



Grand County Emergency Medical Services

Special Service District

Board Meeting

Tuesday, July 16, 2024

9:00-11:00am Regular Meeting

Location: Grand County EMS SSD

520 E. 100 N. Moab, Utah 84532

Agenda

1. Call Meeting to Order
2. Welcome Public Comment - Anything not specifically on the agenda (3 minutes are allowed)
3. Approval of Minutes
 - a. 06/04/24 (Regular Meeting)
4. Updates
 - a. Chair Report
 - b. Treasurer Report
 - c. Board Member Reports
 - d. Emergency Coordinator
 - e. Administrative Staff
 - f. Director Report
 - g. Committee Reports
 - i. Evaluation Committee
 - ii. Policy Committee
 - iii. Executive Committee
 - iv. Budget/Audit Committee
5. Discussion/Action Items
 - a. Approval of Interlocal Agreement with Canyonlands Health Care SSD – Discussion/Action
 - b. Approval of Updated Employee Handbook – Discussion/Action
6. Future Considerations
7. Closed Meeting

8. Adjourn

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS. In compliance with the Americans with Disabilities Act, individuals with special needs requests wishing to attend Emergency Medical Services Special Service District meetings are encouraged to contact the District Board two (2) business days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. Requests, or any other questions or comments can be communicated to: (435) 259-1301.

Posted by: _____

Date: _____ Time: _____

Grand County Emergency Medical Services Special Service District
520 East 100 North
Moab, Utah

June 4, 2024
1:00 p.m.

1. The Grand County Emergency Medical Services Special Service District met in regular session on the above date and time at the Grand County EMS SSD Station located at 520 E. 100 N., Moab, Utah. Chair Elizabeth Tubbs called the meeting to order at 1:05 p.m. In attendance were GCEMS Board Members Evan Clapper, Jason Taylor, Lionel Weeks, Rani Derasary, and Taryn Kay. Board member Jim Webster was excused. Also, present were Executive Director, Andy Smith, Administrative Coordinator, Jen Williams, and Administrative Assistant, Mandy Turner.
2. **Welcome Public Comment:** No public comment.
3. **Approval of Minutes:**
 - a. A motion was made by board member, Rani Derasary, to approve the March 19, 2024, regular meeting minutes, with an edit in section 4.b. to change "Gilbert & Sullivan" to "Gilbert & Stewart". Motion was seconded by Taryn Kay. Motion carried 6-0.
4. **Updates**
 - a. **Chair Report:** Board Chair Elizabeth Tubbs opened her report with a reminder that the board will be going into a closed session later in the meeting to discuss the Executive Director Andy Smith's evaluation. She also stated that the next regular GCEMS Board Meeting will be in July. Andy mentioned that he would like to hold promotional ceremonies and recognition for staff at the July meeting. He pointed out that this is in line with the strategic plan's commitment to create more traditions around staff celebration and recognition. Liz congratulated Andy and the staff on a successful and enjoyable EMS Week, including the Employee Appreciation BBQ, recognition for Rural EMS Call of the Year in Salt Lake City, and the GCEMS Reunion BBQ.
 - b. **Treasurer Report:** Treasurer Jason Taylor reported the following bank account balances as of Tuesday, June 4, 2024: combined Mountain America accounts at \$55,954.67 and PTIF Savings at \$135,727.20. Board member Lionel Weeks noted that the balances seemed low. Andy explained that though our call volume is down 16%, our new billing company is billing more thoroughly than our previous one. He believes that the organization is still experiencing a payment lag time with the billing company and payments should catch up soon.
 - c. **Board Member Reports:** Board member Jason Taylor reported that the Moab City Council walked Main Street in Moab several different times to identify traffic and pedestrian problem areas with Utah Department of Transportation (UDOT). He also mentioned that he met with Moab City Council Member Collin Topper and Jeremy Spaulding of "Safe Routes" to walk areas of concern for students walking to school. Board member Taryn Kay thanked Colin and Jason for engaging with the school on Safe Routes and then mentioned the Junior Emergency Services Academy. She said that she has heard very good things from parents about the joint program between Moab Valley Fire Department and Grand County EMS. Evan Clapper reported that the Utah Association of Counties (UAC) was diligent in spreading the word about EMS Week through social media. He said they spread good information about the EMS volunteer insurance available as well and reminded everyone that it is open enrollment until June 15th, 2024.
 - d. **Emergency Coordinator:** Andy said that GCEMS has lowered the percentage it pays for the Emergency Coordinator position, held by Shea Walker, from 50% to 30% of position salary and benefits for 2024. Next year, Grand County EMS will not be paying into the position as the fire department retools the position. Andy commended Shea for the work he did on the successful Junior Emergency Services

Academy this year and his work on two grants he has recently submitted for consideration. Shea will be here in July to give a report.

Board Chair Liz Tubbs discussed a change in agenda. She suggested moving Action Items 5.b. up in the agenda to after 4.d. to accommodate Evan's early dismissal and respect the time of the pending Medical Directors, who were present. Evan Clapper made a motion to move Action Item 5.b. to after 4.d. in the agenda. Taryn Kay seconded the motion. Motion passed 6-0.

5. Discussion/Action Items

- b. **Approval of Medical Director Agreements – Discussion/Action:** Andy said that Dr. Murdock has been the Medical Director for GCEMS for 12 years. He is now retired and ready to transition out of the position. In discussions with Dr. Murdock, it was identified that having a Moab based Medical Director would be ideal. Andy introduced his proposed replacements, Dr. Deidre Flanagan, General Surgeon at Moab Regional Hospital (MRH), and Dr. Angie Alexander, Emergency Room Doctor MRH. Dr. Flanagan would be the primary Medical Director with Dr. Alexander being the secondary Medical Director. Grand County EMS would need to bear the cost of Medical Director insurance, which MRH cannot cover. Andy noted that the financial impact listed in the agenda summary is the cost of Medical Director insurance and the contracts with the directors themselves and does not include any cost that had already been accounted for Dr. Murdock. Board member Lionel Weeks inquired why we would have two directors instead of one. Dr. Flanagan answered by stating that her specialty is in trauma while Dr. Alexander specializes in medical responses. This would cover the entire needs of Grand County EMS staff better than one specialty. Dr. Alexander mentioned that co-Medical Directors are not all that uncommon in EMS districts. Andy stated that he believes having two Medical Directors will also benefit the organization as it moves into critical care services and that both are able to attend meetings to answer questions for board and staff. Andy pointed out that the contracts presented at the meeting have some errors in them he would like to correct before both parties sign the agreements. Jason Taylor made a motion to approve the Medical Director Agreements with the corrections and clarifications as discussed and authorized the Chair to sign all associated documents. Evan Clapper seconded the motion. Motion passed 6-0.

4. Updates (continued)

- e. **Administrative Staff** - Administrative Assistant, Mandy Turner, thanked the board for completing all board training and disclosure forms for 2024. She noted that everyone is currently up to date with administrative requirements. Liz Tubbs thanked Mandy for the beautiful perennial planting she installed in the front of the building.
- f. **Director Report:** Andy thanked those who helped with EMS Week. He said GCEMS had two Moab City Council Members, Kaitlyn Myers and Collin Topper, sign-up for an elected official ride-a-long for EMS Week, though they didn't get any calls. Andy mentioned that he was just at a Rural EMS Directors of Utah (REMSDAU) Conference in Bryce Canyon City where they discussed the "Ambulance Audit" the state would like to do. Andy said he will be taking a vacation July 1st through 15th and then again July 24th through August 7th. Rani asked if GCEMS had given Dr. Murdock a thank you gift for his 12 years of service. Andy said that he was given a recognition of service award at the employee appreciation party and Andy put a letter of thanks in the Heber newspaper. Liz asked if Andy was still planning on doing a mid-year budget amendment. Andy said yes, in July. Andy said he would send a meeting invite out to the budget committee when Jen and he were fully prepared. Liz also asked about the internal audit committee and mentioned she had an interested outside party to help.
- g. **Committee Reports**
 - i. **Evaluation Committee** – Liz reiterated that the board will be going into a closed session to discuss Andy Smith's evaluation later in the meeting.
 - ii. **Policy Committee** - none. Please see future considerations.
 - iii. **Executive Committee** – none.
 - iv. **Budget/Audit Committee** – See director's report.

1:53pm – Board member Evan Clapper was excused.

5. **Discussion/Action Items:** *Please see packet for detailed information.*

a. **Ratification of Payment of Bills (Q1) – Discussion/Action:**

A motion was made by board member Jason Taylor to approve the ratification of payment of bills in the amount of \$914,972.03 for the period of January 1st- March 31st, 2024. It was noted that the board packet identifies the end of the quarter as April 30th, 2024, but was a typo. All the financial information is correct. Andy reviewed some of the line items that are abnormally high or low compared to the budget. Motion was seconded by Taryn Kay. Motion carried 5-0.

6. **Future Considerations:**

- a. **Approval of Updated Employee Handbook – July 2024**
- b. **Six Month Budget Amendment 2024 – July 2024**

7. **Closed Meeting**

- a. **Character, Professional Competence, or Physical or Mental Health of an Individual** – Jason Taylor made a motion to enter a closed session to discuss the “character, professional competence, or physical or mental health of an individual.” Taryn Kay seconded the motion. Grand County EMS SSD Board entered closed session at 1:58pm.

8. **Action Item**

- a. **Approval of the Executive Director Evaluation for 2023** – GCEMS Board of Directors re-entered the regular board meeting at 2:48pm. Rani Derasary made a motion to approve the Executive Director Evaluation for 2023. Taryn Kay seconded the motion. Motion passed 5-0. Liz reminded Andy that he needed to fill out his portion of the Executive Director evaluation by Friday June 8th. The board scheduled Andy’s full evaluation for Tuesday, June 11th at 1pm.

9. **Adjourn**

- a. Jason Taylor made a motion to adjourn. Motion was seconded by Taryn Kay. The meeting was adjourned at 2:52pm.

Agenda Summary
Grand County Emergency Medical Services SSD
July 16, 2024
Agenda Item #5a

Title:	Approval to updates of the employee handbook
Presenter:	Executive Director Andy Smith
Summary:	The policy committee started updating the employee handbook in 2023, many things have delayed it but we finally have a final version for approval. I have included a summary of the changes, anything highlighted in yellow will be changed to the current date after it is approved.
Fiscal Impacts:	\$0
Recommended Motion:	"I move to approve the updated employee handbook as presented
Process:	
Attachments:	Summary of total changes Copy of redline employee handbook Clean copy of employee handbook

Things changed to Employee Handbook 2024

Section 100 General Policies

101: Made minor adjustments to grammar, added a last sentence about our SOPs and COGs adding detail to the general policies.

102: Minor grammar updates

105: Removed the word unlawful due to the fact that harassment is unlawful so no need to define it

108: Conflict of Interest/Solicitations federal hatch act questions etc.

Section 200 Employment

202.3: typed out thirty-six

205: Adjusted the “introductory period” to be the employees first calendar year.

206: Make adjustments to reflect the current change of quarterly reviews, rather than yearly evals, also removed the performance-based pay.

Section 300 Work Schedules, Overtime, Payroll

301.1: Minor grammar

301.2: Minor grammar

303: will need to adjust overtime in the future

305: Removed excessive words

Section 400 Leave

402: Minor grammar updates, will need to redo this section this year

403: Minor grammar updates

404: Minor updates to some of the hours calculated (math was off), updated to include the vacation hours on the third pay period makes payroll easier.

405: Updated to reflect the third pay period change as above.

406: Minor grammar updates

407: Removed excess wording, grammar updates, added life partner to those who FMLA can be taken for.

407.5: Added life partner

407.10: Added life partner

407.11: Removed comp time reference, added that while on FMLA you do not accrue your sick or vacation time

408: Grammar updates

408.1: Grammar updates

413: Added “administrative leave”,

Section 500 Insurance and Retirement Programs

505: number updated, minor grammar updates

505.2: Updated language, tighten the reporting rules

505.4: added language that employees who are completely off due to a workers comp claim must stay in contact with their supervisor.

508: adjusted wording to allow us to provide additional benefits or incentives.

Section 600 Operations Conduct

601.2: Moved full section under “Travel” 602.1

603: minor grammar updates

603.1: added member of the public, removed the language about SOPs since that is now at the beginning

603.2: updated wording (moved should to shall), minor grammar

603.3: minor grammar

604: removed unnecessary words as those are covered in the SOPs.

Section 700 Disciplinary Procedures

701: Change the name, updated language to be more clear about the process, grammar changes, Added and updated with definitions and the progressive disciplinary steps.

702.1: Just updated info, made the wording more succinct

702.2: Updated info, made working more succinct

702.3: Updated info, made working more succinct

703: Clarified the dispute resolution process, updated name of section, allow for Board Chair intervention along with legal counsel.

Section 800

802: Just added in the language about 2 week notice, removed old language regarding termination pay.

805: removed emp time reference.

Acknowledgment of Receipt

-general grammar updated, changed language so it says they will become familiar.

GRAND COUNTY EMERGENCY MEDICAL SERVICES SPECIAL SERVICE DISTRICT EMPLOYEE HANDBOOK

Original Issue: November 5, 2018

Effective Date: March 15, 2022

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DISCLAIMER

Statements set forth in this handbook do not create a contract or a promise of any kind, nor can they be construed to constitute contractual obligations of any kind or a contract of employment between the District and any of its employees. If any provision of these policies within this handbook, or the application thereof, is found to be in conflict with any State or Federal law, the remainder of these policies that are not in conflict shall remain in force.

History of Revisions:

Revision Date:

1/7/2019: The board approved changes to section 403 clarifying part time employees who work on a holiday — will receive 4 hours of holiday pay for each 12 hour shift worked.

11/18/2019: The board approved removal of section 410 personal leave of absence. Upon reviewing section 400 (Leave), it was found that section 410 was repetitive of sections 406-409 which cover FMLA, Military, and Bereavement.

3/8/2022: Section 102- adjusted language regarding pay and benefits. 202.1-adjusted full time hours to reflect change in field staff scheduling to full 24 hour paid shifts. 202.2- clarified what a regular part time employee is, removed eligibility for some benefits due to the removal of the housing allowance for 2022. 202.3- adjusted hours and clarified benefit eligibility. 301.2- removed comp time and the definition of holiday pay. 303- removed comp time, clarified what counts towards overtime for field staff, further clarified holiday pay overtime. 305- adjusted pay week in accordance with new 24-hour scheduling parameters. 403- large adjustment to how holiday is paid, changed some holidays, added Juneteenth. 404- changed this policy regarding vacation to only apply to administrative positions, clarified max accumulated. 405- section added to define accruals and vacation parameters for full-time field staff. 406- added partners as an option for sick leave.

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**GRAND COUNTY EMERGENCY MEDICAL SERVICES SPECIAL
SERVICE DISTRICT**

EMPLOYEE HANDBOOK

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Attachments/Appendices/Addendums:

- 2022 pay and benefits plan
- Drug & Alcohol Free Workplace policy

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GRAND COUNTY EMERGENCY MEDICAL SERVICES SPECIAL SERVICE DISTRICT

EMPLOYEE HANDBOOK

~~100—General~~ **100 General Policies**

101 Important Information and Disclaimer

This handbook is designed to acquaint employees with the Grand County Emergency Medical Services Special Service District (the “District”) and provide some information about working for the District. This handbook is not all ~~inclusive, but~~ inclusive but is intended to provide employees with a summary of some of the District’s guidelines. This edition replaces all previously issued editions and may not be amended or added to without the express written approval of the District’s governing body.

Employment with the District is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the District may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable ~~F~~ederal or ~~S~~tate law. There is no guarantee of continued employment for any particular period of time.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the District and any of its employees. The provisions of this handbook have been developed at the discretion of management, and except for its policy of employment-at-will, may be amended or canceled at any time, at the District’s sole discretion.

No employee handbook can anticipate every circumstance or question. After reading the handbook, employees that have questions should talk with their immediate supervisor. In addition, the need may arise to change the guidelines described in the handbook; except for the at-will nature of ~~the~~ employment, the District, therefore, reserves the right to interpret them or to change them without prior notice.

Some specific job details and other policies and procedures are set forth in the Department Suggested Operating Procedures (SOPs), and the Department Clinical Operating Guidelines (COGs). These documents add detail to situations and circumstances.

For more detail please refer to the Departments SOPs.

102 Employee/Administrative Control Board Conduct

The Administrative Control Board, hereafter referred to as “Board”, has adopted standards and values regarding the manner in which ~~the D~~istrict employees should conduct themselves as they work and interact with their co-workers, and the public. In addition, the Board strives to ensure that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in the area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

The Board establishes the organization's standards and values. Employees are expected to adhere to the highest ethical standards and values. Board members and members of management are accountable to the community and pledge to be fiscally responsible.

The Board believes that when employees deal openly and directly with their supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. The District shall amply demonstrate its commitment to employees by responding effectively to employee concerns.

103 Equal Employment Opportunity

The District is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of race, color, religion, sex, age (over 40), national origin, disability, sexual orientation, gender identity, pregnancy, childbirth or pregnancy-related condition or any status protected by law. Utah has also added additional protections which provide that employees may express religious and moral beliefs in the workplace in a reasonable manner on equal terms with similar expressions allowed by the employer and that employers may not discharge, demote, refuse to hire, retaliate, or discriminate against an individual based on expressions of religious, political, or personal belief outside of the workplace. Discrimination against any qualified person in connection with his or her hiring, placement, training, promotion, compensation, other conditions of employment, layoff, transfer, discipline, demotion, or termination, based upon any of the above is prohibited.

104 Americans with Disability Act (ADA) Accommodations

The District will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the District. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

105 Non Discrimination and Harassment

The District is committed to maintaining a positive working environment free of ~~unlawful~~ harassment and which is sensitive to the diversity of its employees. In doing so, the District prohibits discrimination and/or harassment because of age, race, sex, color, national origin, religion, disability, sexual orientation, gender identity, pregnancy, childbirth, breastfeeding, or pregnancy-related condition or any other legally protected status.

~~Unlawful~~ Harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on a legally protected characteristic will not be tolerated. Prohibited behavior includes, but is not limited to, the following:

- Written form such as cartoons, e-mail, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees including Board members, managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

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In order to help ensure a workplace free of harassment and discrimination, employees of the District will be required to attend sexual harassment training annually.

—Any situation that may constitute sexual or other unlawful harassment or prohibited retaliation should be reported immediately to the Executive Director or the Board chairperson. The District will promptly conduct an investigation and will take appropriate action to stop any harassment and to prevent any further harassment.

106 Violence Prohibited

Employees shall not engage in intimidation, threats, or hostile behaviors, physical/verbal abuse, vandalism, arson, sabotage, or any other act which in management's opinion is inappropriate in the workplace. In addition, bizarre or offensive behavior and/or comments regarding violent events are not tolerated.

107 Smoking/Substance Abuse

107.1 Drug and Alcohol-Free Workplace Program.

The District is committed to providing a workplace that ensures the safety and encourages the personal health and productivity of its employees. The District recognizes that substance abuse in the workplace is a threat to the safety, health and job performance of its employees and has established this policy to minimize the consequences and effects of alcohol and drug abuse in the workplace.

The misuse or abuse of drugs and alcohol can significantly affect job performance and can compromise the safety and security of District employees, operations, and the public. The District expects employees to perform their duties safely and efficiently, and encourages employees who have, or who believe he/she could have, a drug or alcohol misuse or abuse problem to seek assistance in treating or resolving the problem. The District has a zero tolerance policy regarding being under the influence of alcohol, drugs or illegal use of a controlled substance while on duty or on District-owned or leased premises.

The District has implemented a Drug and Alcohol-Free Workplace policy which applies to all current and prospective employees. Employees shall be given a copy of the policy along with this handbook with the expectation that employees will become familiar with both documents.

107.2 Clean Air Act (Smoking):

The District is committed to providing a safe and healthful working environment for employees and the general public. The District will follow the Utah Indoor Clean Air Act (§ 26-38-1 et seq., as amended or replaced from time to time) by prohibiting smoking indoors on District property or in areas of public access or egress from indoor areas located on District property. Smoking is also prohibited in any District provided vehicles or equipment. Employees who fail to comply will be subject to discipline, up to and including possible termination of employment.

107.3 District property

The property covered by this guideline includes all district-owned or leased land, buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the District's ownership or control as well as all district-owned or leased vehicles.

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108 Conflict of Interest/Solicitations

In making decisions, all employees of the District must exercise independent judgment for the best interest of the District. Personal or outside interests or relationships must not influence employees to the detriment of the District.

Employees of the District may not engage in any activities or relationships, including personal investments or other employment, which might directly or indirectly result in a conflict of interest, or impair their independence of judgment. They must not accept gifts, favors, or benefits that might tend in any way to influence them or give the appearance of influence in the performance of their duties. Employees may not use district time, equipment, property or supplies for private gain.

The District follows the federal hatch act in regard to regulation of political partisan activity. District employees may voluntarily participate in political activity subject to the following provisions:

1. No person will be denied the opportunity to become an applicant for a District position by virtue of political opinion or affiliation.
2. No District employee may be dismissed from service as a result of political opinion or affiliation.
3. District employees may voluntarily contribute funds to political groups and become candidates for public office.
4. No District official or employee may directly or indirectly coerce, command, or advise any employee to pay, lend, or contribute part of his or her salary or compensation or anything else of value to any party, committee, organization, agency, or person for political purposes.
5. No District official or employee may engage in any political activity during the hours of employment nor may any person solicit political contributions from District employees during hours of employment for political purposes, but nothing in this section shall preclude voluntary contributions by a District employee to the party of candidate of the employee's choice.

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~~Employees are encouraged to be active in politics and may run for public office in nonpartisan elections, campaign for and hold office in political clubs and organizations, actively campaign for candidates for public office in partisan and nonpartisan elections, contribute money to political organizations, and attend political fundraising functions. Employees may not be candidates for public office in a partisan election, use official authority or influence to interfere with or affect the results of an election or nomination, or directly or indirectly coerce contributions from subordinates in support of a political party or candidate.~~

Commented [AS1]: Unsure why the wording have "running for office in nonpartisan elections", we will forward this question onto our attorney.

109 Nepotism

No relative or household member of an employee or Board member will be employed by the District in violation of the Utah Anti-Nepotism Act, § 52-3-1 *et. seq.* A relative is defined as father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, grandparents, spouse's grandparents, step-children, step-parents, step-grandparents, spouse's step-grandparents, step-sisters and step-brothers.

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110 Outside Employment

An employee may hold a job with another entity as long as he or she satisfactorily performs his or her job responsibilities with the District. All employees will be judged by the same performance standards and shall be subject to the District's scheduling demands, regardless of any existing outside work requirements.

If the District determines that an employee's outside work interferes with performance or the ability to meet the requirements of the District as they are modified from time to time, or if the employment is presenting a conflict of interest having an adverse impact on the District, the employee may be asked to terminate the outside employment if he or she wishes to remain with the District.

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200 Employment

201 Employee Status

It is the intent of the District to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the District.

202 Category of Employment

202.1 Regular, Full-Time

An employee who is not assigned to a seasonal position and who is regularly scheduled to work a minimum of forty (40) hours of work per week shall be considered a Full-Time Regular Employee. Generally, Full-Time Regular employees are eligible for the District's benefit package, subject to the terms, conditions, and limitations of each benefit program.

202.2 Regular, Part Time

An employee who is not assigned to a seasonal position and who is regularly scheduled (assigned shifts or scheduled) to work at least twenty four (24) hours but not more than thirty six (36) hours per week shall be considered a Part-Time Regular employee. Part-Time Regular employees are not eligible for District benefits.

202.3 Irregular, Part-Time

An employee who is not assigned to a seasonal position but is irregularly scheduled to work no more than ~~thirty six~~36 (36) hours per week shall be considered a Part-Time Irregular employee. Part-Time Irregular employees are not eligible for District benefits.

202.4 Seasonal

An employee who is hired as an interim replacement, to temporarily supplement the work force, or to assist in the completion of a specific project shall be considered a Seasonal employee. Employment assignment in this category is of a limited duration and will not exceed more than 179 days during any twelve (12) month period. Employment beyond any initially stated period does not in any way imply a change in employment status. Seasonal employees retain that status unless and until notified of a change. They may be eligible for some benefits sponsored by the District on a prorated basis, subject to the terms, conditions, and limitations of each benefit program.

202.5 Volunteers

An employee who volunteers for the District shall meet all the same standards set forth for other employees. Volunteer employees are ineligible for District benefit programs.

203 Employee Records

The District maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Any medical related

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information such as for worker's compensation, exposure records, etc. is retained in a file separate from other personnel records.

203.1 Custody and Accessibility

All employee records shall be treated as confidential. Only the subject employee, supervisors and management personnel who have a legitimate need for the information in those files, and others as provided in the Government Records Access and Management Act (GRAMA), shall be allowed to access the employee records. The employee shall be permitted to review his or her own personnel file(s) during regular business hours and may obtain a copy of any document in the personnel file in accordance with the GRAMA policies of the District. At its sole discretion, the District may limit an employee's access to his or her employee records to such times as a district supervisor may observe such access.

203.2 Personnel Data Change

Employees are responsible for ensuring that personal employee information contained in employee files is current and accurate. Individual information (any change in mailing address, telephone number, number and names of dependents, marital status, educational accomplishments, individuals to be contacted in the event of an emergency, and other such status reports) should be updated whenever necessary by providing a completed Change of Status form or equivalent written documentation. Any change in an employee's position, rate of pay, or employment status shall be documented by the Executive Director on a payroll change authorization form or equivalent form which will be placed in the employee's personnel file.

204 Recruitment and Employment

204.1 Application

The District relies on the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the District's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

204.2 Background Checks

To ensure that individuals who join the District are well qualified and have a strong potential to be productive and successful, it is the policy of the District to check the employment references of all applicants. In addition, the District reserves the right to conduct a full background check of any applicant, in compliance with all state and federal laws, including the federal Fair Credit Reporting Act. Each applicant shall consent to the release of information necessary for the District to conduct a reference check and/or background investigation regarding the applicant. An applicant will not be informed as to which references were contacted or what information the District received, unless otherwise required by law, regardless of whether the applicant is hired by the District.

204.3 Interviews

Interviews by the District will generally be conducted to determine the applicant's potential to meet the requirements of the job and insure that the applicant understands the duties and responsibilities of the job. Interviews will be conducted only after an applicant has fully completed the application process. The District will notify those applicants to whom an offer of employment is being extended, and will confirm the starting date, rate of pay, and coordinate any orientation or

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briefing schedule. Unsuccessful applicants will be notified by the District that the vacancy has been filled.

204.4 Requests for References

In order to protect the privacy of the District's employees, past and present, the Executive Director will respond in writing only to those reference check inquiries that are submitted in writing. Responses to reference check inquiries will confirm only dates of employment, wage rates, and positions(s) held.

205 Introductory Period

The introductory (probationary) period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The District uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the District may end the employment relationship at will at any time during or after this period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first ~~calendar year~~^{180 calendar days} after their date of hire. Any significant absence will automatically extend the introductory period by the length of the absence. Employees who are promoted or transferred within the District must complete a new introductory period of the same length with each reassignment to a new position. If the District determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended at the District's sole option for a specified period by written notice to the employee.

In cases of promotions or transfer within the District, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the new introductory period. If this occurs, the employee may be allowed to return to his or her former position or to a comparable position for which the employee is qualified, depending on the availability of such positions and District's needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification as either full time or part time. Passing the introductory period does not change the employee's "at-will" status.

During the initial introductory period, new employees are eligible to enroll in the District provided benefits, such as insurance, subject to the terms and conditions of the benefits as detailed in this handbook on the first day of the month after hire date. For example, hire date is June 15, eligibility would be July 1. Employees will begin accruing sick and annual leave upon date of hire.

Benefits eligibility and employment are not changed due to promotions or transfers within the District.

206 Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations shall be conducted at the end of three (3) months after hiring and at the end of an employee's introductory period in any new position.

~~During This period, known as the introductory period, more frequent check ins~~ allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, ~~encourage~~encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Performance evaluations are ~~to be conducted~~ quarterly by an employees direct supervisor, ~~annually within a quarter of the employees hire anniversary date and are used in the consideration of the next fiscal year's salary in conjunction with any cost of living adjustment (COLA) authorized by the Board and as established in the annual budget.~~

Employees should review the written evaluation and make written comments concerning all aspects of the evaluation. The employee should express agreement or disagreement with any points made. The employee and the evaluator shall sign a copy of the evaluation, and the evaluation will be filed in the employee's file.

~~The District awards merit based pay adjustments in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by the formal performance evaluation process, and funding. These adjustments do not necessarily occur at each performance evaluation.~~

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300 Work Schedules, Overtime, Payroll

301 Employment Pay Classification

Each employee is designated as either Exempt or Nonexempt from ~~F~~ederal and ~~S~~tate wage and hour laws. An employee's Exempt or Nonexempt classification may be changed only upon written notification by the Executive Director given to the employee thirty (30 days) prior to change.

301.1 Exempt Employee

Employees are excluded from ~~F~~ederal and ~~S~~tate wage and hour laws, i.e. they do not receive overtime pay compensation. Example: Executive Director.

301.2 Nonexempt Employee

Employees are entitled to overtime ~~pay~~ ~~under~~ ~~pay~~ ~~under~~ the specific provisions of ~~F~~ederal and ~~S~~tate laws. Non-exempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek.

302 Hours of Work

Due to the nature of emergency services as well as rotation of shifts, the work schedules for employees will vary on a weekly basis. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Work hours for the administrative office is typically from 9 am to 5 pm. Employees working in administrative roles are permitted unpaid lunch breaks of at least thirty minutes and up to sixty minutes. During the unpaid lunch break, employees are completely relieved from duty.

303 Overtime Compensation

When response requirements or other needs cannot be met during regular working hours, employees may be required to work more than forty (40) hours during any work week. Such employee's work hours will be paid at the rate of one and one-half times the regular rate of pay at which the employee is employed.

All overtime work ~~with the exception of~~ ~~except for~~ regularly scheduled overtime, must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

For administrative staff, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, holiday, or any leave of absence will not be considered work hours for purposes of performing overtime calculations. For field staff, sick leave, vacation leave and bereavement will be considered work hours for the purposes of performing overtime calculations.

Any employee who is required to work on a scheduled holiday will be paid at the rate of two times the regular rate of pay for full-time employees, or one and a half times their regular rate of pay for part-time employees, for those hours worked on the holiday.

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304 Time Recording

All employees must record time worked on a daily basis using approved District time cards. The time card is used for calculating the employees pay and must reflect the time actually spent on the job performing assigned duties. Employees are expected to record any split shift or departure from work for personal reasons (i.e. lunch break). Any corrections or modifications to the time card must be reviewed and approved by the supervisor. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

305 Pay

305.1 Workweek, Pay Period, and Pay Days

The District workweek is a seven day consecutive period, ~~beginning of time,~~ starting at 07:00 Monday morning and ending at 06:59 the following Monday. The payroll period is two weeks, ending at 06:59 Monday morning, with paychecks issued the following Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event the regularly scheduled payday falls on a holiday, employees will receive pay on the last workday immediately preceding the holiday (i.e. Wednesday before Thanksgiving).

305.2 Administrative Pay Corrections

The District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. If there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Administrative Supervisor so that corrections can be made as quickly as possible.

400 Leave

401 Definition

Leave is any absence during regular scheduled work hours. Leave may be authorized with or without pay. Absence without permission is considered absence without leave and is subject to disciplinary action including termination.

402 Applying for Leave

An employee shall provide advanced notice of at least forty eight ~~-(48)~~ hours for all leave. For vacation requests of ~~twofive~~ (25) days or more, a two (2) week advance notice shall be given to the employees supervisor. Requests will be reviewed based on a number of factors including department needs and staffing requirements.

403 Holidays

All employees could be scheduled to work on holidays. Non administrative employees required to work on a holiday will be ~~paid twopaid two~~ times the regular rate of pay for full-time employees, or one and a half times their regular rate of pay for part-time employees for the hours worked during the holiday (12 hours per holiday). Field staff are only compensated for holidays in which they are scheduled to work. For the purposes of determining holiday pay all holidays, unless

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otherwise noted, are considered to start at 0700 and end at 1900 that same day. The following listed holidays will apply to all staff:

- New Year's Eve & Day (12/31 from 1900 to 1/1 1900)
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth (June 19th)
- Independence Day (July 4th)
- Pioneer Day (July 24th)
- Labor Day
- Columbus Day (Second Monday in October)
- Veteran's Day (November 11)
- Thanksgiving Day
- Christmas Eve & Day (12/24 from 1900 to 12/25 at 1900)

Administrative staff will receive 8 hours of holiday pay for the above listed holidays. Holiday pay will not be counted as time worked for administrative employees in the calculation of overtime. For administrative staff any of these occurring on Saturday may be observed the previous Friday. Sunday holidays may be observed the following Monday.

Special Religious Holidays: Special religious holidays may be observed by individual employees. Such time off is chargeable to vacation time. An employee must notify his/her department head at least five working days prior to the requested time off for religious observance. If an employee has no accumulated vacation time, the employee may be granted leave without pay.

404 Vacation Leave – Administrative Staff

Currently, all full-time employees are entitled to paid vacation time after completion of six (6) months of service. We encourage employees to use all their earned vacation each year. However, the maximum vacation that employees may accumulate at any one time is listed below. At no point can the carry over, plus the new vacation, exceed this cap. As a result, the amount of vacation that employees may earn each year might be limited by the amount carried over from the previous year.

All full-time administrative employees accrue vacation time in the following manner based on the employee's anniversary date of hire:

District Service Time	Hours accrued per pay period (except for the third pay period in a month)	Annual vacation days awarded	Maximum accumulated and carryover
0-60 months	4.00	132	15 (120 hours)
61-108 months	5.00	165	20 (160 hours)
109 + months	6.66	210	25 (200 hours)

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Vacation time will not be counted in the computation of overtime. Holidays are not counted against vacation leave even if the holiday falls within the vacation period taken by the employee. Vacation time will not be granted in advance of accrual and must be taken at least one hour at a time.

Employees are responsible for scheduling their vacation, in advance, with their supervisor and must receive their supervisor's approval. Vacations are to be scheduled in a manner that minimizes interruptions to department operations.

Vacation time off is paid at employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

405 Vacation Leave - Field Staff

Currently, all full-time field employees are entitled to paid vacation time after completion of six (6) months of service. We encourage employees to use all their earned vacation each year. However, the maximum vacation that employees may accumulate at any one time is listed below. At no point can the carry over, plus the new vacation, exceed this cap. As a result, the amount of vacation that employees may earn each year might be limited by the amount carried over from the previous year.

All full-time employees (field staff) accrue vacation time in the following manner based on the employee's anniversary date of hire:

District Service Time	Hours accrued per pay period (except for the third pay period in a month)	Annual vacation days awarded	Maximum accumulation and carryover
0-60 months	6	6.5	7.5 (180 hours)
61-108 months	8	8.67	10 (240 hours)
109 + months	10	10.83	12.5 (300 hours)

Vacation time will be counted in the computation of overtime for field staff. Vacation time will not be granted in advance of accrual and must be taken in regular shift blocks of 12 hours at a time. Vacation time paid out upon termination of employment will be paid at the regular rate of pay.

Employees are responsible for scheduling their vacation, in advance, with their supervisor and must receive their supervisor's approval. Vacations are to be scheduled in a manner that minimizes interruptions to department operations.

406 Sick Leave

Sick leave is a privilege and employees should use it responsibly and appropriately. Intentional misuse of sick leave may be grounds for disciplinary action, up to and including termination. Sick

leave will be used when the employee or their immediate family member is incapacitated by sickness or injury, for medical treatment or exposure to a contagious disease when attendance at work would jeopardize the health of others. For purposes of sick leave, immediate family is defined as wife, husband, children, partner, parents, grandparents, grandchildren, and siblings. References to family members shall include step-family members and legally adopted family members.

Employees who are unable to report to work due to illness or injury shall notify their immediate supervisor as soon as possible but no less than ½ hour (30 minutes) before the scheduled start of their workday. Employees must follow the procedures detailed below for sick absences of longer than three days, regardless of notification to their direct supervisor.

All full-time employees accrue sick leave at the rate of four (4) hours per pay period. Employees shall not at any time accumulate more than the following unused sick time:

District service time	Maximum accrual time
0-60 months	30 days (240 hours)
61-108 months	45 days (360 hours)
109 + months	60 days (480 hours)

Paid sick leave is not granted in excess of the amount accumulated at the time such leave is requested. If an employee uses all of his/her accumulated sick leave, any additional absence from duty is charged to vacation leave if available. If vacation leave is not available, the employee may be granted leave without pay if the employee provides his/her supervisor with a doctor's note stating the reasons why the employee cannot return to work and stating the date on which the employee will be able to return to work. Such doctor's note must be provided at least two days prior to the expiration of all sick and/or annual leave. If a doctor's note is not provided, at the expiration of the employee's sick and/or annual leave, the employee may be deemed absent without leave and may be terminated.

A sick leave bank shall be available for full-time employees who meet the requirements for sick leave usage and require leave in excess of their own accruals. Sick leave bank usage and amounts must be approved in advance by the Executive Director and shall not exceed 80% of the leave available in the bank. Any full-time employee may donate sick leave to the bank. Employees may not donate an amount that would reduce their personal accrual to less than 120 hours.

~~Approval of sick leave bank usage will not be approved for instances in which:~~

- The employee has other leave time to use;
- The period of time away from work is less than three consecutive work days;
- The total number of hours reported in the pay period would exceed the employees normally scheduled hours including the requested sick leave bank hours.

An employee must furnish a statement from a physician for any absence longer than three (3) days which is to be charged to sick leave. Before returning to work after fourteen (14) or more

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consecutive days of sick leave absence, an employee shall provide a physician's statement that they may safely return to work.

Sick leave must be taken at least one hour at a time.

Holidays observed by the District that occur while a full time administrative employee is on sick leave will not be deducted from the employee's accrued sick leave.

An employee does not earn sick leave while on unpaid leave of absence.

- a. For administrative staff, sick time off is paid at employee's base pay rate at the time of leave. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.
- b. For field staff, sick time will be counted in the computation of overtime.

In the event a full-time employee either terminates voluntarily in good standing after 10 years of consecutive service or retires pursuant to the provisions of the Utah State Retirement and Insurance Benefit Act or current applicable ~~s~~State law at time of retirement, employees may receive the value of twenty five (25%) of their unused sick leave based on their current base rate of pay.

407 Family and Medical Leave Act (FMLA Leave)

~~Although the District does not meet the 50 employee threshold for mandatory leave under the Family and Medical Leave Act (FMLA),~~ The District ~~intends to follow~~ the Family and Medical Leave Act (FMLA) and its implementing regulations by providing eligible employees with a limited amount of unpaid, job-protected leave when the employee has a qualifying event. Eligible employees may take up to twelve (12) weeks of unpaid leave for qualifying family and medical reasons and up to twenty-six (26) weeks of unpaid leave for qualifying events connected to the military caregiver provisions of the law.

407.1 Eligibility

To be eligible, an employee must have worked at least 1,250 hours during the consecutive twelve (12) months preceding the commencement of leave. In the event an employee is determined to not be eligible for FMLA leave the District will, on a case-by-case basis, consider providing up to 12 weeks of job-protected leave. The District will grant such leave except where, in the District's discretion, doing so would result in the imposition of a substantial hardship on the District. As with FMLA leave, employees will be required to use all available paid leave first, followed by unpaid leave for a total job-protected leave of 12 weeks.

407.2 Qualifying Events

To qualify as FMLA type leave under this section, the employee must take leave for one of the reasons listed below:

1. Up to 12 weeks for the birth of the employee's child and to care for the newborn child within one year of birth;
2. Up to 12 weeks for the placement of a child with the employee for adoption or foster care and to care for the newly placed child within one year of placement;

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3. Up to 12 weeks to care for a spouse, child, ~~or~~ parent, or life partner with a serious health condition; or
4. Up to 12 weeks due to the employee's own serious health condition that makes it impossible for the employee to perform one or more of the essential functions of his or her own job;
5. Military Exigency Leave of up to 12 weeks to deal with qualifying exigencies where the employee's spouse, life partner, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty;
6. Military Caregiver Leave of up to 26 weeks to care for a covered military family member (spouse, life partner, son, daughter, parent, or next of kin) with a serious injury or illness.

407.3 Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either inpatient care (an overnight stay in a medical care facility), or continuing treatment by a health care provider for a condition that causes periods of incapacity, including due to pregnancy or prenatal care, chronic serious health conditions, permanent or long-term conditions, and conditions requiring multiple treatments, and which (a) in the case of an employee, prevents the employee from performing the essential functions of the employee's job, or (b) in the case of a qualified family member, prevents the family member from participating in school or other daily activities.

407.4 Both Spouses Employed by the District

Spouses who are both employed by the District may be entitled to a combined total of 12 weeks of unpaid FMLA leave for following qualifying events: (1) the birth of a child; (2) the placement of a child for adoption or foster care; or (3) to care for a parent. The 12 weeks can be split between spouses.

407.5 Military Exigency Leave

If the employee is the spouse, life partner, son, daughter or parent of a military service member on active duty, or on notice of an impending call to active duty, the District may grant up to 12 weeks of unpaid leave in a 12 month period based on "any qualifying exigency". Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, spending time with a covered military member who is on short-term rest and recuperation leave during the period of deployment, attending post-deployment reintegration briefings, and attending to the care of the covered military member's parent. Additional information regarding the requirements of each of these "qualifying exigencies" and documentation required in support of a request for this leave can be obtained from Human Resources.

407.6 Military Caregiver Leave

If the employee is the spouse, son, daughter, parent or "next of kin" of a covered service member who is injured in the line of duty, the District may grant up to 26 weeks of unpaid leave in a rolling 12 month period to care for the injured family member. Note, however, that if the employee requests FMLA military caregiver leave to care for an injured service member but has already taken other FMLA leave in the past 12 months, the 26 week leave period will be reduced by the amount of FMLA leave previously taken.

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Current Service Members

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness (a) incurred in the line of duty on active duty or (b) that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Veterans

In addition, a covered service member includes a veteran "who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness" if the veteran was (1) a member of the Armed Forces (including a member of the National Guard or Reserves) (2) was discharged or released under conditions other than dishonorable; and (3) was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

For a veteran, a serious injury or illness is defined as "a qualifying injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran." A qualifying illness or injury of a veteran has been defined by regulations issued by the Department of Labor as follows:

1. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and which rendered the service member unable to perform the duties of the member's office, grade, rank, or rating; or
2. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; or
3. A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
4. An injury, including a psychological injury, on the basis of which the veteran is enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

407.7 Calculation of Leave

The District calculates FMLA entitlement on a "rolling 12-month" lookback basis. The 12-month period begins on the first day of a particular FMLA leave.

407.8 Requesting FMLA Leave

Whenever possible, employees must notify the Executive ~~Director~~ at Director at least 30 days in advance of a foreseeable events (i.e., birth or adoption of a child, scheduled non-emergency surgery, etc.) and as soon as possible for unforeseen events. Employees may not work for another employer while on FMLA leave.

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407.9 Intermittent Leave or a Reduced Work Schedule

Under certain circumstances, such as when medically necessary, or due to a qualifying exigency, the FMLA may permit an employee to take leave on an intermittent basis or to work a reduced schedule. Employees needing intermittent leave or a reduced schedule due to foreseeable medical treatment must work with the District to schedule the leave so as to not unduly disrupt District operations. The District may transfer the employee temporarily to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

407.10 Medical Certification

An employee requesting FMLA leave to care for a spouse, life partner, child or parent with a serious health condition, or due to his or her own serious health condition, must provide the District with a medical certification completed by a health care provider verifying the need for medical leave and the probable duration of the leave. The medical certification form may be obtained from the District's Administration Office. The District will not determine if the proposed leave is in fact FMLA eligible leave until the medical certification form is received. The District may require an employee on FMLA leave to report periodically on his or her status or intent to return while on leave.

Similarly, military caregiver and military exigency leave requires submission of appropriate military medical certification forms, deployment, or leave orders.

407.11 Use of Paid Leave

Employees must substitute accrued paid leave (sick leave, ~~comp time~~ then vacation leave) for any type of family or medical leave covered by this policy. FMLA leave will run concurrently with sick leave until sick leave is exhausted followed by vacation leave until vacation leave is exhausted, ~~then will convert to without pay~~. The period of time during which paid leave is substituted for unpaid leave will be counted against the 12/26-week FMLA entitlement. After using any paid leave for the FMLA leave, the balance of the FMLA leave will be unpaid. Workers' Compensation, Short-Term Disability, and Long-Term Disability time off will be counted against the employee's 12-week FMLA entitlement. During FMLA leave status vacation and sick time will not accrue.

407.12 Health Care Coverage

An employee may elect to continue coverage under the District's group health and dental plans for the duration of the FMLA leave at the same level and under the same terms and conditions as if he or she were not on leave. An employee who elects coverage is required to continue to pay his/her portion of the monthly premium while on unpaid leave. Payment arrangements can be made with the District's Administration Office to maintain insurance benefits while the employee is on leave. Failure to make premium payments when due may result in loss of coverage. Regardless of whether the employee elects to continue medical coverage during FMLA leave, upon returning to employment he or she will be reinstated to the same coverage as was in effect before the leave.

If an employee fails to return to work at the conclusion of FMLA leave, the District may recover any premiums paid on the employee's behalf by deducting these amounts from any amounts owed by the District to employee including from unpaid wages, or accrued but unused vacation pay. In addition, the District may seek relief from the courts.

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407.13 Reinstatement

With the possible exception of “key employees” under certain limited circumstances, an employee will be restored to his or her original position or be placed in an equivalent position with equivalent employment benefits and pay upon returning from FMLA leave. If an employee takes FMLA leave due to his or her own serious health condition, the employee must present to the Executive Director a fitness-for-duty certification completed by the employee’s health care provider prior to returning to work. If it is discovered the employee worked for another employer while on FMLA leave, or otherwise acted in a manner inconsistent with the claimed basis for the leave, the District reserves the right to terminate the employee’s employment.

407.14 Modifications to Governing Statute/Regulations

This policy will be interpreted by the District in a manner consistent with the most recent amendments to the Family and Medical Leave Act and applicable regulations regarding same. In the event of a conflict between this policy and the statute and/or regulations, this policy will be deemed superseded to the extent necessary to harmonize it with the statute/regulations.

408 Court Leave

The District considers it a civic duty to serve on a jury if summoned. ~~The District~~ but does request that the employee bring the jury duty summons notice to the Executive Director the first working day after the employee receives the notice so that arrangements can be made to accommodate their absence. The District will not interfere in the court process in the event an employee is subpoenaed as a witness, however compensation for such absence will depend on the type of witness required.

408.1 Jury Duty

All full-time and part-time employees are eligible to receive their regular salary for up to one (1) month of jury duty (typically 22 to 23 days). If jury duty runs longer than a one-month period, salary eligibility will be determined on a case-by-case basis by the District’s governing body. When the employee is paid by the courts for the jury duty, the employee will then reimburse the District for this amount. If the employee is required to serve jury duty beyond one month, they may use an available paid time off (for example, vacation) or may request an unpaid jury duty leave of absence. If released from court early, the employee is expected to come to work. The employee is also expected to stay in communication with the ~~call the~~ Executive Director ~~daily~~ to advise of the status of the employee’s jury service. Either the District or the employee may request an excuse from jury duty if, in the District’s judgement, the employee’s absence would create serious operational difficulties. The District will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave. Exempt employees are expected to work while on jury duty to the degree their service allows (for example, by checking or responding to email during breaks, or by coming in to the office or working from home evenings or weekends). All employees should report to work any time their presence is not required in court.

408.2 District Witness

All employees required to appear as a witness in cases related directly to the discharge of their duties with the District shall be granted court leave with full pay for the entire period of witness duty. To be eligible for full pay for court leave, the employee shall surrender to the District all fees received for his/her service to the court.

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408.3 *Other Witness*

Employees shall not be granted court leave for appearances in court matters not relating directly to the discharge of their District duties, except for their service as a juror. Employees shall be granted vacation leave when available, or leave without pay for such appearances. Employee shall show any subpoena to the Executive Director the first working day after receiving the notice so that arrangements can be made to accommodate their absence.

409 Bereavement/Funeral Leave

Employees may be granted up to five working days of paid funeral leave to attend funerals of the following family members: wife, husband, children, parents, grandparents, grandchildren, brothers, sisters, brothers-in-law, sisters-in-law, daughters-in-law, or sons-in-law of the employee or the employee's spouse's family. For funerals of other relatives or friends, employees may take vacation or an unpaid leave upon the approval of their supervisor. References to family members shall include step-family members and legally adopted family members.

410 Military Leave

If the employee is a member of the U.S. Armed Forces Reserve, National Guard or performing other protected uniformed service, the employee will be granted an unpaid leave of absence when called for active or inactive duty training.

This time is granted in addition to earned vacation time. However, if the employee desires to use their vacation time for this purpose, they may voluntarily do so if a request is made in writing.

If the employee is inducted into a branch of the U.S. Armed Forces for an extended period, upon returning to the District after separation from military service, the employee may be reinstated in accordance with applicable law.

411 Absence Without Leave

Regular and prompt attendance is one of the basic requirements of employment with the District. The employee's presence on the job is an essential function of their position. The employee must notify their supervisor if they are unable to report for work on time or if they must be absent for any reason. Failure to call in after two consecutive days will be considered job abandonment and result in termination.

412 Emotional Leave

Employees who have been significantly impacted by an incident they have responded to have the option to request paid leave for the duration of their shift. These requests can be approved by the Supervisor on duty. Any paid leave needed past the remainder of the employees shift will need to utilize one of the other options listed in this section.

413 Administrative Leave

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500 Insurance and Retirement Programs

501 General Provisions

Eligible employees at the District are provided a wide range of benefits to assist employees and eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help plan for retirement and enhance job-related skills. A number of the programs (e.g. Social Security, Medicare, workers' compensation, state disability, and unemployment insurance) cover all eligible employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The Executive Director with Board approval will identify which programs an employee is eligible to receive. The following information is merely a summary of benefits offered as of the time of writing and does not constitute a contract of any kind. The terms and provisions of the District's benefit programs are subject to change at any time, with or without notice, at the sole discretion of management. Benefits are provided in accordance with controlling plan documents, and this summary may not contain all relevant provisions. Plan documents, details, and the most current benefits information are always available from the District's administrative office.

502 Health Insurance

The District furnishes group health and life insurance which are described more fully in summary plan description booklets. The District reserves the right to modify, add or delete insurance programs and providers.

503 Insurance Coverage During Leave Without Pay

Any employee who is on Personal Leave of Absence under Section 410 for a period of thirty (30) or more consecutive calendar days may be permitted to continue coverage under the group insurance program if permitted under the terms of the program and if the employee pays the total premium required to maintain coverage for the duration of the absence.

504 Retirement

Retirement benefits are available to all qualified employees as determined by Utah Retirement Systems. Employees working less than thirty six (36) hours per week are ineligible.

Social Security. All District employees automatically participate in the federal Social Security Plan. The District provides the employee contribution. Social Security benefits and rules change from time to time and information on current programs can be obtained by calling the Social Security Office.

Utah Retirement Systems (URS). The District is a member of Utah Retirement Systems and participation in the plan is mandatory for all qualified personnel. Provisions of this plan are governed by Utah state law and just as is the case with Social Security, the plan may change from time to time. Employees may contribute more to their own account.

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5054 Workers' Compensation

5054.1 General

Accidental injuries or occupational diseases arising out of or in the course of the employee's employment with the District are covered by Workers' Compensation Insurance. The insurance coverage, subject to ~~s~~State and ~~f~~Federal law, pays the following benefits:

- Medical and drug bills
- Allowance for lost time from work
- Permanent loss of body function at predetermined rates for each part of the body by percentage of disability
- At death, pays a portion of funeral benefit and weekly allowance to the widow and/or dependents up to a period of six years
- May pay for a portion of the decrease in earning capacity created by a job-related injury or disease

5054.2 Accident Reports

Employees are required to report all job-related accidents or injuries immediately, no matter how slight, to their supervisors. An employee claiming to have suffered an accident or injury who fails to give immediate notice of the nature, extent, and location of the accident or injury ~~within forty eight (48) hours of the occurrence~~ might have their benefit reduced. Failure to report an accident or injury within one year of the occurrence might bar any right to workers' compensation.

5054.3 Exclusivity

Injuries or disease covered under workers' compensation are typically not covered by the District's medical and health insurance.

5054.4 Return to Work

The District strives to assist employees to return to work at the earliest possible date following a workers' compensation claim. When possible, transitional work will be made available to injured workers to minimize or eliminate time lost from work. The District cannot guarantee transitional work and is under no obligation to offer, create or encumber any specific position for the purposes of offering such placement. In the event an employee refuses transitional work (outside the employee's FMLA benefits period, if applicable), and the employee satisfies the restrictions and the ability to perform the transitional work, the District is not obligated to provide an alternative position. In such cases, the District will notify the insurance carrier of the employee's refusal of the transitional work.

To obtain a transitional work assignment, the employee must request a return to work form and job duties/description and then provide them to the attending physician for completion. If the attending physician releases the employee to return to work on modified duty and has completed the return to work form and attachments, the completed forms must be returned to the District office within one (1) workday following the assessment. The employee may not return to work without the release of the attending physician.

Transitional work will be developed based on the physical capability of the employee, the needs of the District and the availability of transitional work. The District will determine the appropriate

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work hours, shifts, duration and locations of all work assignments and reserves the right to determine the availability, appropriateness and continuation of all transitional work assignments.

The employee is responsible to immediately report any work-related injuries that is the cause for the employee to miss work. The District will communicate with the insurance carrier or attending physician as necessary.

Employees who are off of work due to a workers compensation claim must stay in contact with the departments risk manager and their immediate supervisor at least biweekly informing them of how the situation is going.

5065 Unemployment Insurance

The District, through the Utah State Employment Security Administration and based on the employment of the employee and state and federal law, offers unemployment compensation benefits.

5076 COBRA Coverage

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are: resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; an employee's entitlement to Medicare benefits; retiree and the subscriber's former employer file a Chapter 11 bankruptcy petition; and child's loss of eligibility as a dependent of the subscriber. The noted conditions that enable the District employee to continue group coverage under federal law are subject to change at any time by promulgation of new federal law. The employee should not rely upon the above list as notice of applicable federal law, but should consult with the Executive Director for applicable qualifying events that make the employee eligible for continuation of group coverage.

Qualifying employees and/or dependents desiring to continue health insurance coverage as a member of the District benefit group must pay the complete cost of the insurance plus a 2% administration fee.

Employees may have the right to continue to participate in a COBRA program for up to eighteen months at the employee's expense subject to current state and federal law. Eligible dependents may also extend coverage, at their expense, for up to thirty-six months in the state health insurance plans or entitlement to Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan, subject to current state and federal law.

5087 Other Benefits/ Incentives

The District ~~may offer~~ other benefits and incentives to its employees such as, educational assistance, ~~housing allowance~~, uniform allowance, and others. Eligibility for these programs depends on a variety of factors, including employee performance, employee duties, available funds, etc. Current benefits and eligibility requirements are located in the Departments SOPs.

600 Operational Conduct

601 Vehicles/Equipment

601.1 *Standards for the Operation of Motor Vehicles or Equipment*

The District strives to keep the safety of its employees and the public in the forefront of all activities. Because of this the District recognizes that it is necessary to monitor driving records of all employees.

601.1.1 Prospective Employees

~~Prospective E~~mployees must have a valid driver license. The District requires applicants to have a clear or acceptable motor vehicle record (MVR) at the time of interview. No employees will be allowed to drive on District business until their MVR has been evaluated (this includes business use of their personal vehicles).

601.1.2 Current Employees

For purposes of this policy, the official state MVR along with the employee's District driving record will be reviewed at the following times:

- After an accident occurs while on District business.
- If a ~~third-party~~ third-party complaint is received while on District business and is investigated and confirmed.
- As part of a periodic review, ~~done during employee performance evaluations.~~
Typically every two (2) years.

601.2 Definitions and evaluations of motor vehicle records

Information found on the District driving record and/or MVRs will be divided into three categories: Major Convictions, Minor Convictions, and Accidents.

~~601.1.3~~ Major Convictions include, but are not limited to, the following:

- Driving under the influence of alcohol or drugs
- Driving while impaired
- Reckless driving
- Racing/speed contests
- Failure to report an accident
- Making a false accident report
- Vehicular homicide or manslaughter
- Eluding a police officer
- Driving while license is suspended or revoked
- Speeding 20 or more mph over the posted speed limit

~~601.1.4~~ Minor Convictions include, but are not limited to, the following:

- Speeding from 10 to 19 mph over the posted speed limit
- Running a stop sign or red light, not resulting in an accident
- Improper turn
- Passing across a double yellow line
- Failure to yield

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- Following too close
- Careless driving

~~601.1.5~~ Motor Vehicle Accidents

- All preventable/at-fault accidents appearing on the employee's District driving record and/or MVRs are used in determining driver status.

~~601.21.16~~ Evaluations of Motor Vehicle Records/MVRs

Clear MVR:

Employees or potential employees fitting this criterion will be considered to have an acceptable MVR.

- No activity in the last three years and no major convictions in the last five years.

Acceptable MVR:

Employees or potential employees fitting this criterion will be considered to have an acceptable MVR.

- No major convictions within the last 3 years and no more than 1 major conviction from three to five years; OR
- 2 minor convictions in the last 3 years; OR
- 1 accident and 1 minor conviction in the last 3 years.

Borderline MVR:

~~Potential employees must present an acceptable MVR to be eligible for employment with the District.~~ Current employees with a borderline MVR will be disciplined according to this handbook. If more violations take place causing the MVR to exceed the convictions listed, the employee could be terminated.

- 1 accident and 2 minor convictions in last 3 years; OR
- 3 minor convictions in last 3 years; OR
- 2 accidents in the last 3 years; OR
- 1 major violation in the last 3 years.

~~During times~~ Upon of MVR and District driving record review, the Executive Director will notify the employee if they have attained ~~B~~borderline MVR status and will take any further disciplinary action deemed necessary in accordance with this handbook. If an employee has reached borderline MVR status, or has convictions exceeding the borderline MVR status, the Executive Director will decide at that time what further action to take up to and including termination.

~~601.31.7~~ Revoked Licenses

Employees are required to notify the Executive Director ~~within 24 hours upon~~ notification of a revoked license. Failure to disclose this information or to falsify information while employed is cause for termination.

Employees who have a revoked licenses may be terminated from employment with the District, ~~as driving is a requirement for employment.~~

601.41.8 Accident Reports

Employees must report accidents or damage -occurring to vehicles or equipment while on District business to their supervisors as soon as possible following an accident or incident. Failure to report an accident ~~within eight (8) hours~~ may be cause for termination.

601.51.9 Post Accident Drug and Alcohol Testing

Any employee who is in an accident while driving a District vehicle, operating District equipment, or while driving their personal vehicle while on District business, is required to take a mandatory post-accident drug and alcohol test in accordance with the District's Drug and Alcohol-Free Workplace policy. Testing is conducted as soon as feasible. Failure or refusal to take a test is cause for termination. Positive tests results for drugs or alcohol is cause for termination.

~~601.2 Use of Private Owned Vehicles and Compensation~~

~~Use of private automobiles may be used in official travel and mileage will be paid at a rate per mile as set from time to time by the Board. Employees are required to use District provided vehicles, or District rented vehicles instead of their own for travel to meetings outside the Moab area, unless written justification is provided to the Executive Director and the Executive Director approves the use of an employee's vehicle. Employees who choose to use their own vehicles for such travel will be reimbursed half the standard mileage rate. Expenses reimbursed by the District include those pre-approved as reasonable and necessary to properly conduct District business. Seatbelts must be worn by the driver and all passengers in a District-owned vehicle and private vehicles used while being used for official travel.~~

602 Travel Including Lodging and Meals

All District employees must receive authorization for any official travel for the District prior to taking such travel. Meal per diem reimbursements will be paid at the current GSA schedule. Meals are only covered for District employees, Board members, and authorized invitees of the District as approved by the Executive Director or the Board.

602.1 Use of Personally Owned Vehicles

Employees are required to use District provided vehicles, or District rented vehicles instead of their own for travel to meetings outside the Moab area, unless written justification is provided to the Executive Director and the Executive Director approves the use of a personally owned vehicle. Employees who choose to use a personally owned vehicle for such travel will be reimbursed half the standard GSA mileage rate. Expenses reimbursed by the District include those pre-approved as reasonable and necessary to properly conduct District business. Seatbelts must be worn by the driver and all passengers in a District or personally owned vehicle while being used for District travel.

603 Computer/Cell Phone/Telephones

The purpose of this policy is to protect the computer and information technology resources of the District. The District's computer network, access to Internet, email and telephone/voice mail systems are ~~at~~ department tools intended for employees to use in performing their job duties; therefore, all documents and files are the property of the District.

All information regarding access to the District's computer resources, such as employee identifications, access codes, and passwords are confidential District information and may not be

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disclosed to non-District personnel. All ~~ed~~District electronic devices such as computer, tablets, cell phones, ~~eteetc.~~, as well as computer files, documents, and software created or stored on the District's computer systems are subject to review and inspection at any time. In this regard, employees should not assume that any such information is confidential, including e-mail either sent or received.

603.1 *Personal Blogs and Social Media Sites*

An employee who participates in blogs and social networking sites for personal purposes may not:

- claim to represent the position of the District or the Board,
- post the logo of the District, post protected or confidential information, including any copyrighted information, or confidential information received, or District issued documents without permission from the Executive Director.
- ~~unlawfully~~ discriminate against, harass or otherwise threaten a District employee, a member of the public, or a person doing business with the District

An employee who violates these limitations may face disciplinary action, up to and including termination of employment. ~~For more detail please refer to the Department's SOPs.~~

603.2 *Computer Usage and Maintenance*

All use of District computer hardware or software ~~shall~~ould be legal and ethical. District resources ~~shall~~may not be used for personal profit, harassment of any person or any illegal activities. ~~Employees are strictly prohibited from using the District's communication systems in ways that management deems to be inappropriate.~~ If the employee has any questions on whether their behavior ~~would~~ might constitute unauthorized use, the employee is to contact their immediate supervisor before engaging in such conduct.

Food and beverages (including water) should not be consumed or stored where they can directly impact a piece of equipment. Employees ~~shall~~ould minimize non-essential use of a District computer. Employees ~~shall~~ould not install software, alter system files, or disconnect any cables on computers or other equipment without consulting the Executive Director.

The District fully supports copyright laws. Employees may not copy or use any software, images, music or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on computers purchased or leased by the District.

Employees may not attempt to gain access to another employee's personal file or e-mail messages without the latter's or the Executive Directors express permission.

Internet and email are services provided by the District for use in essential communication, research and information sharing. The District's email system ~~may~~should not be used for personal communications, file sharing or mass mailings. Employees should minimize internet service used for non-essential or personal use. The District prohibits the display, transmittal, or downloading of material that is in violation of District ~~policies~~guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time.

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There may be situations when a non-District computer needs to be connected to the District network (students during class etc.). The District will supply public networks where such needs arise.

The District uses various measures to ensure the security of its computing resources. Employees should be aware that the District cannot guarantee such security and should apply appropriate safeguards for their accounts, such as guarding their passwords and logging out of computers when they are not being used.

Computer files that should be read and/or modified by the employee only should be kept in a secure directory on the computer system.

603.3 Telephone Usage (Landline and Cell Phones)

In the interest of good practice, telephone calls, including those made with department issued cell phones, must be minimal and not interfere with employees' performance of their jobs. Personal use of District telephones for long distance calls is not permitted. The District provides cell phones, or will reimburse department use of personal cell phones, to those employees who need them to perform their jobs. Employees are expected to follow ~~s~~State and ~~f~~Federal law regarding the use of cell phones, including not texting while driving, whether in District provided or employee owned vehicles.

604 Appearance and Dress

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and display professionalism to ~~your~~ patients and the public. ~~Transparent clothing and other immodest clothing is inappropriate work attire. When issued identification badges or name plates or other insignia, employees are required to wear them.~~ During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Department required uniforms and appearance standards will be set and approved by the Executive Director in the Departments SOPs.

Commented [AS2]: I felt like this is pretty redundant. Most of the rest of the section is very generic, these are a bit more specific and are covered in the uniform SOP

700 -Disciplinary Procedures

701 Coaching, Counseling, and Discipline~~for Violation of Rules:~~

Occasionally, performance or ~~other~~ behavior falls short of the District's standards and/or expectations. ~~When this occurs, management takes action, which, in its opinion, seems appropriate.~~ Management has both the right and the responsibility ~~to correct~~to coach, counsel, and discipline employees for misconduct, errors, or inappropriate behavior or actions which adversely affect the operations or the reputation of the District.

The goal of any coaching or counseling should be to focus on what can the agency do to support the employee in improving. In general coaching of employees is focused on an employee's abilities, while counseling is focused on an employee's attitudes or actions that violate policies.

Disciplinary actions can range from an informal discussion with the employee about the matter to immediate ~~dis~~missal~~charge~~. Action taken by management in an individual case does not establish a precedent in other circumstances. If more than twelve (12) months have elapsed from a previous action with a particular employee, the progressive actions may start first with verbal coaching or

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counseling. Management does reserve the right to bypass any steps leading to termination depending on the severity of the offense, action of the employee, and/or the number of occurrences. Although the employee handbook is a guide of conduct, no manual can realistically list every possible scenario, therefore, management reserves the right to determine the severity of the offense and the appropriate level of discipline in each circumstance. The District will give particular consideration to safety of ~~the employees, other employees, patients, and the public, customers~~ and the protection of any facilities, vehicles, and equipment owned or operated by the ~~d~~District.

The usual sequence of progressive discipline shall be verbal coaching, counseling, written counseling, suspension, and finally termination. Demotion may also be used in the discipline process, specifically when the abilities of the employee to perform the duties assigned are the concern.

The following lists ~~possible~~ progressive disciplinary steps:-

Verbal Coaching or Counseling: Discussion from the supervisor to the employee detailing the specific performance abilities, policy violation, offense, or attitude concern that do not being met expectations. Verbal actions shall be documented by the supervisor via a follow up email from the supervisor to the employee.

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Written Coaching or Counseling: If the performance of the employee has not improved after verbal coaching or counseling, or if the specific performance issue, or policy violation is grossly inadequate, a written coaching and counseling form shall be given to the employee with a copy provided to the Executive Director to be placed in the employee's employment file. The written coaching and counseling form should provide details of the specific concerns any details of the evidence to support the concerns, and what corrective actions must be taken, and the possible consequences of not following through and correcting the issue.

Suspension without pay: Depending on the severity of the offense, a full-time employee may be suspended without pay for not longer than five working days, or for full time field staff 2 days (48 hrs). For part time employees the suspension will be determined individually, not to exceed 36 hours. Any suspension will be issued by the Executive Director and shall include a written statement. The employee will be given the opportunity to acknowledge receipt of the notice with a signature, date, and time of notice. Refusal of the employee to sign for receipt will not negate the action of the suspension. In the case of suspension, the employee will undergo a detailed re-evaluation at the end of the stated disciplinary action period and an interview will be conducted by the employee's immediate supervisor on a face-to-face basis. After the suspension period has been completed the employee will enter a probationary period, not to exceed 6 months. In the event that the original problem or infraction continues, or other serious violations occur during that time period, the Department will take action up to and including termination.

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Termination: If the severity of the offense or issue is significant or if an employee fails to improve after going through the above steps, ~~The employee will be given a verbal and written notification of termination. The termination letter will include any rights of the employee.e.~~

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Verbal Warning: From immediate supervisor to employee detailing the offense. Verbal actions may be documented by the supervisor.

Written Warning: Depending on the severity or if the verbal warning has not been heeded. A memorandum may be given to the employee with a copy provided for the employee's file. Details of corrective action or probationary period may be provided in the document.

Suspension (with or without pay): Depending on the severity of the offense, suspension may be for not longer than five days and may either be with pay or without pay. Any suspension actions will be issued by the Executive Director and will include a written statement. The employee will be given the opportunity to acknowledge receipt of the notice with a signature, date and time of notice. Refusal of the employee to sign for receipt will not negate the action of the suspension.

Termination: The employee will be given a verbal and written notification of termination. The termination letter will include any rights of the employee.

In the case of suspension or probation, the employee will undergo a detailed re-evaluation at the end of the stated disciplinary action period and an interview will be conducted by the employee's immediate supervisor on a face-to-face basis. In the event that the original problem of infraction has not been resolved at the end of the probationary period, the action can be continued and the procedures described herein will again be accomplished or the employee may be discharged.

Commented [AS3]: Look at suspension for prn

702 Prohibited Behavior

702.1 Behavior that may Resulting in ~~immediate termination~~ ~~Dismissal~~ ~~or Suspension~~

The following types of behavior may warrant ~~immediate termination~~ ~~dismissal~~ ~~or suspension~~ (this list is for purposes of illustration and is not intended to be exhaustive):

- Misuse or stealing of District, employee, patient, or other property or funds.
- Violations of HIPAA policies.
- Use of intoxicants or use of un-prescribed controlled substances or being under the influence during scheduled hours of work. Employees are to refer to the District's Drug and Alcohol-Free Workplace Policy.
- ~~Sleeping while on duty, when not permitted.~~
- Physical attack on a fellow employee or a member of the ~~general~~ public.
- Actual or threatened violence, intimidation, threats, or hostile behaviors, physical/verbal abuse, vandalism, arson, sabotage.
- Engaging in ~~prohibited~~ harassment.
- Willful or malicious abuse or destruction of property.
- Falsifying District records, including misrepresenting or withholding information on job application records, reports or other information that is work related.
- ~~Failing to report for work without authorization, (being 30 or more minutes tardy will be considered an absence) except in cases of extreme emergency.~~
- Refusal to perform a work assignment, to adhere to safety regulations, or to wear required safety equipment, or other acts of insubordination.

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- Conviction of a felony.
- Falsifying any employee's time record, ~~or misuse of leave (sick, bereavement, jury, military, etc.)~~
- Unlawful use of official District position to secure special privileges or exemptions.
- Any other serious violation of District policies or work rules.

702.2 Behavior ~~that may Resulting in~~ ~~discharge, Suspension or Reprimand~~ that may Resulting in

The following types of behavior may warrant ~~discharge,~~ suspension or ~~termination written reprimand~~ (the following list is for purposes of illustration and is not intended to be exhaustive). Whenever a reprimand is written, it will be placed in the employee's file:

- Neglect of work.
- Failure to comply with established District operational procedures or to follow the instruction of a supervisor.
- Unauthorized use of District equipment or materials.
- ~~Immoral or indecent~~ Conduct which may have an adverse impact on the District.
- Failing to receive an acceptable performance ~~valuation~~ rating.
- Any other misconduct or unsatisfactory job performance.
- ~~Failing to report for work without prior authorization, (being 30 or more minutes tardy will be considered an absence) except in cases of extreme emergency. Being 30 or more minutes tardy will be considered an absence.~~
- Misuse of leave (sick, bereavement, jury, military, etc.)

702.3 Behavior Resulting in ~~a Written Warning Reprimand Prior to Suspension or Discharge~~ a Written Warning

The following types of behavior ~~vary in degree of seriousness and~~ may warrant a written warning reprimand. ~~The first offense may warrant a written or an oral reprimand, which are described below.~~ The purpose of the warning reprimand is to counsel the employee and to provide documentation. Repetition of inappropriate behavior may warrant ~~probation,~~ suspension, or ~~dismissal~~ discharge, as described ~~above~~ below. (This list is for ~~purposes~~ the purposes of illustration and is not intended to be exhaustive):

- Chronic or excessive tardiness or early quitting/leaving.
- Failure to give notice of absence in accordance with District procedures, except in the case of an emergency.
- ~~Working at another job that would create a conflict of interest or adversely affect an employee's performance.~~
- Failure to meet established work quality standards or production requirements.
- Failure to adhere to and follow established work procedures or pay attention to job responsibilities.
- Any other conduct that may negatively affect District operations.

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703 ~~Dispute~~Problem Resolution

The District is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the District's supervisors and management.

The District strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If an employees disagrees with the application of established rules of conduct, policies, or practices as it pertains to themselves, they can express their concern. No employee will be penalized, formally or informally, for voicing a complaint with the District in a reasonable, business-like manner, or for using the ~~dispute~~problem resolution procedure.

Not every problem can be resolved to everyone's total satisfaction. The ~~dispute~~problem resolution procedure listed below may~~ean~~ be used if a situation occurs when an employees believes that a condition of employment or a decision affecting them is unjust or inequitable. The employee may discontinue the procedure at any step. Most if not all disputes should be resolved with the first 3 steps below.

1. Employee presents the problem or dispute, verbally or in writing, to the immediate supervisor within fourteen (14) calendar days after the incident occurs. If the employee believes their supervisor is the source of the issues, the employee may present the problem to the Executive Director, if the employee believes the Executive Director is the source of the issue, the employee may present the problem to the Board Chair. At this time, this is not a formal complaint.
2. Supervisor responds to the problem or dispute during discussion or within ten (10) calendar days, after consulting with appropriate management. Discussions shall be documented in writing. ~~if the supervisor or Executive Director determines it is necessary to document discussions with employees or other individuals involved.~~
3. If the employee is not satisfied with the solution presented by the supervisor, the employee can file a formal written complaint within five (5) days to the Executive Director. The Executive Director will attempt to resolve the ~~dispute~~issue by advising the employee and/or meeting with the Supervisor within five (5) calendar days.
4. If the ~~dispute~~issue ~~persist~~has not been resolved to the satisfaction of the employee, the employee can file a formal request with the Executive Director within ten (10) calendar days of the last action to have the dispute reviewed by the Board Chair. The Executive Director shall immediately notify the Board Chair of the request. The Board Chair shall in consultation with department legal counsel either:

A: Upon review and consultation let the decision of department management stand and notify the employee in writing, or:

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B: Call a meeting of the Board to more fully review the situation and make a determination, which will be conveyed to the employee in writing. written complaint to the Board Chairperson. The Board Chairperson can either:

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1. If upon review feels that all applicable policies and procedures have been followed and the departments legal counsel agrees, let the decision stand and notify the employee of such.

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2. Call a special meeting of the Board to review all applicable information and render a decision.

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~~***Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.***~~

704 Appeal of Suspension or Termination

An employee who has been terminated or suspended may file a written request to appeal the termination or suspension with the Executive Director within ten calendar twenty-four (1024) days hours of receiving the notice, ~~of termination.~~ The Executive Director shall immediate notify the Board Chair of the appeal. The Board Chair shall:

1. Convene a meeting of the Board to review all applicable information within 10 days.
2. The Board shall notify the employee of the next steps in writing within 5 days of the meeting referenced above.

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~~Because the Board will make the final decision, the employee and any supervisor involved shall not contact members of the Board regarding the matter prior to the hearing except for scheduling said hearing. The hearing will be held within ten (15) days of the date of the notice. The Board may choose to hold the meeting during a closed session only as allowed under the Open and Public Meetings Act, Utah Code Ann. § 52-4-101 et seq. THIS APPEAL PROCESS SHALL NOT BE INTERPRETED TO SUPERSEDE OR OTHERWISE CONFLICT WITH THE AT-WILL NATURE OF EMPLOYMENT WITH THE DISTRICT.~~

705 Retaliation

The District prohibits retaliation against an employee for filing a complaint under any policy or for assisting in a complaint investigation. If the employee perceives retaliation for making a complaint or their participation in the investigation, they are to report the situation to the Executive Director or the Board chairperson if the employee believes the Executive Director to be the issue. The situation will be promptly investigated by the Board.

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706 No-Cause Termination

Although the District has a disciplinary action process and an appeal process for serious disciplinary action(s), and generally will utilize those processes when dealing with violations of policy or other inappropriate conduct by its employees, nothing contained in this Policy is intended or may be construed to create any express or implied promise or agreement that any employee's employment with the District may be terminated only for good cause, or only after progressive disciplinary action has been taken. Either the employee or the District may terminate the employee's employment with the District at any time and for any reason, with or without cause, and with or without notice.

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800 Separations, Retirement, Death

801 Notification

If an employee wishes to end their employment relationship with the District, they should notify the Executive Director as soon as possible of the intended termination, whether retirement or resignation. The employee should give at least two weeks² notice. Notice generally allows sufficient time to collect the District's property including keys, process monies to which the employee may be entitled, convert insurance, and correctly calculate a final paycheck.

802 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the District. If an employee does not provide two weeks advance notice as requested, the employee may be considered ineligible for rehire. ~~Said employee will also be ineligible for any termination pay.~~

803 Re-employment

Employees who maintained satisfactory performance and attendance, and who gave the proper notice may be considered for re-employment.

804 Death

When an employee dies while in the service of the District, the employee's estate shall be entitled to all pay due.

805 Termination Pay

Employees who voluntarily leave (resign or retire) employment with the District will be paid wages due them on the next regularly scheduled pay period.

Involuntary terminations will be paid within the requirements of the State of Utah. The District will pay terminating employees for accrued vacation time ~~and compensatory time~~ that may be due. However, if an employee owes fees or damages, the amount may be deducted from the final check as allowable by law.

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Revision Date: **March 15, 2022**

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Acknowledgment of Receipt

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK REVISED MARCH 15, 2022 AND I AGREE TO FOLLOW THE POLICIES CONTAINED IN THE HANDBOOK. I UNDERSTAND THAT I ~~WILLAM-TO~~ BECOME FAMILIAR WITH ITS CONTENTS AND ACCEPT RESPONSIBILITY FOR INFORMING MYSELF ABOUT THESE POLICIES EITHER BY READING THEM OR BY ASKING THAT THEY BE EXPLAINED TO ME AND THAT I AM RESPONSIBLE FOR LEARNING ANY POLICY CHANGES THAT MAY OCCUR FROM TIME TO TIME REGARDING THE CONTENT OF THIS HANDBOOK. FURTHER, I UNDERSTAND:

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- 1) **EMPLOYMENT WITH THE DISTRICT IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE DISTRICT, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE DISTRICT HAS THE SAME RIGHT.**
- 2) THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.
- 3) THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE DISTRICT'S GUIDELINES. THE DISTRICT RESERVES THE RIGHT TO CHANGE THESE POLICIES IN PART OR WHOLE IN THE FUTURE AND IT IS MY OBLIGATION TO BECOME FAMILIAR WITH ANY CHANGES SO OCCURRING IN THE FUTURE.
- 4) THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. THE DISTRICT THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.
- 5) NO REPRESENTATIVE OF THE DISTRICT, OTHER THAN THE ADMINISTRATIVE CONTROL BOARD, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE CHAIRMAN OF THE ADMINISTRATIVE CONTROL BOARD AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Employee Signature

Printed Name of Employee

Date Signed

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Revision Date: March 15, 2022

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GRAND COUNTY EMERGENCY MEDICAL SERVICES SPECIAL SERVICE DISTRICT EMPLOYEE HANDBOOK

Original Issue: November 5, 2018

Effective Date: **March 15, 2022**

DISCLAIMER

Statements set forth in this handbook do not create a contract or a promise of any kind, nor can they be construed to constitute contractual obligations of any kind or a contract of employment between the District and any of its employees. If any provision of these policies within this handbook, or the application thereof, is found to be in conflict with any State or Federal law, the remainder of these policies that are not in conflict shall remain in force.

History of Revisions:

Revision Date:

1/7/2019: The board approved changes to section 403 clarifying part time employees who work on holiday will receive 4 hours of holiday pay for each 12 hour shift worked.

11/18/2019: The board approved removal of section 410 personal leave of absence. Upon reviewing section 400 (Leave), it was found that section 410 was repetitive of sections 406-409 which cover FMLA, Military, and Bereavement.

3/8/2022: Section 102- adjusted language regarding pay and benefits. 202.1-adjusted full time hours to reflect change in field staff scheduling to full 24 hour paid shifts. 202.2- clarified what a regular part time employee is, removed eligibility for some benefits due to the removal of the housing allowance for 2022. 202.3- adjusted hours and clarified benefit eligibility. 301.2- removed comp time and the definition of holiday pay. 303- removed comp time, clarified what counts towards overtime for field staff, further clarified holiday pay overtime. 305- adjusted pay week in accordance with new 24-hour scheduling parameters. 403- large adjustment to how holiday is paid, changed some holidays, added Juneteenth. 404- changed this policy regarding vacation to only apply to administrative positions, clarified max accumulated. 405- section added to define accruals and vacation parameters for full-time field staff. 406- added partners as an option for sick leave.

GRAND COUNTY EMERGENCY MEDICAL SERVICES SPECIAL SERVICE DISTRICT

EMPLOYEE HANDBOOK

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Attachments/Appendices/Addendums:

1. 2022 pay and benefits plan
2. Drug & Alcohol Free Workplace policy

GRAND COUNTY EMERGENCY MEDICAL SERVICES SPECIAL SERVICE DISTRICT

EMPLOYEE HANDBOOK

100 General Policies

101 Important Information and Disclaimer

This handbook is designed to acquaint employees with the Grand County Emergency Medical Services Special Service District (the “District”) and provide some information about working for the District. This handbook is not all inclusive but is intended to provide employees with a summary of some of the District’s guidelines. This edition replaces all previously issued editions and may not be amended or added to without the express written approval of the District’s governing body.

Employment with the District is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the District may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable Federal or State law. There is no guarantee of continued employment for any particular period of time.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the District and any of its employees. The provisions of this handbook have been developed at the discretion of management, and except for its policy of employment-at-will, may be amended or canceled at any time, at the District’s sole discretion.

No employee handbook can anticipate every circumstance or question. After reading the handbook, employees that have questions should talk with their immediate supervisor. In addition, the need may arise to change the guidelines described in the handbook; except for the at-will nature of employment, the District, therefore, reserves the right to interpret them or to change them without prior notice.

Some specific job details and other policies and procedures are set forth in the Department Suggested Operating Procedures (SOPs), and the Department Clinical Operating Guidelines (COGs). These documents add detail to situations and circumstances.

102 Employee/Administrative Control Board Conduct

The Administrative Control Board, hereafter referred to as “Board”, has adopted standards and values regarding the manner in which District employees should conduct themselves as they work and interact with their co-workers, and the public. In addition, the Board strives to ensure that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in the area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

The Board establishes the organization’s standards and values. Employees are expected to adhere to the highest ethical standards and values. Board members and members of management are accountable to the community and pledge to be fiscally responsible.

The Board believes that when employees deal openly and directly with their supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. The District shall amply demonstrate its commitment to employees by responding effectively to employee concerns.

103 Equal Employment Opportunity

The District is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of race, color, religion, sex, age (over 40), national origin, disability, sexual orientation, gender identity, pregnancy, childbirth or pregnancy-related condition or any status protected by law. Utah has also added additional protections which provide that employees may express religious and moral beliefs in the workplace in a reasonable manner on equal terms with similar expressions allowed by the employer and that employers may not discharge, demote, refuse to hire, retaliate, or discriminate against an individual based on expressions of religious, political, or personal belief outside of the workplace. Discrimination against any qualified person in connection with his or her hiring, placement, training, promotion, compensation, other conditions of employment, layoff, transfer, discipline, demotion, or termination, based upon any of the above is prohibited.

104 Americans with Disability Act (ADA) Accommodations

The District will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the District. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

105 Non Discrimination and Harassment

The District is committed to maintaining a positive working environment free of harassment and which is sensitive to the diversity of its employees. In doing so, the District prohibits discrimination and/or harassment because of age, race, sex, color, national origin, religion, disability, sexual orientation, gender identity, pregnancy, childbirth, breastfeeding, or pregnancy-related condition or any other legally protected status.

Harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on a legally protected characteristic will not be tolerated. Prohibited behavior includes, but is not limited to, the following:

- Written form such as cartoons, e-mail, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees including Board members, managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

In order to help ensure a workplace free of harassment and discrimination, employees of the District will be required to attend sexual harassment training annually.

Any situation that may constitute sexual or other unlawful harassment or prohibited retaliation should be reported immediately to the Executive Director or the Board chairperson. The District will promptly conduct an investigation and will take appropriate action to stop any harassment and to prevent any further harassment.

106 Violence Prohibited

Employees shall not engage in intimidation, threats, or hostile behaviors, physical/verbal abuse, vandalism, arson, sabotage, or any other act which in management's opinion is inappropriate in the workplace. In addition, bizarre or offensive behavior and/or comments regarding violent events are not tolerated.

107 Smoking/Substance Abuse

107.1 Drug and Alcohol-Free Workplace Program.

The District is committed to providing a workplace that ensures the safety and encourages the personal health and productivity of its employees. The District recognizes that substance abuse in the workplace is a threat to the safety, health and job performance of its employees and has established this policy to minimize the consequences and effects of alcohol and drug abuse in the workplace.

The misuse or abuse of drugs and alcohol can significantly affect job performance and can compromise the safety and security of District employees, operations, and the public. The District expects employees to perform their duties safely and efficiently, and encourages employees who have, or who believe he/she could have, a drug or alcohol misuse or abuse problem to seek assistance in treating or resolving the problem. The District has a zero tolerance policy regarding being under the influence of alcohol, drugs or illegal use of a controlled substance while on duty or on District-owned or leased premises.

The District has implemented a Drug and Alcohol-Free Workplace policy which applies to all current and prospective employees. Employees shall be given a copy of the policy along with this handbook with the expectation that employees will become familiar with both documents.

107.2 Clean Air Act (Smoking):

The District is committed to providing a safe and healthful working environment for employees and the general public. The District will follow the Utah Indoor Clean Air Act (§ 26-38-1 et seq., as amended or replaced from time to time) by prohibiting smoking indoors on District property or in areas of public access or egress from indoor areas located on District property. Smoking is also prohibited in any District provided vehicles or equipment. Employees who fail to comply will be subject to discipline, up to and including possible termination of employment.

107.3 District property

The property covered by this guideline includes all district-owned or leased land, buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the District's ownership or control as well as all district-owned or leased vehicles.

108 Conflict of Interest/Solicitations

In making decisions, all employees of the District must exercise independent judgment for the best interest of the District. Personal or outside interests or relationships must not influence employees to the detriment of the District.

Employees of the District may not engage in any activities or relationships, including personal investments or other employment, which might directly or indirectly result in a conflict of interest, or impair their independence of judgment. They must not accept gifts, favors, or benefits that might tend in any way to influence them or give the appearance of influence in the performance of their duties. Employees may not use district time, equipment, property or supplies for private gain.

The District follows the federal hatch act in regard to regulation of political partisan activity. District employees may voluntarily participate in political activity subject to the following provisions:

1. No person will be denied the opportunity to become an applicant for a District position by virtue of political opinion or affiliation.
2. No District employee may be dismissed from service as a result of political opinion or affiliation.
3. District employees may voluntarily contribute funds to political groups and become candidates for public office.
4. No District official or employee may directly or indirectly coerce, command, or advise any employee to pay, lend, or contribute part of his or her salary or compensation or anything else of value to any party, committee, organization, agency, or person for political purposes.
5. No District official or employee may engage in any political activity during the hours of employment nor may any person solicit political contributions from District employees during hours of employment for political purposes, but nothing in this section shall preclude voluntary contributions by a District employee to the party of candidate of the employee's choice.

109 Nepotism

No relative or household member of an employee or Board member will be employed by the District in violation of the Utah Anti-Nepotism Act, § 52-3-1 *et. seq.* A relative is defined as father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, grandparents, spouse's grandparents, step-children, step-parents, step-grandparents, spouse's step-grandparents, step-sisters and step-brothers.

110 Outside Employment

An employee may hold a job with another entity as long as he or she satisfactorily performs his or her job responsibilities with the District. All employees will be judged by the same performance standards and shall be subject to the District's scheduling demands, regardless of any existing outside work requirements.

If the District determines that an employee's outside work interferes with performance or the ability to meet the requirements of the District as they are modified from time to time, or if the

employment is presenting a conflict of interest having an adverse impact on the District, the employee may be asked to terminate the outside employment if he or she wishes to remain with the District.

200 Employment

201 Employee Status

It is the intent of the District to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the District.

202 Category of Employment

202.1 Regular, Full-Time

An employee who is not assigned to a seasonal position and who is regularly scheduled to work a minimum of forty (40) hours of work per week shall be considered a Full-Time Regular Employee. Generally, Full-Time Regular employees are eligible for the District's benefit package, subject to the terms, conditions, and limitations of each benefit program.

202.2 Regular, Part Time

An employee who is not assigned to a seasonal position and who is regularly scheduled (assigned shifts or scheduled) to work at least twenty four (24) hours but not more than thirty six (36) hours per week shall be considered a Part-Time Regular employee. Part-Time Regular employees are not eligible for District benefits.

202.3 Irregular, Part-Time

An employee who is not assigned to a seasonal position but is irregularly scheduled to work no more than thirty six (36) hours per week shall be considered a Part-Time Irregular employee. Part-Time Irregular employees are not eligible for District benefits.

202.4 Seasonal

An employee who is hired as an interim replacement, to temporarily supplement the work force, or to assist in the completion of a specific project shall be considered a Seasonal employee. Employment assignment in this category is of a limited duration and will not exceed more than 179 days during any twelve (12) month period. Employment beyond any initially stated period does not in any way imply a change in employment status. Seasonal employees retain that status unless and until notified of a change. They may be eligible for some benefits sponsored by the District on a prorated basis, subject to the terms, conditions, and limitations of each benefit program.

202.5 Volunteers

An employee who volunteers for the District shall meet all the same standards set forth for other employees. Volunteer employees are ineligible for District benefit programs.

203 Employee Records

The District maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Any medical related

information such as for worker's compensation, exposure records, etc. is retained in a file separate from other personnel records.

203.1 Custody and Accessibility

All employee records shall be treated as confidential. Only the subject employee, supervisors and management personnel who have a legitimate need for the information in those files, and others as provided in the Government Records Access and Management Act (GRAMA), shall be allowed to access the employee records. The employee shall be permitted to review his or her own personnel file(s) during regular business hours and may obtain a copy of any document in the personnel file in accordance with the GRAMA policies of the District. At its sole discretion, the District may limit an employee's access to his or her employee records to such times as a district supervisor may observe such access.

203.2 Personnel Data Change

Employees are responsible for ensuring that personal employee information contained in employee files is current and accurate. Individual information (any change in mailing address, telephone number, number and names of dependents, marital status, educational accomplishments, individuals to be contacted in the event of an emergency, and other such status reports) should be updated whenever necessary by providing a completed Change of Status form or equivalent written documentation. Any change in an employee's position, rate of pay, or employment status shall be documented by the Executive Director on a payroll change authorization form or equivalent form which will be placed in the employee's personnel file.

204 Recruitment and Employment

204.1 Application

The District relies on the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the District's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

204.2 Background Checks

To ensure that individuals who join the District are well qualified and have a strong potential to be productive and successful, it is the policy of the District to check the employment references of all applicants. In addition, the District reserves the right to conduct a full background check of any applicant, in compliance with all state and federal laws, including the federal Fair Credit Reporting Act. Each applicant shall consent to the release of information necessary for the District to conduct a reference check and/or background investigation regarding the applicant. An applicant will not be informed as to which references were contacted or what information the District received, unless otherwise required by law, regardless of whether the applicant is hired by the District.

204.3 Interviews

Interviews by the District will generally be conducted to determine the applicant's potential to meet the requirements of the job and insure that the applicant understands the duties and responsibilities of the job. Interviews will be conducted only after an applicant has fully completed the application process. The District will notify those applicants to whom an offer of employment is being extended, and will confirm the starting date, rate of pay, and coordinate any orientation or

briefing schedule. Unsuccessful applicants will be notified by the District that the vacancy has been filled.

204.4 Requests for References

In order to protect the privacy of the District's employees, past and present, the Executive Director will respond in writing only to those reference check inquiries that are submitted in writing. Responses to reference check inquiries will confirm only dates of employment, wage rates, and positions(s) held.

205 Introductory Period

The introductory (probationary) period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The District uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the District may end the employment relationship at will at any time during or after this period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first calendar year after their date of hire. Any significant absence will automatically extend the introductory period by the length of the absence. Employees who are promoted or transferred within the District must complete a new introductory period of the same length with each reassignment to a new position. If the District determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended at the District's sole option for a specified period by written notice to the employee.

In cases of promotions or transfer within the District, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the new introductory period. If this occurs, the employee may be allowed to return to his or her former position or to a comparable position for which the employee is qualified, depending on the availability of such positions and District's needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification as either full time or part time. Passing the introductory period does not change the employee's "at-will" status.

During the initial introductory period, new employees are eligible to enroll in the District provided benefits, such as insurance, subject to the terms and conditions of the benefits as detailed in this handbook on the first day of the month after hire date. For example, hire date is June 15, eligibility would be July 1. Employees will begin accruing sick and annual leave upon date of hire.

Benefits eligibility and employment are not changed due to promotions or transfers within the District.

206 Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations shall be conducted at the end of three (3) months after hiring and at the end of an employee's introductory period in any new position. During the introductory period more frequent check ins allow the supervisor and the employee to

discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Performance evaluations are conducted quarterly by an employees direct supervisor.

Employees should review the written evaluation and make written comments concerning all aspects of the evaluation. The employee should express agreement or disagreement with any points made. The employee and the evaluator shall sign a copy of the evaluation, and the evaluation will be filed in the employee's file.

300 Work Schedules, Overtime, Payroll

301 Employment Pay Classification

Each employee is designated as either Exempt or Nonexempt from Federal and State wage and hour laws. An employee's Exempt or Nonexempt classification may be changed only upon written notification by the Executive Director given to the employee thirty (30) days prior to change.

301.1 Exempt Employee

Employees are excluded from Federal and State wage and hour laws, i.e. they do not receive overtime pay compensation. Example: Executive Director.

301.2 Nonexempt Employee

Employees are entitled to overtime pay under the specific provisions of Federal and State laws. Non-exempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek.

302 Hours of Work

Due to the nature of emergency services as well as rotation of shifts, the work schedules for employees will vary on a weekly basis. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Work hours for the administrative office is typically from 9 am to 5 pm. Employees working in administrative roles are permitted unpaid lunch breaks of at least thirty minutes and up to sixty minutes. During the unpaid lunch break, employees are completely relieved from duty.

303 Overtime Compensation

When response requirements or other needs cannot be met during regular working hours, employees may be required to work more than forty (40) hours during any work week. Such employee's work hours will be paid at the rate of one and one-half times the regular rate of pay at which the employee is employed.

All overtime work except for regularly scheduled overtime, must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

For administrative staff, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, holiday, or any leave of absence will not be considered work hours for purposes of performing overtime calculations. For field staff, sick leave, vacation leave and bereavement will be considered work hours for the purposes of performing overtime calculations.

Any employee who is required to work on a scheduled holiday will be paid at the rate of two times the regular rate of pay for full-time employees, or one and a half times their regular rate of pay for part-time employees, for those hours worked on the holiday.

304 Time Recording

All employees must record time worked on a daily basis using approved District time cards. The time card is used for calculating the employees pay and must reflect the time actually spent on the job performing assigned duties. Employees are expected to record any split shift or departure from work for personal reasons (i.e. lunch break). Any corrections or modifications to the time card must be reviewed and approved by the supervisor. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

305 Pay

305.1 Workweek, Pay Period, and Pay Days

The District workweek is a seven day consecutive period, starting at 07:00 Monday morning and ending at 06:59 the following Monday. The payroll period is two weeks, ending at 06:59 Monday morning, with paychecks issued the following Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event the regularly scheduled payday falls on a holiday, employees will receive pay on the last workday immediately preceding the holiday (i.e. Wednesday before Thanksgiving).

305.2 Administrative Pay Corrections

The District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. If there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Administrative Supervisor so that corrections can be made as quickly as possible.

400 Leave

401 Definition

Leave is any absence during regular scheduled work hours. Leave may be authorized with or without pay. Absence without permission is considered absence without leave and is subject to disciplinary action including termination.

402 Applying for Leave

An employee shall provide advanced notice of at least forty eight (48) hours for all leave. For vacation requests of two (2) days or more, a two (2) week advance notice shall be given to the employees supervisor. Requests will be reviewed based on a number of factors including department needs and staffing requirements.

403 Holidays

All employees could be scheduled to work on holidays. Non administrative employees required to work on a holiday will be paid two times the regular rate of pay for full-time employees, or one and a half times their regular rate of pay for part-time employees for the hours worked during the holiday (12 hours per holiday). Field staff are only compensated for holidays in which they are scheduled to work. For the purposes of determining holiday pay all holidays, unless otherwise

noted, are considered to start at 0700 and end at 1900 that same day. The following listed holidays will apply to all staff:

- New Year's Eve & Day (12/31 from 1900 to 1/1 1900)
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth (June 19th)
- Independence Day (July 4th)
- Pioneer Day (July 24th)
- Labor Day
- Columbus Day (Second Monday in October)
- Veteran's Day (November 11)
- Thanksgiving Day
- Christmas Eve & Day (12/24 from 1900 to 12/25 at 1900)

Administrative staff will receive 8 hours of holiday pay for the above listed holidays. Holiday pay will not be counted as time worked for administrative employees in the calculation of overtime. For administrative staff any of these occurring on Saturday may be observed the previous Friday. Sunday holidays may be observed the following Monday.

Special Religious Holidays: Special religious holidays may be observed by individual employees. Such time off is chargeable to vacation time. An employee must notify his/her department head at least five working days prior to the requested time off for religious observance. If an employee has no accumulated vacation time, the employee may be granted leave without pay.

404 Vacation Leave – Administrative Staff

Currently, all full-time employees are entitled to paid vacation time after completion of six (6) months of service. We encourage employees to use all their earned vacation each year. However, the maximum vacation that employees may accumulate at any one time is listed below. At no point can the carry over, plus the new vacation, exceed this cap. As a result, the amount of vacation that employees may earn each year might be limited by the amount carried over from the previous year.

All full-time administrative employees accrue vacation time in the following manner based on the employee's anniversary date of hire:

District Service Time	Hours accrued per pay period	Annual vacation days awarded	Maximum accumulated and carryover
0-60 months	4.00	13	15 (120 hours)
61-108 months	5.00	16	20 (160 hours)
109 + months	6.66	21	25 (200 hours)

Vacation time will not be counted in the computation of overtime. Holidays are not counted against vacation leave even if the holiday falls within the vacation period taken by the employee. Vacation time will not be granted in advance of accrual and must be taken at least one hour at a time.

Employees are responsible for scheduling their vacation, in advance, with their supervisor and must receive their supervisor's approval. Vacations are to be scheduled in a manner that minimizes interruptions to department operations.

Vacation time off is paid at employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

405 Vacation Leave - Field Staff

Currently, all full-time field employees are entitled to paid vacation time after completion of six (6) months of service. We encourage employees to use all their earned vacation each year. However, the maximum vacation that employees may accumulate at any one time is listed below. At no point can the carry over, plus the new vacation, exceed this cap. As a result, the amount of vacation that employees may earn each year might be limited by the amount carried over from the previous year.

All full-time employees (field staff) accrue vacation time in the following manner based on the employee's anniversary date of hire:

District Service Time	Hours accrued per pay period	Annual vacation days awarded	Maximum accumulation and carryover
0-60 months	6	6.5	7.5 (180 hours)
61-108 months	8	8.67	10 (240 hours)
109 + months	10	10.83	12.5 (300 hours)

Vacation time will be counted in the computation of overtime for field staff. Vacation time will not be granted in advance of accrual and must be taken in regular shift blocks of 12 hours at a time. Vacation time paid out upon termination of employment will be paid at the regular rate of pay.

Employees are responsible for scheduling their vacation, in advance, with their supervisor and must receive their supervisor's approval. Vacations are to be scheduled in a manner that minimizes interruptions to department operations.

406 Sick Leave

Sick leave is a privilege and employees should use it responsibly and appropriately. Intentional misuse of sick leave may be grounds for disciplinary action, up to and including termination. Sick

leave will be used when the employee or their immediate family member is incapacitated by sickness or injury, for medical treatment or exposure to a contagious disease when attendance at work would jeopardize the health of others. For purposes of sick leave, immediate family is defined as wife, husband, children, partner, parents, grandparents, grandchildren, and siblings. References to family members shall include step-family members and legally adopted family members.

Employees who are unable to report to work due to illness or injury shall notify their immediate supervisor as soon as possible but no less than ½ hour (30 minutes) before the scheduled start of their workday. Employees must follow the procedures detailed below for sick absences of longer than three days, regardless of notification to their direct supervisor.

All full-time employees accrue sick leave at the rate of four (4) hours per pay period. Employees shall not at any time accumulate more than the following unused sick time:

District service time	Maximum accrual time
0-60 months	30 days (240 hours)
61-108 months	45 days (360 hours)
109 + months	60 days (480 hours)

Paid sick leave is not granted in excess of the amount accumulated at the time such leave is requested. If an employee uses all of his/her accumulated sick leave, any additional absence from duty is charged to vacation leave if available. If vacation leave is not available, the employee may be granted leave without pay if the employee provides his/her supervisor with a doctor's note stating the reasons why the employee cannot return to work and stating the date on which the employee will be able to return to work. Such doctor's note must be provided at least two days prior to the expiration of all sick and/or annual leave. If a doctor's note is not provided, at the expiration of the employee's sick and/or annual leave, the employee may be deemed absent without leave and may be terminated.

A sick leave bank shall be available for full-time employees who meet the requirements for sick leave usage and require leave in excess of their own accruals. Sick leave bank usage and amounts must be approved in advance by the Executive Director and shall not exceed 80% of the leave available in the bank. Any full-time employee may donate sick leave to the bank. Employees may not donate an amount that would reduce their personal accrual to less than 120 hours.

Sick leave bank usage will not be approved for instances in which:

- a. The employee has other leave time to use;
- b. The period of time away from work is less than three consecutive work days;
- c. The total number of hours reported in the pay period would exceed the employees normally scheduled hours including the requested sick leave bank hours.

An employee must furnish a statement from a physician for any absence longer than three (3) days which is to be charged to sick leave. Before returning to work after fourteen (14) or more

consecutive days of sick leave absence, an employee shall provide a physician's statement that they may safely return to work.

Sick leave must be taken at least one hour at a time.

Holidays observed by the District that occur while a full time administrative employee is on sick leave will not be deducted from the employee's accrued sick leave.

An employee does not earn sick leave while on unpaid leave of absence.

- a. For administrative staff, sick time off is paid at employee's base pay rate at the time of leave. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.
- b. For field staff, sick time will be counted in the computation of overtime.

In the event a full-time employee either terminates voluntarily in good standing after 10 years of consecutive service or retires pursuant to the provisions of the Utah State Retirement and Insurance Benefit Act or current applicable State law at time of retirement, employees may receive the value of twenty five (25%) of their unused sick leave based on their current base rate of pay.

407 Family and Medical Leave Act (FMLA Leave)

The District follows the Family and Medical Leave Act (FMLA) and its implementing regulations by providing eligible employees with a limited amount of unpaid, job-protected leave when the employee has a qualifying event. Eligible employees may take up to twelve (12) weeks of unpaid leave for qualifying family and medical reasons and up to twenty-six (26) weeks of unpaid leave for qualifying events connected to the military caregiver provisions of the law.

407.1 Eligibility

To be eligible, an employee must have worked at least 1,250 hours during the consecutive twelve (12) months preceding the commencement of leave. In the event an employee is determined to not be eligible for FMLA leave the District will, on a case-by-case basis, consider providing up to 12 weeks of job-protected leave. The District will grant such leave except where in the District's discretion doing so would result in the imposition of a substantial hardship on the District. As with FMLA leave, employees will be required to use all available paid leave first, followed by unpaid leave for a total job-protected leave of 12 weeks.

407.2 Qualifying Events

To qualify as FMLA type leave under this section, the employee must take leave for one of the reasons listed below:

1. Up to 12 weeks for the birth of the employee's child and to care for the newborn child within one year of birth;
2. Up to 12 weeks for the placement of a child with the employee for adoption or foster care and to care for the newly placed child within one year of placement;
3. Up to 12 weeks to care for a spouse, child, parent, or life partner with a serious health condition; or

4. Up to 12 weeks due to the employee's own serious health condition that makes it impossible for the employee to perform one or more of the essential functions of his or her own job;
5. Military Exigency Leave of up to 12 weeks to deal with qualifying exigencies where the employee's spouse, life partner, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty;
6. Military Caregiver Leave of up to 26 weeks to care for a covered military family member (spouse, life partner, son, daughter, parent, or next of kin) with a serious injury or illness.

407.3 Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either inpatient care (an overnight stay in a medical care facility), or continuing treatment by a health care provider for a condition that causes periods of incapacity, including due to pregnancy or prenatal care, chronic serious health conditions, permanent or long-term conditions, and conditions requiring multiple treatments, and which (a) in the case of an employee, prevents the employee from performing the essential functions of the employee's job, or (b) in the case of a qualified family member, prevents the family member from participating in school or other daily activities.

407.4 Both Spouses Employed by the District

Spouses who are both employed by the District may be entitled to a combined total of 12 weeks of unpaid FMLA leave for following qualifying events: (1) the birth of a child; (2) the placement of a child for adoption or foster care; or (3) to care for a parent. The 12 weeks can be split between spouses.

407.5 Military Exigency Leave

If the employee is the spouse, life partner, son, daughter or parent of a military service member on active duty, or on notice of an impending call to active duty, the District may grant up to 12 weeks of unpaid leave in a 12 month period based on "any qualifying exigency". Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, spending time with a covered military member who is on short-term rest and recuperation leave during the period of deployment, attending post-deployment reintegration briefings, and attending to the care of the covered military member's parent. Additional information regarding the requirements of each of these "qualifying exigencies" and documentation required in support of a request for this leave can be obtained from Human Resources.

407.6 Military Caregiver Leave

If the employee is the spouse, son, daughter, parent or "next of kin" of a covered service member who is injured in the line of duty, the District may grant up to 26 weeks of unpaid leave in a rolling 12 month period to care for the injured family member. Note, however, that if the employee requests FMLA military caregiver leave to care for an injured service member but has already taken other FMLA leave in the past 12 months, the 26 week leave period will be reduced by the amount of FMLA leave previously taken.

Current Service Members

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness (a) incurred in the line of duty on active duty or (b) that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Veterans

In addition, a covered service member includes a veteran "who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness" if the veteran was (1) a member of the Armed Forces (including a member of the National Guard or Reserves) (2) was discharged or released under conditions other than dishonorable; and (3) was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

For a veteran, a serious injury or illness is defined as "a qualifying injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran." A qualifying illness or injury of a veteran has been defined by regulations issued by the Department of Labor as follows:

1. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and which rendered the service member unable to perform the duties of the member's office, grade, rank, or rating; or
2. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; or
3. A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
4. An injury, including a psychological injury, on the basis of which the veteran is enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

407.7 Calculation of Leave

The District calculates FMLA entitlement on a "rolling 12-month" lookback basis. The 12-month period begins on the first day of a particular FMLA leave.

407.8 Requesting FMLA Leave

Whenever possible, employees must notify the Executive Director at least 30 days in advance of a foreseeable events (i.e., birth or adoption of a child, scheduled non-emergency surgery, etc.) and as soon as possible for unforeseen events. Employees may not work for another employer while on FMLA leave.

407.9 Intermittent Leave or a Reduced Work Schedule

Under certain circumstances, such as when medically necessary, or due to a qualifying exigency, the FMLA may permit an employee to take leave on an intermittent basis or to work a reduced schedule. Employees needing intermittent leave or a reduced schedule due to foreseeable medical treatment must work with the District to schedule the leave so as to not unduly disrupt District operations. The District may transfer the employee temporarily to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

407.10 Medical Certification

An employee requesting FMLA leave to care for a spouse, life partner, child or parent with a serious health condition, or due to his or her own serious health condition, must provide the District with a medical certification completed by a health care provider verifying the need for medical leave and the probable duration of the leave. The medical certification form may be obtained from the District's Administration Office. The District will not determine if the proposed leave is in fact FMLA eligible leave until the medical certification form is received. The District may require an employee on FMLA leave to report periodically on his or her status or intent to return while on leave.

Similarly, military caregiver and military exigency leave requires submission of appropriate military medical certification forms, deployment, or leave orders.

407.11 Use of Paid Leave

Employees must substitute accrued paid leave (sick leave, then vacation leave) for any type of family or medical leave covered by this policy. FMLA leave will run concurrently with sick leave until sick leave is exhausted followed by vacation leave until vacation leave is exhausted.. The period of time during which paid leave is substituted for unpaid leave will be counted against the 12/26-week FMLA entitlement. After using any paid leave for the FMLA leave, the balance of the FMLA leave will be unpaid. Workers' Compensation, Short-Term Disability, and Long-Term Disability time off will be counted against the employee's 12-week FMLA entitlement. During FMLA leave status vacation and sick time will not accrue.

407.12 Health Care Coverage

An employee may elect to continue coverage under the District's group health and dental plans for the duration of the FMLA leave at the same level and under the same terms and conditions as if he or she were not on leave. An employee who elects coverage is required to continue to pay his/her portion of the monthly premium while on unpaid leave. Payment arrangements can be made with the District's Administration Office to maintain insurance benefits while the employee is on leave. Failure to make premium payments when due may result in loss of coverage. Regardless of whether the employee elects to continue medical coverage during FMLA leave, upon returning to employment he or she will be reinstated to the same coverage as was in effect before the leave.

If an employee fails to return to work at the conclusion of FMLA leave, the District may recover any premiums paid on the employee's behalf by deducting these amounts from any amounts owed by the District to employee including from unpaid wages, or accrued but unused vacation pay. In addition, the District may seek relief from the courts.

407.13 Reinstatement

With the possible exception of “key employees” under certain limited circumstances, an employee will be restored to his or her original position or be placed in an equivalent position with equivalent employment benefits and pay upon returning from FMLA leave. If an employee takes FMLA leave due to his or her own serious health condition, the employee must present to the Executive Director a fitness-for-duty certification completed by the employee’s health care provider prior to returning to work. If it is discovered the employee worked for another employer while on FMLA leave, or otherwise acted in a manner inconsistent with the claimed basis for the leave, the District reserves the right to terminate the employee’s employment.

407.14 Modifications to Governing Statute/Regulations

This policy will be interpreted by the District in a manner consistent with the most recent amendments to the Family and Medical Leave Act and applicable regulations regarding same. In the event of a conflict between this policy and the statute and/or regulations, this policy will be deemed superseded to the extent necessary to harmonize it with the statute/regulations.

408 Court Leave

The District considers it a civic duty to serve on a jury if summoned. The District requests that the employee bring the jury duty summons notice to the Executive Director the first working day after the employee receives the notice so that arrangements can be made to accommodate their absence. The District will not interfere in the court process in the event an employee is subpoenaed as a witness, however compensation for such absence will depend on the type of witness required.

408.1 Jury Duty

All full-time and part-time employees are eligible to receive their regular salary for up to one (1) month of jury duty (typically 22 to 23 days). If jury duty runs longer than a one-month period, salary eligibility will be determined on a case-by-case basis by the District’s governing body. When the employee is paid by the courts for the jury duty, the employee will then reimburse the District for this amount. If the employee is required to serve jury duty beyond one month, they may use an available paid time off (for example, vacation) or may request an unpaid jury duty leave of absence. If released from court early, the employee is expected to come to work. The employee is also expected to stay in communication with the Executive Director to advise of the status of the employee’s jury service. Either the District or the employee may request an excuse from jury duty if, in the District’s judgement, the employee’s absence would create serious operational difficulties. The District will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave. Exempt employees are expected to work while on jury duty to the degree their service allows (for example, by checking or responding to email during breaks, or by coming in to the office or working from home evenings or weekends). All employees should report to work any time their presence is not required in court.

408.2 District Witness

All employees required to appear as a witness in cases related directly to the discharge of their duties with the District shall be granted court leave with full pay for the entire period of witness duty. To be eligible for full pay for court leave, the employee shall surrender to the District all fees received for his/her service to the court.

408.3 *Other Witness*

Employees shall not be granted court leave for appearances in court matters not relating directly to the discharge of their District duties, except for their service as a juror. Employees shall be granted vacation leave when available, or leave without pay for such appearances. Employee shall show any subpoena to the Executive Director the first working day after receiving the notice so that arrangements can be made to accommodate their absence.

409 Bereavement/Funeral Leave

Employees may be granted up to five working days of paid funeral leave to attend funerals of the following family members: wife, husband, children, parents, grandparents, grandchildren, brothers, sisters, brothers-in-law, sisters-in-law, daughters-in-law, or sons-in-law of the employee or the employee's spouse's family. For funerals of other relatives or friends, employees may take vacation or an unpaid leave upon the approval of their supervisor. References to family members shall include step-family members and legally adopted family members.

410 Military Leave

If the employee is a member of the U.S. Armed Forces Reserve, National Guard or performing other protected uniformed service, the employee will be granted an unpaid leave of absence when called for active or inactive duty training.

This time is granted in addition to earned vacation time. However, if the employee desires to use their vacation time for this purpose, they may voluntarily do so if a request is made in writing.

If the employee is inducted into a branch of the U.S. Armed Forces for an extended period, upon returning to the District after separation from military service, the employee may be reinstated in accordance with applicable law.

411 Absence Without Leave

Regular and prompt attendance is one of the basic requirements of employment with the District. The employee's presence on the job is an essential function of their position. The employee must notify their supervisor if they are unable to report for work on time or if they must be absent for any reason. Failure to call in after two consecutive days will be considered job abandonment and result in termination.

412 Emotional Leave

Employees who have been significantly impacted by an incident they have responded to have the option to request paid leave for the duration of their shift. These requests can be approved by the Supervisor on duty. Any paid leave needed past the remainder of the employees shift will need to utilize one of the other options listed in this section.

413 Administrative Leave

500 Insurance and Retirement Programs

501 General Provisions

Eligible employees at the District are provided a wide range of benefits to assist employees and eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help plan for retirement and enhance job-related skills. A number of the programs (e.g. Social Security, Medicare, workers' compensation, state disability, and unemployment insurance) cover all eligible employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The Executive Director with Board approval will identify which programs an employee is eligible to receive. The following information is merely a summary of benefits offered as of the time of writing and does not constitute a contract of any kind. The terms and provisions of the District's benefit programs are subject to change at any time, with or without notice, at the sole discretion of management. Benefits are provided in accordance with controlling plan documents, and this summary may not contain all relevant provisions. Plan documents, details, and the most current benefits information are always available from the District's administrative office.

502 Health Insurance

The District furnishes group health and life insurance which are described more fully in summary plan description booklets. The District reserves the right to modify, add or delete insurance programs and providers.

503 Insurance Coverage During Leave Without Pay

Any employee who is on Personal Leave of Absence under Section 410 for a period of thirty (30) or more consecutive calendar days may be permitted to continue coverage under the group insurance program if permitted under the terms of the program and if the employee pays the total premium required to maintain coverage for the duration of the absence.

504 Retirement

Retirement benefits are available to all qualified employees as determined by Utah Retirement Systems. Employees working less than thirty six (36) hours per week are ineligible.

Social Security. All District employees automatically participate in the federal Social Security Plan. The District provides the employee contribution. Social Security benefits and rules change from time to time and information on current programs can be obtained by calling the Social Security Office.

Utah Retirement Systems (URS). The District is a member of Utah Retirement Systems and participation in the plan is mandatory for all qualified personnel. Provisions of this plan are governed by Utah state law and just as is the case with Social Security, the plan may change from time to time. Employees may contribute more to their own account.

505 Workers' Compensation

505.1 General

Accidental injuries or occupational diseases arising out of or in the course of the employee's employment with the District are covered by Workers' Compensation Insurance. The insurance coverage, subject to State and Federal law, pays the following benefits:

- Medical and drug bills
- Allowance for lost time from work
- Permanent loss of body function at predetermined rates for each part of the body by percentage of disability
- At death, pays a portion of funeral benefit and weekly allowance to the widow and/or dependents up to a period of six years
- May pay for a portion of the decrease in earning capacity created by a job-related injury or disease

505.2 Accident Reports

Employees are required to report all job-related accidents or injuries immediately, no matter how slight, to their supervisors. An employee claiming to have suffered an accident or injury who fails to give immediate notice of the nature, extent, and location of the accident or injury might have their benefit reduced. Failure to report an accident or injury within one year of the occurrence might bar any right to workers' compensation.

505.3 Exclusivity

Injuries or disease covered under workers' compensation are typically not covered by the District's medical and health insurance.

505.4 Return to Work

The District strives to assist employees to return to work at the earliest possible date following a workers' compensation claim. When possible, transitional work will be made available to injured workers to minimize or eliminate time lost from work. The District cannot guarantee transitional work and is under no obligation to offer, create or encumber any specific position for the purposes of offering such placement. In the event an employee refuses transitional work (outside the employee's FMLA benefits period, if applicable), and the employee satisfies the restrictions and the ability to perform the transitional work, the District is not obligated to provide an alternative position. In such cases, the District will notify the insurance carrier of the employee's refusal of the transitional work.

To obtain a transitional work assignment, the employee must request a return to work form and job duties/description and then provide them to the attending physician for completion. If the attending physician releases the employee to return to work on modified duty and has completed the return to work form and attachments, the completed forms must be returned to the District office within one (1) workday following the assessment. The employee may not return to work without the release of the attending physician.

Transitional work will be developed based on the physical capability of the employee, the needs of the District and the availability of transitional work. The District will determine the appropriate

work hours, shifts, duration and locations of all work assignments and reserves the right to determine the availability, appropriateness and continuation of all transitional work assignments.

The employee is responsible to immediately report any work-related injuries that is the cause for the employee to miss work. The District will communicate with the insurance carrier or attending physician as necessary.

Employees who are off of work due to a workers compensation claim must stay in contact with the departments risk manager and their immediate supervisor at least biweekly informing them of how the situation is going.

506 Unemployment Insurance

The District, through the Utah State Employment Security Administration and based on the employment of the employee and state and federal law, offers unemployment compensation benefits.

507 COBRA Coverage

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are: resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; an employee's entitlement to Medicare benefits; retiree and the subscriber's former employer file a Chapter 11 bankruptcy petition; and child's loss of eligibility as a dependent of the subscriber. The noted conditions that enable the District employee to continue group coverage under federal law are subject to change at any time by promulgation of new federal law. The employee should not rely upon the above list as notice of applicable federal law, but should consult with the Executive Director for applicable qualifying events that make the employee eligible for continuation of group coverage.

Qualifying employees and/or dependents desiring to continue health insurance coverage as a member of the District benefit group must pay the complete cost of the insurance plus a 2% administration fee.

Employees may have the right to continue to participate in a COBRA program for up to eighteen months at the employee's expense subject to current state and federal law. Eligible dependents may also extend coverage, at their expense, for up to thirty-six months in the state health insurance plans or entitlement to Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan, subject to current state and federal law.

508 Other Benefits/ Incentives

The District may offer other benefits and incentives to its employees such as, educational assistance, uniform allowance, and others. Eligibility for these programs depends on a variety of factors, including employee performance, employee duties, available funds, etc. Current benefits and eligibility requirements are located in the Departments SOPS.

600 Operational Conduct

601 Vehicles/Equipment

601.1 *Standards for the Operation of Motor Vehicles or Equipment*

The District strives to keep the safety of its employees and the public in the forefront of all activities. Because of this the District recognizes that it is necessary to monitor driving records of all employees.

601.1.1 Prospective Employees

Prospective employees must have a valid driver license. The District requires applicants to have a clear or acceptable motor vehicle record (MVR) at the time of interview. No employees will be allowed to drive on District business until their MVR has been evaluated (this includes business use of their personal vehicles).

601.1.2 Current Employees

For purposes of this policy, the official state MVR along with the employee's District driving record will be reviewed at the following times:

- After an accident occurs while on District business.
- If a third-party complaint is received while on District business and is investigated and confirmed.
- As part of a periodic review, done typically every two (2) years.

601.2 *Definitions and evaluations of motor vehicle records*

Information found on the District driving record and/or MVRs will be divided into three categories: Major Convictions, Minor Convictions, and Accidents.

Major Convictions include, but are not limited to, the following:

- Driving under the influence of alcohol or drugs
- Driving while impaired
- Reckless driving
- Racing/speed contests
- Failure to report an accident
- Making a false accident report
- Vehicular homicide or manslaughter
- Eluding a police officer
- Driving while license is suspended or revoked
- Speeding 20 or more mph over the posted speed limit

Minor Convictions include, but are not limited to, the following:

- Speeding from 10 to 19 mph over the posted speed limit
- Running a stop sign or red light, not resulting in an accident
- Improper turn
- Passing across a double yellow line
- Failure to yield
- Following too close

- Careless driving

Motor Vehicle Accidents

- All preventable/at-fault accidents appearing on the employee's District driving record and/or MVRs are used in determining driver status.

601.2.1 Evaluations of Motor Vehicle Records

Clear MVR:

Employees or potential employees fitting this criterion will be considered to have an acceptable MVR.

- No activity in the last three years and no major convictions in the last five years.

Acceptable MVR:

Employees or potential employees fitting this criterion will be considered to have an acceptable MVR.

- No major convictions within the last 3 years and no more than 1 major conviction from three to five years; OR
- 2 minor convictions in the last 3 years; OR
- 1 accident and 1 minor conviction in the last 3 years.

Borderline MVR:

Current employees with a borderline MVR will be disciplined according to this handbook. If more violations take place causing the MVR to exceed the convictions listed, the employee could be terminated.

- 1 accident and 2 minor convictions in last 3 years; OR
- 3 minor convictions in last 3 years; OR
- 2 accidents in the last 3 years; OR
- 1 major violation in the last 3 years.

Upon MVR and District driving record review, the Executive Director will notify the employee if they have attained borderline MVR status and will take any further disciplinary action deemed necessary in accordance with this handbook. If an employee has reached borderline MVR status, or has convictions exceeding the borderline MVR status, the Executive Director will decide at that time what further action to take up to and including termination.

601.3 Revoked Licenses

Employees are required to notify the Executive Director within 24 hours upon notification of a revoked license. Failure to disclose this information or to falsify information while employed is cause for termination.

Employees who have a revoked license may be terminated from employment with the District.

601.4 Accident Reports

Employees must report accidents or damage occurring to vehicles or equipment while on District business to their supervisors as soon as possible following an accident or incident. Failure to report an accident may be cause for termination.

601.5 Post Accident Drug and Alcohol Testing

Any employee who is in an accident while driving a District vehicle, operating District equipment, or while driving their personal vehicle while on District business, is required to take a mandatory post-accident drug and alcohol test in accordance with the District's Drug and Alcohol-Free Workplace policy. Testing is conducted as soon as feasible. Failure or refusal to take a test is cause for termination. Positive test result for drugs or alcohol is cause for termination.

Seatbelts must be worn by the driver and all passengers in a District-owned vehicle and private vehicles used while being used for official travel.

602 Travel Including Lodging and Meals

All District employees must receive authorization for any official travel for the District prior to taking such travel. Meal per diem reimbursements will be paid at the current GSA schedule. Meals are only covered for District employees, Board members, and authorized invitees of the District as approved by the Executive Director or the Board.

602.1 Use of Personally Owned Vehicles

Employees are required to use District provided vehicles, or District rented vehicles instead of their own for travel to meetings outside the Moab area, unless written justification is provided to the Executive Director and the Executive Director approves the use of a personally owned vehicle. Employees who choose to use a personally owned vehicle for such travel will be reimbursed half the standard GSA mileage rate. Expenses reimbursed by the District include those pre-approved as reasonable and necessary to properly conduct District business. Seatbelts must be worn by the driver and all passengers in a District or personally owned vehicle while being used for District travel.

603 Computer/Cell Phone/Telephones

The purpose of this policy is to protect the computer and information technology resources of the District. The District's computer network, access to Internet, email and telephone/voice mail systems are Department tools intended for employees to use in performing their job duties; therefore, all documents and files are the property of the District.

All information regarding access to the District's computer resources, such as employee identifications, access codes, and passwords are confidential District information and may not be disclosed to non-District personnel. All District electronic devices such as computer, tablets, cell phones, etc., as well as computer files, documents, and software created or stored on the District's computer systems are subject to review and inspection at any time. In this regard, employees should not assume that any such information is confidential, including e-mail either sent or received.

603.1 Personal Blogs and Social Media Sites

An employee who participates in blogs and social networking sites for personal purposes may not:

- claim to represent the position of the District or the Board,
- post the logo of the District, post protected or confidential information, including any copyrighted information, or confidential information received, or District issued documents without permission from the Executive Director.
- discriminate against, harass or otherwise threaten a District employee, a member of the public, or a person doing business with the District

An employee who violates these limitations may face disciplinary action, up to and including termination of employment.

603.2 *Computer Usage and Maintenance*

All use of District computer hardware or software shall be legal and ethical. District resources shall not be used for personal profit, harassment of any person or any illegal activities. If the employee has any question on whether their behavior might constitute unauthorized use, the employee is to contact their immediate supervisor before engaging in such conduct.

Food and beverages (including water) should not be consumed or stored where they can directly impact a piece of equipment. Employees shall minimize non-essential use of a District computer. Employees shall not install software, alter system files, or disconnect any cables on computers or other equipment without consulting the Executive Director.

The District fully supports copyright laws. Employees may not copy or use any software, images, music or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on computers purchased or leased by the District.

Employees may not attempt to gain access to another employee's personal file or e-mail messages without the latter's or the Executive Directors express permission.

Internet and email are services provided by the District for use in essential communication, research and information sharing. The District's email system may not be used for personal communications, file sharing or mass mailings. Employees should minimize internet service used for non-essential or personal use. The District prohibits the display, transmittal, or downloading of material that is in violation of District policies or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time.

There may be situations when a non-District computer needs to be connected to the District network (students during class etc.). The District will supply public networks where such needs arise.

The District uses various measures to ensure the security of its computing resources. Employees should be aware that the District cannot guarantee such security and should apply appropriate safeguards for their accounts, such as guarding their passwords and logging out of computers when they are not being used.

Computer files that should be read and/or modified by the employee only should be kept in a secure directory on the computer system.

603.3 *Telephone Usage (Landline and Cell Phones)*

In the interest of good practice, telephone calls, including those made with department issued cell phones, must be minimal and not interfere with employees' performance of their jobs. Personal use of District telephones for long distance calls is not permitted. The District provides cell phones, or will reimburse department use of personal cell phones, to those employees who need them to perform their jobs. Employees are expected to follow State and Federal law regarding the use of cell phones, including not texting while driving, whether in District provided or employee owned vehicles.

604 *Appearance and Dress*

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and display professionalism to patients and the public. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Department required uniforms and appearance standards will be set and approved by the Executive Director in the Departments SOPs.

700 Disciplinary Procedures

701 *Coaching, Counseling, and Discipline:*

Occasionally, performance or behavior falls short of the District's standards and/or expectations. Management has both the right and the responsibility to coach, counsel, and discipline employees for misconduct, errors, or inappropriate behavior or actions which adversely affect the operations or the reputation of the District.

The goal of any coaching or counseling should be to focus on what can the agency do to support the employee in improving. In general coaching of employees is focused on an employee's abilities, while counseling is focused on an employee's attitudes or actions that violate policies. Disciplinary actions can range from an informal discussion with the employee about the matter to immediate dismissal. Action taken by management in an individual case does not establish a precedent in other circumstances. If more than twelve (12) months have elapsed from a previous action with a particular employee, the progressive actions may start first with verbal coaching or counseling. Management does reserve the right to bypass any steps leading to termination depending on the severity of the offense, action of the employee, and/or the number of occurrences. Although the employee handbook is a guide of conduct, no manual can realistically list every possible scenario, therefore, management reserves the right to determine the severity of the offense and the appropriate level of discipline in each circumstance. The District will give particular consideration to safety of employees, patients, and the public, and the protection of any facilities, vehicles, and equipment owned or operated by the District. The usual sequence of progressive discipline shall be verbal coaching, counseling, written counseling, suspension, and finally termination. Demotion may also be used in the discipline process, specifically when the abilities of the employee to perform the duties assigned are the concern.

The following lists progressive disciplinary steps:

Verbal Coaching or Counseling: Discussion from the supervisor to the employee detailing the specific performance abilities, policy violation, offense, or attitude concern that do not being

met expectations. Verbal actions shall be documented by the supervisor via a follow up email from the supervisor to the employee.

Written Coaching or Counseling: If the performance of the employee has not improved after verbal coaching or counseling, or if the specific performance issue, or policy violation is grossly inadequate, a written coaching and counseling form shall be given to the employee with a copy provided to the Executive Director to be placed in the employee's employment file. The written coaching and counseling form should provide details of the specific concerns any details of the evidence to support the concerns, and what corrective actions must be taken, and the possible consequences of not following through and correcting the issue.

Suspension without pay: Depending on the severity of the offense, a full-time employee may be suspended without pay for not longer than five working days, or for full time field staff 2 days (48 hrs). For part time employees the suspension will be determined individually, not to exceed 36 hours. Any suspension will be issued by the Executive Director and shall include a written statement. The employee will be given the opportunity to acknowledge receipt of the notice with a signature, date, and time of notice. Refusal of the employee to sign for receipt will not negate the action of the suspension. In the case of suspension, the employee will undergo a detailed re-evaluation at the end of the stated disciplinary action period and an interview will be conducted by the employee's immediate supervisor on a face-to-face basis. After the suspension period has been completed the employee will enter a probationary period, not to exceed 6 months. In the event that the original problem or infraction continues, or other serious violations occur during that time period, the Department will take action up to and including termination.

Termination: If the severity of the offense or issue is significant or if an employee fails to improve after going through the above steps, the employee will be given a verbal and written notification of termination. The termination letter will include any rights of the employee.

702 Prohibited Behavior

702.1 Behavior that may Result in immediate termination.

The following types of behavior may warrant termination (this list is for purposes of illustration and is not intended to be exhaustive):

- Misuse or stealing of District, employee, patient, or other property or funds.
- Violations of HIPAA policies.
- Use of intoxicants or use of un-prescribed controlled substances or being under the influence during scheduled hours of work. Employees are to refer to the District's Drug and Alcohol-Free Workplace Policy.
- Physical attack on a fellow employee or a member of the public.
- Actual or threatened violence, intimidation, threats, or hostile behaviors, physical/verbal abuse, vandalism, arson, sabotage.
- Engaging in harassment.
- Willful or malicious abuse or destruction of property.

- Falsifying District records, including misrepresenting or withholding information on job application records, reports or other information that is work related.
- Refusal to perform a work assignment, to adhere to safety regulations, or to wear required safety equipment, or other acts of insubordination.
- Conviction of a felony.
- Falsifying any employee's time record.
- Unlawful use of official District position to secure special privileges or exemptions.
- Any other serious violation of District policies or work rules.

702.2 Behavior that may Result in suspension or termination

The following types of behavior may warrant suspension or termination (the following list is for purposes of illustration and is not intended to be exhaustive). Whenever a reprimand is written, it will be placed in the employee's file:

- Neglect of work.
- Failure to comply with established District operational procedures or to follow the instruction of a supervisor.
- Unauthorized use of District equipment or materials.
- Conduct which may have an adverse impact on the District.
- Failing to receive an acceptable performance rating.
- Any other misconduct or unsatisfactory job performance.
- Failing to report for work without prior authorization except in cases of extreme emergency. Being 30 or more minutes tardy will be considered an absence.
- Misuse of leave (sick, bereavement, jury, military, etc.)

702.3 Behavior Resulting in a Written Warning

The following types of behavior may warrant a written warning. The purpose of the warning is to counsel the employee and to provide documentation. Repetition of inappropriate behavior may warrant suspension, or dismissal, as described above. (This list is for the purposes of illustration and is not intended to be exhaustive):

- Chronic or excessive tardiness or early quitting/leaving.
- Failure to give notice of absence in accordance with District procedures, except in the case of an emergency.
- Failure to meet established work quality standards or production requirements.
- Failure to adhere to and follow established work procedures or pay attention to job responsibilities.
- Any other conduct that may negatively affect District operations.

703 Dispute Resolution

The District is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the District's supervisors and management.

The District strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If an employee disagrees with the application of established rules of conduct, policies, or practices as it pertains to themselves, they can express their concern. No employee will be penalized, formally or informally, for voicing a complaint with the District in a reasonable, business-like manner, or for using the dispute resolution procedure.

Not every problem can be resolved to everyone's total satisfaction. The dispute resolution procedure listed below may be used if a situation occurs when an employee believes that a condition of employment or a decision affecting them is unjust or inequitable. The employee may discontinue the procedure at any step. Most if not all disputes should be resolved with the first 3 steps below.

1. Employee presents the problem or dispute, verbally or in writing, to the immediate supervisor within fourteen (14) calendar days after the incident occurs. If the employee believes their supervisor is the source of the issue, the employee may present the problem to the Executive Director, if the employee believes the Executive Director is the source of the issue, the employee may present the problem to the Board Chair. At this time, this is not a formal complaint.
2. Supervisor responds to the problem or dispute during discussion or within ten (10) calendar days, after consulting with appropriate management. Discussions shall be documented in writing.
3. If the employee is not satisfied with the solution presented by the supervisor, the employee can file a formal written complaint within five (5) days to the Executive Director. The Executive Director will attempt to resolve the dispute by advising the employee and/or meeting with the Supervisor within five (5) calendar days.
4. If the dispute persist, the employee can file a formal request with the Executive Director within ten (10) calendar days of the last action to have the dispute reviewed by the Board Chair. The Executive Director shall immediately notify the Board Chair of the request. The Board Chair shall in consultation with department legal counsel either:
 - A: Upon review and consultation let the decision of department management stand and notify the employee in writing, or:
 - B: Call a meeting of the Board to more fully review the situation and make a determination, which will be conveyed to the employee in writing.

704 Appeal of Suspension or Termination

An employee who has been terminated or suspended may file a written request to appeal the termination or suspension with the Executive Director within ten calendar (10) days of receiving

the notice. The Executive Director shall immediately notify the Board Chair of the appeal. The Board Chair shall:

1. Convene a meeting of the Board to review all applicable information within 10 days.
2. The Board shall notify the employee of the next steps in writing within 5 days of the meeting referenced above.

The Board may choose to hold the meeting during a closed session only as allowed under the Open and Public Meetings Act, Utah Code Ann. § 52-4-101 et seq. THIS APPEAL PROCESS SHALL NOT BE INTERPRETED TO SUPERSEDE OR OTHERWISE CONFLICT WITH THE AT-WILL NATURE OF EMPLOYMENT WITH THE DISTRICT.

705 *Retaliation*

The District prohibits retaliation against an employee for filing a complaint under any policy or for assisting in a complaint investigation. If the employee perceives retaliation for making a complaint or their participation in the investigation, they are to report the situation to the Executive Director or the Board chairperson if the employee believes the Executive Director to be the issue. The situation will be promptly investigated by the Board.

706 *No-Cause Termination*

Although the District has a disciplinary action process and an appeal process for serious disciplinary action(s), and generally will utilize those processes when dealing with violations of policy or other inappropriate conduct by its employees, nothing contained in this Policy is intended or may be construed to create any express or implied promise or agreement that any employee's employment with the District may be terminated only for good cause, or only after progressive disciplinary action has been taken. Either the employee or the District may terminate the employee's employment with the District at any time and for any reason, with or without cause, and with or without notice.

800 Separations, Retirement, Death

801 Notification

If an employee wishes to end their employment relationship with the District, they should notify the Executive Director as soon as possible of the intended termination, whether retirement or resignation. The employee should give at least two weeks notice. Notice generally allows sufficient time to collect the District's property including keys, process monies to which the employee may be entitled, convert insurance, and correctly calculate a final paycheck.

802 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the District. If an employee does not provide two weeks advance notice as requested, the employee may be considered ineligible for rehire.

803 Re-employment

Employees who maintained satisfactory performance and attendance, and who gave the proper notice may be considered for re-employment.

804 Death

When an employee dies while in the service of the District, the employee's estate shall be entitled to all pay due.

805 Termination Pay

Employees who voluntarily leave (resign or retire) employment with the District will be paid wages due them on the next regularly scheduled pay period.

Involuntary terminations will be paid within the requirements of the State of Utah. The District will pay terminating employees for accrued vacation time that may be due. However, if an employee owes fees or damages, the amount may be deducted from the final check as allowable by law.

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Acknowledgment of Receipt

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK REVISED **MARCH 15, 2022** AND I AGREE TO FOLLOW THE POLICIES CONTAINED IN THE HANDBOOK. I UNDERSTAND THAT I WILL BECOME FAMILIAR WITH ITS CONTENTS AND ACCEPT RESPONSIBILITY FOR INFORMING MYSELF ABOUT THESE POLICIES EITHER BY READING THEM OR BY ASKING THAT THEY BE EXPLAINED TO ME AND THAT I AM RESPONSIBLE FOR LEARNING ANY POLICY CHANGES THAT MAY OCCUR FROM TIME TO TIME REGARDING THE CONTENT OF THIS HANDBOOK. FURTHER, I UNDERSTAND:

- 1) **EMPLOYMENT WITH THE DISTRICT IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE DISTRICT, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE DISTRICT HAS THE SAME RIGHT.**
- 2) THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.
- 3) THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE DISTRICT'S GUIDELINES. THE DISTRICT RESERVES THE RIGHT TO CHANGE THESE POLICIES IN PART OR WHOLE IN THE FUTURE AND IT IS MY OBLIGATION TO BECOME FAMILIAR WITH ANY CHANGES SO OCCURRING IN THE FUTURE.
- 4) THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. THE DISTRICT THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.
- 5) NO REPRESENTATIVE OF THE DISTRICT, OTHER THAN THE ADMINISTRATIVE CONTROL BOARD, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE CHAIR OF THE ADMINISTRATIVE CONTROL BOARD AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Employee Signature

Printed Name of Employee

Date Signed

Agenda Summary
Grand County Emergency Medical Services SSD
July 16, 2024
Agenda Item #5b

Title:	Approval of interlocal agreement with CHCSSD
Presenter:	Executive Director Andy Smith
Summary:	Please see attached briefing paper for details.
Fiscal Impacts:	2024 +\$155,000.00 2025 -\$155,000.00
Recommended Motion:	"I move to approve the interlocal agreement between the Canyonlands Healthcare Special Service District and Grand County Emergency Medical Services Special Service District, and authorize the chair to sign all associated documents"
Process:	
Attachments:	Briefing Paper Summary Interlocal Agreement

Grand County EMS SSD fund request of the Canyonlands Healthcare Special Service District

05/14/2024

Summary:

Our organization has recently experienced a significant cash flow challenge following the transition to a new contracted medical billing company. The timeframe and complexities involved in this transition have led to a notable slowdown in our monthly revenue. This has required us to utilize a substantial portion of our fund balance to maintain operational solvency. With some significant needed expenses looming and a diminished fund balance, we have been exploring avenues to mitigate our financial strain while maintaining the quality and continuity of our essential services.

Proposal:

We are proposing a temporary adjustment to the allocation of the Rural Healthcare facility sales tax shared between Canyonlands Healthcare Special Service District and Grand County EMS SSD. Currently set at a split of 43/57, we kindly request your consideration in funding the estimated difference between that current split and what a 50/50 split would be for the months of June to December of this year. This adjustment would provide immediate relief to our cash flow challenges.

In anticipation of the tax split moving to 50/50 in 2025 and our cash flow normalizing by then, we propose to repay the adjusted funds back to the Healthcare District over a manageable four-month period, commencing in June of that year.

Estimated Amount:

We have attached a chart outlining the estimated monthly sales tax amounts and the corresponding difference that the EMS district would require during the specified period.

Conclusion:

Grand county EMS appreciates your consideration of this proposal, we feel that the mission of EMS greatly enhances the lives of our residents, and that the mission fits hand in hand with the duties, goals, and values of the Healthcare District. We appreciate the partnership we have enjoyed!

2024	June	July	August	September	October	November	December	Totals
Estimate total	\$287,270.15	\$321,179.64	\$405,519.83	\$250,914.65	\$301,908.85	\$331,467.46	\$288,344.87	
	Estimate based on 2023 number + a 2.5% growth rate							
Current Split								
EMS	\$123,526.16	\$138,107.25	\$174,373.53	\$107,893.30	\$129,820.81	\$142,531.01	\$123,988.29	\$940,240.34
CCC	\$163,743.98	\$183,072.39	\$231,146.30	\$143,021.35	\$172,088.04	\$188,936.45	\$164,356.58	\$1,246,365.11
Modified split 50/50								
EMS	\$143,635.07	\$160,589.82	\$202,759.91	\$125,457.32	\$150,954.43	\$165,733.73	\$144,172.44	\$1,093,302.73
CCC	\$143,635.07	\$160,589.82	\$202,759.91	\$125,457.32	\$150,954.43	\$165,733.73	\$144,172.44	\$1,093,302.73
				Total Difference between 43/57 and 50/50:				\$153,062.38

****INTERLOCAL AGREEMENT between Grand County Emergency Medical Services Special Service District (GCEMSSSD) and Canyonlands Health Care Special Service District (CHCSSD)****

****This Interlocal Agreement ("Agreement") is made and entered into this 11 day of July, 2024, by and between Grand County Emergency Medical Services Special Service District (hereinafter referred to as "GCEMSSSD"), and Canyonlands Health Care Special Service District (hereinafter referred to as "CHCSSD").****

****WHEREAS, GCEMSSSD and CHCSSD are both special service districts organized and operating under the laws of the State of Utah; both parties desire to cooperate in the provision of emergency medical services and health care services for the benefit of the residents of their respective districts;****

****WHEREAS, GCEMSSSD has requested financial assistance from CHCSSD in the amount of \$155,000 (one hundred fifty-five thousand dollars); and****

****WHEREAS, CHCSSD is willing to provide such financial assistance to GCEMSSSD on the terms and conditions set forth herein;****

****NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:****

1. **Loan Amount and Disbursement**

a. CHCSSD agrees to provide a loan to GCEMSSSD in the amount of \$155,000 (one hundred fifty-five thousand dollars) (the "Loan Amount").

2. **Repayment Terms**

a. GCEMSSSD agrees to repay the Loan Amount to CHCSSD in four (4) equal monthly installments of \$38,750 (thirty-eight thousand seven hundred fifty dollars), beginning in June 2025.

b. Payments shall be due on the fifteenth day of each month, with the first payment due on June 15, 2025, and the final payment due on September 15, 2025.

3. ****Interest****

a. The Loan Amount shall be interest-free, provided that all payments are made in accordance with the terms set forth in this Agreement.

4. ****Entire Agreement****

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, understandings, and agreements between the parties. No changes or amendments to this Agreement can be made unless set forth in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

****GRAND COUNTY EMERGENCY MEDICAL SERVICES SPECIAL SERVICE DISTRICT****

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

****CANYONLANDS HEALTH CARE SPECIAL SERVICE DISTRICT****

By: *Daniel Cook*
Daniel Cook (Jul 11, 2024 2:53:32 MDT)

Name: Daniel Cook

Title: Chair

Date: 07/11/24

By: *Ken Ballantyne*
Ken Ballantyne (Jul 11, 2024 21:38 MDT)

Name: Ken Ballantyne

Title: Treasurer

Date: 07/11/24