currently Blank)</b>		
<b>SECTION 4</b>		
<b>INDEPENDENT CONTRACTORS, VOLUNTEERS, &amp; EMPLOYEE STATUS</b>		
A. Independent Contractors .....4-1		
B. Volunteers .....4-1		
C. Employment Status .....4-2		
D. Schedule Status.....4-3		
<b>SECTION 5</b>		
<b>CORRECTIVE ACTION, DISCIPLINE, &amp; SEPARATION</b>		
A. Policy.....5-1		
B. Corrective Action.....5-1		
C. Disciplinary Action.....5-1		
D. Examples of Offenses and Appropriate Disciplinary Action .....5-2		
E. Dismissal of Appointed Employees .....5-5		
F. Dismissal of Employees Who Have Not Completed Their Orientation Period.....5-5		
G. Layoffs/Reduction In Force.....5-5		
H. Voluntary Resignation .....5-5		
I. Credited Service Time & Benefit Reinstatement if Rehired .....5-6		
J. Separation Notice & Exit Interview .....5-6		
J. Final Paycheck.....5-6		
<b>SECTION 6</b>		
<b>NEPOTISM</b>		
A. Definitions..... 6-1B.		
B. Policy..... 6-1C.		
C. Two Employees Marry – One is the Supervisor ..... 6-3		
D. Requirement to Disclose ..... 6-3		
<b>SECTION 7</b>		
<b>WORK SCHEDULES &amp; ATTENDANCE</b>		
A. Purpose ..... 7-1		
B. Work Schedules ..... 7-1		
C. Attendance & Punctuality ..... 7-1		
D. Corrective Action & Discipline ..... 7-3		
E. Job Abandonment ..... 7-3		
F. Coordination of Leave ..... 7-3		
G. Verification ..... 7-3		
<b>SECTION 8</b>		
<b>REST &amp; MEAL PERIODS</b>		
A. Rest Periods/Breaks ..... 8-1		
B. Meal Periods ..... 8-1		
<b>SECTION 9</b>		
<b>COMPENSATION</b>		
A. Purpose ..... 9-1		
B. Definitions ..... 9-1		
C. Compensation Objective & Job Classification..... 9-3		
D. Step Assignment Upon Hire..... 9-4		
E. Step Increases ..... 9-4		
F. Tenured Service Performance Bonus ..... 9-5		
G. Appointed Employees Compensation ..... 9-5		
H. Elected Officials' Comp. & Vehicle Allowance ..... 9-5		
I. Cost of Living ..... 9-5		
J. Promotion ..... 9-5		
K. Temporary Promotion ..... 9-6		
L. Demotion ..... 9-6		
M. Reclassification ..... 9-7		
N. Lateral Transfer..... 9-8		
O. Holiday Pay..... 9-8		
P. Overtime Pay ..... 9-9		
Q. Compensatory Time (Comp-time)..... 9-9		
R. Call-out Premium Pay ..... 9-11		
S. On-call Rotation Premium Pay / On-call Employee ..... 9-12		
T. Blackberry's, Cell Phones, Laptop Computers, and Other Technology Resulting in FLSA Non-exempt Employee Working Outside of Normal Work Schedule ..... 9-14		
U. FLSA Exempt Employees ..... 9-14		
V. Pay Advancements..... 9-15		
W. Severance Pay ..... 9-15		
X. Work Period & Work Day..... 9-16		
Y. Pay Day ..... 9-16		
Z. Approving Pay Changes..... 9-16		
AA. Time Report (Time Card)..... 9-16		
BB. Direct Deposit..... 9-17		
<b>SECTION 10</b>		
<b>PERFORMANCE REVIEWS</b>		
A. Policy..... 10-1		
B. Employee Supplemental Statement ..... 10-1		
C. Records ..... 10-1		

# TABLE OF CONTENTS

Revised July 2011

---

<b>SECTION 11</b>		<b>SECTION 17</b>	
<b>DOMESTIC VIOLENCE</b>		<b>DRUG-FREE WORK PLACE</b>	
A.	Definition.....11-1	A.	Purpose ..... 17-1
B.	Background of Domestic Violence & City’s Position .....11-1	B.	Definitions..... 17-1
C.	Perpetrator Accountability..... 11-1	C.	General Policy - Prohibitions & Policy Enforcement ..... 17-4
D.	Victim Support.....11-2	D.	Pre-Employment & Pre-Competitive Selection Testing ..... 17-5
E.	Confidentiality .....11-3	E.	Random Testing ..... 17-6
<b>SECTION 12</b>		F.	Reasonable Suspicion Testing ..... 17-6
<b>COMPUTER SYSTEMS, INTERNET, &amp; ELECTRONIC MAIL (E-mail)</b>		G.	Post Accident Testing..... 17-9
A.	Applicability .....12-1	H.	Follow-up Testing..... 17-10
B.	Disclaimer..... 12-1	I.	Testing Procedure..... 17-10
C.	Property Ownership, Privacy, & Monitoring .....12-1	J.	Refusal to Submit to a Test..... 17-15
D.	Software & Licenses .....12-1	K.	Consequences of Positive Drug/Alcohol Tests or Violations..... 17-16
E.	Passwords .....12-2	L.	Rehabilitation ..... 17-16
F.	Allowed & Prohibited Uses..... 12-2	M.	Disclaimer ..... 17-18
G.	Exception to Prohibited Use .....12-3	<b>SECTION 18</b>	
H.	E-Mail Special Guidelines.....12-3	<b>WORKERS' COMPENSATION</b>	
I.	Retention of Electronic Records .....12-3	A.	Workers' Compensation Coverage ..... 18-1
J.	City Web Site.....12-4	B.	Reporting of Injuries..... 18-1
K.	Reporting Violations .....12-4	C.	Employer's Reports ..... 18-1
L.	Penalties .....12-5	D.	Maintenance of Record..... 18-1
<b>SECTION 13</b>		E.	Leave and Compensation ..... 18-2
<b>GRIEVANCE PROCEDURE</b>		F.	Return to Work..... 18-2
A.	Policy .....13-1	<b>SECTION 19</b>	
B.	General Grievance..... 13-1	<b>OCCUPATIONAL SAFETY &amp; HEALTH</b>	
C.	Appeal Board ..... 13-3	A.	Policy ..... 19-1
D.	Court of Appeals .....13-5	B.	Hazard-Free Workplace..... 19-1
E.	Costs .....13-5	C.	Inspections ..... 19-1
<b>SECTION 14</b>		D.	Enforcement ..... 19-1
<b>OUTSIDE EMPLOYMENT</b>		E.	Record of Accidents ..... 19-1
.....14-1		F.	Posting Emergency Telephone Numbers ..... 19-1
<b>SECTION 15</b>		G.	Clean Work Areas ..... 19-2
<b>POLITICAL ACTIVITY</b>		H.	Investigation of Injuries and Occupational Diseases 19-2
A.	Voluntary Participation in Political Activity .....15-1	I.	Employee’s Belief of Imminent Danger ..... 19-2
B.	Political Support..... 15-1	J.	Reporting Sudden or Unusual Conditions ..... 19-2
<b>SECTION 16</b>		K.	Safety Rules ..... 19-2
<b>SEXUAL &amp; OTHER FORMS OF HARASSMENT</b>		L.	Information..... 19-3
A.	Purpose .....16-1	<b>SECTION 20</b>	
B.	Definitions ..... 16-1	<b>OCCUPATIONAL DISEASE DISABILITY COMPENSATION</b>	
C.	Policy .....16-1	A.	Occupational Disease Disability Compensation Coverage ..... 20-1
D.	Reprisals .....16-2	B.	Reporting of Injuries..... 20-1
E.	Complaint Procedure..... 16-3	C.	Employer’s Reports ..... 20-1
F.	Preliminary Review.....16-3	D.	Maintenance of Records ..... 20-1
G.	Investigative Procedure & Results of the Investigation .....16-4	E.	Leave and Compensation ..... 20-1
H.	Records .....16-4	F.	Return to Work..... 20-2
<b>SECTION 21</b>		<b>SECTION 21</b>	
<b>JURY &amp; WITNESS LEAVE</b>		<b>JURY &amp; WITNESS LEAVE</b>	
A.	Witness or Jury Duty ..... 21-1	A.	Witness or Jury Duty ..... 21-1
B.	Private Litigation ..... 21-1	B.	Private Litigation ..... 21-1

---

# TABLE OF CONTENTS

Revised July 2011

---

<b>SECTION 22</b>		<b>SECTION 27</b>	
<b>ADMINISTRATIVE LEAVE</b>		<b>FAMILY &amp; MEDICAL LEAVE ACT &amp; CITY APPROVED LEAVE OF ABSENCE</b>	
.....22-1		A.	Family & Medical Leave Act..... 27-1
<b>SECTION 23</b>			FMLA Eligibility..... 27-1
<b>HOLIDAYS</b>			FMLA Definitions..... 27-1
A.	Paid Holidays.....23-1		Basic FMLA Leave Entitlement..... 27-3
B.	Holidays on Weekends.....23-1		Military FMLA Leave Entitlement..... 27-3
C.	Holiday on Normal Day Off.....23-1		Calculation of 12 Weeks / 26 Weeks ..... 27-4
<b>SECTION 24</b>			Husband & Wife Both Employed by City..... 27-5
<b>ANNUAL LEAVE</b>			Employee Benefits During FMLA Leave..... 27-5
A.	Purpose.....24-1		Employee Status After FMLA Leave..... 27-6
B.	Accrual Rate.....24-1		Substitution of Paid Leave and/or Disability Insurance..... 27-6
C.	Allowable Uses.....24-1		Intermittent FMLA Leave or A Reduced Work Schedule..... 27-7
D.	Maximum Accumulation.....24-1		Procedure for Requesting FMLA Leave..... 27-7
E.	Requirement to Use.....24-2	B.	Designating Leave as FMLA Leave..... 27-10
F.	Same Day as Holiday.....24-2	C.	City Approved Leave of Absence..... 27-10
G.	Provisions for Employees Completion Their Orientation Period/Requirement to Repay Used Annual Leave to City.....24-2		Leave of Absence for Employees Appointed to Other Positions..... 27-10
H.	Provisions Relating to Separation From Employment.....24-2	<b>SECTION 28</b>	
<b>SECTION 25</b>		<b>MILITARY LEAVE</b>	
<b>FUNERAL LEAVE</b>		A.	Policy..... 28-1
A.	Paid Leave.....25-1	B.	Short-term Leave..... 28-1
B.	Definition.....25-1	C.	Extended Leave..... 28-1
<b>SECTION 26</b>		D.	Benefits..... 28-1
<b>SICK LEAVE</b>		<b>SECTION 29</b>	
A.	Purpose.....26-1	<b>BENEFITS</b>	
B.	Leave Accrual.....26-1	A.	Purpose..... 29-1
C.	Allowable Uses.....26-1	B.	Benefit Eligibility..... 29-1
D.	Limitations on use with Outside Employment.....26-2	C.	Flexible Spending Account..... 29-2
E.	Requirement to Use.....26-2	D.	Health, Dental, Vision, & Life Insurance..... 29-2
F.	Same Day as Holiday.....26-3	E.	Utah State Retirement Plan..... 29-3
G.	Discretion & Abuse.....26-3	F.	401K Plan..... 29-5
H.	Verification of Need for Leave.....26-3	G.	COBRA Continuation Coverage..... 29-6
I.	Reinstatement of Sick Leave if Rehired After Reduction in Force.....26-3	<b>SECTION 30</b>	
J.	Sick Leave Advance.....26-3	<b>RETIRING &amp; RETIREE BENEFITS</b>	
K.	Sick Leave Annual Pay-out.....26-4	A.	Retirement Notification..... 30-1
L.	Maximum Unused Sick Leave.....26-4	B.	Lifetime Pass to City Recreation Facilities..... 30-1
M.	Provisions Relating to Separation From Employment.....26-4	C.	COBRA Continuation Coverage Upon Retirement.. 30-1
N.	Provisions Relating to Retirement.....26-4	D.	Health & Life Insurance for Retirees & Retirees Dependents..... 30-1
		F.	Retiree Sick Leave Conversion..... 30-5
		<b>SECTION 31</b>	
		<b>(This Section is Currently Blank)</b>	

---

# TABLE OF CONTENTS

Revised July 2011

---

<b>SECTION 32</b>		<b>SECTION 38</b>	
<b>TRAINING &amp; EDUCATION</b>		<b>PURCHASES</b>	
A.	Purpose .....32-1	A.	Purchase by Deception ..... 38-1
B.	Definitions .....32-1	B.	Reimbursements ..... 38-1
C.	Policy .....32-1		
<b>SECTION 33</b>		<b>SECTION 39</b>	
<b>FEDERAL SOCIAL SECURITY</b>		<b>SEAT BELT USE</b>	
.....33-1		A.	Policy ..... 39-1
		B.	Discipline ..... 39-1
		C.	Application ..... 39-1
<b>SECTION 34</b>		<b>SECTION 40</b>	
<b>TRAVEL</b>		<b>AMENDMENT OF POLICIES &amp; PROCEDURES</b>	
A.	Travel Policy .....34-1	A.	City's Right To Amend ..... 40-1
B.	Approval .....34-1	B.	Amendment Procedure ..... 40-1
C.	Vehicles .....34-1	C.	Applicability of Prior Policies, Procedures, or Practices ..... 40-1
D.	Departmental Travel Budgets .....34-2		
E.	Reimbursable Expenses .....34-2	<b>SECTION 41</b>	
F.	Non-specified Expenses .....34-3	<b>SAVINGS CLAUSE</b>	
G.	Receipts .....34-3	..... 41-1	
H.	Meals .....34-3	<b>SECTION 42</b>	
I.	Advancements .....34-4	<b>SEPARABILITY CLAUSE</b>	
J.	Travel Time .....34-4	..... 42-1	
K.	Telephone Calls .....34-4		
<b>SECTION 35</b>		<b>APPENDIX A</b>	
<b>LOSS OF PROPERTY OR FUNDS</b>		<b>FORMS</b>	
A.	Notification of Loss .....35-1	Please see <a href="http://www.tooelecity.org">www.tooelecity.org</a> click on City Departments and Human Resources to Find the Forms Referenced in this Manual	
B.	Coverage by Bond .....35-1		
C.	Investigation .....35-1	<b>APPENDIX B</b>	
<b>SECTION 36</b>		<b>ENABLING ORDINANCES</b>	
<b>USE OF CITY EQUIPMENT &amp; FACILITIES</b>			
A.	Equipment Use .....36-1		
B.	City Facilities Admission .....36-1		
C.	City Vehicles .....36-1		
<b>SECTION 37</b>			
<b>(This Section is Currently Blank)</b>			