

**HARRISVILLE CITY  
RESOLUTION 2014-06**

**MISCELLANEOUS PERSONNEL POLICY MANUAL AMENDMENTS**

**A RESOLUTION OF HARRISVILLE CITY, UTAH, AMENDING  
THE HARRISVILLE CITY PERSONNEL POLICIES AND  
PROCEDURES MANUAL TO INCLUDE MISCELLANEOUS  
AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Harrisville City (hereafter “City”) is a municipal corporation duly organized and existing under the laws of the state of Utah;

**WHEREAS**, the City Council is authorized to adopt personnel policies and procedures for the effective and efficient administration of municipal government;

**WHEREAS**, the City Council adopted its current *Personnel Policies and Procedures Manual* on April 28, 2009;

**WHEREAS**, the City Council desires to amend its personnel policies and procedures manual to achieve greater efficiency, realize cost savings, and further define employee province;

**NOW, THEREFORE**, be it resolved by the City Council of Harrisville City, Utah, that the Policies and Procedures Manual is hereby amended to read as follows:

**Amendment 1.**

**A-4-4. Placement.**

iv. Employment of applicants, ~~younger than sixteen (16) years of age IS PROHIBITED. Applicants ages sixteen (16) and seventeen (17)~~ Any qualified and capable adult or minor may be employed subject to any state and U.S. Department of Labor requirements for the same the following conditions:

1. ~~During non-school hours, except as provided for in work experience and career exploration programs.~~
2. ~~Not before 7 a.m. or after 7 p.m. Summer hours may be extended to 9 P.M. from the last day of school until the first day of school for the following school year.~~
3. ~~No more than three (3) hours a day on school days.~~
4. ~~No more than eighteen (18) hours a week, during school the school semester.~~
5. ~~No more than eight (8) hours a day, on non-school days.~~
6. ~~No more than forty (40) hours a week, in non-school weeks.~~
7. ~~May not work in any occupations found and declared to be hazardous.~~
8. ~~May not work in the operation or tending of hoisting apparatus.~~
9. ~~May not work in the operation or tending of any power-driven industrial or commercial machinery, such as lawn movers, without authorization and appropriate training.~~
10. ~~May not work from window sills (such as window washing), or be involved with any other work requiring the use of ladders, scaffolds or their substitutes.~~

**Amendment 2.**

**C-19-5. Use Of City Vehicles.**

Only City employees and other persons specifically authorized by the City Administrator, Mayor, or ~~his designee~~ Department Head, shall be allowed to operate or be a passenger in City vehicles or operate City equipment. All City vehicle operators shall have a valid Utah driver’s license appropriate for the class of vehicle or equipment being driven. City vehicles are intended for use by City employees on City business.

**Amendment 3.**

**A-4-5 Volunteers.**

1. Because of the possibility of incurring additional liability upon the City, volunteer organizations or individuals which volunteer to perform activities or duties for the City of Harrisville shall register with the appropriate department head or supervisor prior to performing any activities. The City Recorder shall maintain current records of registered volunteer organizations or individuals. All volunteers shall abide by all applicable items within the Harrisville Personnel Policies and Procedures Manual.
2. Court ordered community service labor is not authorized and shall not be accepted at the City of Harrisville.
3. The City Administrator or Mayor may establish volunteer work or service programs.
4. Some volunteer services allowed by the city, may require that the group sign a Memorandum of Understanding Agreement defining the nature and terms of the volunteer services.
5. A volunteer shall be provided with Worker's Compensation benefits for compensable injuries sustained by the volunteer while acting as a volunteer, so long as such benefits are available from the City's Insurance provider.
6. Volunteer service experience will be recognized for determining minimum qualifications for an employment position with City of Harrisville.
7. The Harrisville City Police Department shall prepare, maintain, and update the "Harrisville City Guidelines on Criminal Background Checks for Individuals Working with Vulnerable Populations." The policy should comply with any requirement established by the in accordance with any Utah Bureau of Criminal Identification.

**Amendment 4.**

D. Glossary of Terms.

"Department Head"

The officially appointed ~~manager administrator, director, or chief~~ of any department created in the municipal code, who is directly responsible for the administration of that department, is considered the department head. ~~The city has three departments that include: Administrative Services Department, Police Department, and Public Works & Recreation Department. Department heads are limited to include the city administrator, police chief, and public works director.~~

**Effective Date.**

This Resolution shall be effective immediately upon passage and adoption.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2014.

HARRISVILLE CITY:

\_\_\_\_\_  
BRUCE RICHINS, Mayor

ATTEST:

\_\_\_\_\_  
JENNIE KNIGHT, City Recorder

Municipal Council			
Roll Call Vote Tally:	Yes	No	
Ms. Morrell	___	___	
Ms.. Jensen	___	___	
Mr. Pearce	___	___	
Ms. Tait	___	___	
Mr. Wilhelmsen	___	___	