



**NOTICE OF A MEETING OF THE
CITY OF HOLLADAY CITY COUNCIL
THURSDAY, SEPTEMBER 19, 2024**

- 5:00 p.m.** **Council Dinner** – *Council members will be eating dinner. No city business will be discussed.*
- 5:30 p.m.** **Briefing Session & Arts Council Interviews** - *The Council will review and discuss the agenda items; NO decisions will be made*

PUBLIC NOTICE IS HEREBY GIVEN that the Holladay City Council will hold a Council meeting on **Thursday, September 5, 2024, at 6:00 pm**. Members of the Council may participate by electronic means if needed. The Council Chambers shall serve as the anchor location.

** Agenda items may be moved in order, sequence and time to meet the needs of the Council*

All documents available to the City Council are accessible on the City's website or in this agenda. Interested parties are encouraged to watch the **live video stream** of the meeting - [agendas/https://holladayut.gov/government/agendas_and_minutes.php](https://holladayut.gov/government/agendas_and_minutes.php)

To provide a public comment or make a comment during any public hearing, may do so in the following ways:

1. **In-person attendance:** at Holladay City Hall
2. **Email** your comments by 5:00 pm on the date of the meeting to scarlson@holladayut.gov

AGENDA

- I. **Welcome** – *Mayor Dahle*
- II. **Pledge of Allegiance**
- III. **Public Comments**
Any person wishing to comment on any item not otherwise on the agenda may provide their comment via email to the Council before 5:00 p.m. on the day of the meeting to scarlson@holladayut.gov with the subject line: Public Comment. Comments are subject to the Public Comment Policy set forth below
- IV. **Consideration of Ordinance 2024-15 Amending the Zoning Map for Property Located at 6571 S Big Cottonwood Canyon Rd from Residential Multi-family (RM) to Office, Research and Development (ORD) Zone** *(The proposed rezone would change the allowed land uses by allowing a range and mix of land uses, including specific considerations for adjacent residential uses, increasing the allowed building height, and differing setbacks)*
- V. **Consideration of Resolution 2024 -28 Granting the Advice and Consent for the Appointment of Members to the Holladay Arts Council**
- VI. **City Manager Report** - *Gina Chamness*

VII. ***Council Reports & District Issues***

VIII. ***Reconvene City Council in a Work Meeting:***

a. **SL County Public Safety Bond Presentation - County Councilmember Ann Granato & Associate Deputy Mayor Katherine Fife**

b. **Community Emergency Management Plan - Allison Jester**

c. **Discussion on Proposed Amendments to the City Employee Manual - Gina**

d. **Calendar –**

Council Mtgs - Oct. 3 & 17, Nov 7 & 21, Dec. 5

IX. ***Closed Session pursuant to Utah Code Section 52-4-204 & 205 to Discuss the Physical or Mental Health or Professional Competence of an Individual, Potential Litigation, Property Acquisition and Disposition***

X. ***Adjourn***

Public Comment Policy & Procedure: During each regular Council Meeting there will be a Public Comment Time. The purpose of the Public Comment Time is to allow citizen's access to the Council. Citizens requesting to address the Council will be asked to complete a written request form and present it to the City Recorder. In general, the Chairman will allow an individual three minutes to address the Council. A spokesman, recognized as representing a group in attendance, may be allowed up to five minutes. Comments which cannot be made within these time limits should be submitted in writing to the City Recorder prior to noon the day before the meeting so they can be copied and distributed to the Council. At the conclusion of the Citizen Comment time, the Chairman may direct staff to assist the citizen on the issue presented; direct the citizen to the proper administrative department(s); or take no action. This policy also applies to all Public Hearings.

CERTIFICATE OF POSTING

I, Stephanie N. Carlson, the City Recorder of the City of Holladay, certify that the above agenda notice was posted at City Hall, the City website www.holladayut.gov, the Utah Public Notice website www.utah.gov/pmn, and was emailed to the Salt Lake Tribune and Desert News and others who have indicated interest.

DATE POSTED: Monday, September 16, 2024 at 10:00 am

*Stephanie N. Carlson MMC,
City Recorder City of Holladay*

Reasonable accommodations for individuals with disabilities or those needing language interpretation services can be provided upon request. For assistance, please call the City Recorder's office at 272-9450 at least three days in advance. TTY/TDD number is (801)270-2425 or call Relay Utah at #7-1-1

CITY OF HOLLADAY

ORDINANCE NO. 2024-

**AN ORDINANCE OF THE CITY OF HOLLADAY REZONING CERTAIN PROPERTY
LOCATED AT 6571 S. BIG COTTONWOOD CANYON ROAD FROM ITS CURRENT
ZONING DESIGNATION OF RESIDENTIAL MULTI-FAMILY (R-M) TO THE OFFICE,
RESEARCH, AND DEVELOPMENT (ORD) ZONE**

WHEREAS, the City has received a petition from the owner of property located at 6571 S. Big Cottonwood Canyon Road, requesting that the City change the zoning of the property from Residential Multi-Family (R-M) to Office, Research, and Development (ORD) and

WHEREAS, the Planning Commission has held a public hearing and forwarded a positive recommendation relating to the rezoning of the property to ORD; and

WHEREAS, the City Council has held a public hearing on the proposal and now desires to rezone the property as requested;

NOW, THEREFORE, BE IT ORDAINED by the Municipal Council of the City of Holladay, Utah as follows:

Section 1. Rezone. That certain property located at 6571 S. Big Cottonwood Canyon Road is hereby rezoned from its current zoning designation to Office, Research, and Development (ORD).

Section 2. Zoning Map Amendment. The Zoning Map of the City of Holladay is hereby amended to reflect the rezoning referenced in Paragraph 1, above.

Section 3. Severability. If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts and provisions of this Ordinance shall be severable.

Section 4. Effective Date. This Ordinance shall take effect upon publication or posting or thirty (30) days after passage, whichever occurs first.

PASSED AND APPROVED this ___ day of September, 2024.

HOLLADAY CITY COUNCIL

By: _____
Robert Dahle, Mayor

[SEAL]

VOTING:

CITY OF HOLLADAY

RESOLUTION No. 2024-28

A RESOLUTION GRANTING ADVICE AND CONSENT OF THE CITY COUNCIL FOR THE APPOINTMENT OF MEMBERS TO THE HOLLADAY ARTS COUNCIL AS ESTABLISHED IN SECTION 2.08010F OF THE HOLLADAY CITY CODE.

WHEREAS, the City Manager has the responsibility and authority pursuant to Section 2.08.010B, City of Holladay, Code of Ordinances to appoint individuals to various boards and commissions; and

WHEREAS, the City Manager has appointed four (4) members to serve as members of the Holladay Arts Council for terms not to exceed two, three (3) year terms; and

WHEREAS, the City Council has the responsibility pursuant to Section 2.08.010 to give advice and consent on all appointments to City boards and commissions; and

WHEREAS, the City Council has met in a regular session to consider these appointments.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Holladay, Utah as follows:

Section 1. Appointment. The City Council hereby gives advice and its consent to the appointment of the following to the Arts Council for said term shall be as follows:

<u>Name</u>	<u>Date Term Begins</u>	<u>Date Term Ends</u>
Ila Johnson	10-1-2024	9-30-2027
Carol Spackman Moss	10-1-2024	9-30-2027
Susan McFarlane	10-1-2024	9-30-2027
Alene Schwei	10-1-2024	9-30-2027

PASSED AND APPROVED this 19th day of September, 2024

HOLLADAY CITY COUNCIL

By: _____
Robert Dahle, Mayor



Public Safety Bond

A product of extensive countywide collaboration, bipartisan input, and a critical element of the County's Systemic Reform Plan.

- **Balances** public safety and human services needs.
- **Realigns** and sets the Salt Lake County Jail and Human Services systems for success.
- **Creates** structured and secure environments to reduce repeat offenses and put people on a path towards self-reliance.
- **Funds** a critical missing element of the broader system.
- **Replaces** outdated infrastructure and treatment programs.



Quick Overview: Human Services, Homelessness, and Criminal Justice Action Plan

Bi-partisan partnerships between Governor Cox, key legislators, the business community, municipal leaders, and others in Salt Lake County are at an **all time high**.

We are collectively moving forward with **PURPOSE + PARTNERSHIP + URGENCY**

To achieve a shared vision:

That homelessness is brief, rare, and non-recurring.

Systems were mapped, service gaps and barriers identified, other successes evaluated, and costs analyzed.



System Gaps & Barriers



Supportive Housing Needs

An estimated 1,000 people are living unsheltered in Salt Lake County at any given time, requiring varying levels of intervention and a stable living environment to put them on the path towards self-reliance.

300 Intensive | **300** Moderate | **400** Light



Criminal Justice and Law Enforcement Challenges

America's drug crisis has led to increased substance use and criminal activity on our streets.

Jail is the largest mental health and substance use treatment facility in the County- at great expense to taxpayers. 50+ inmates are unhoused and have a severe mental illness. Jail stays are 3.5x longer for people experiencing homelessness.

\$136 daily cost per inmate

25% inmates unhoused

1,200 unstably housed on probation & pre-trial



Systemic Gaps

Workforce | Insufficient behavioral healthcare workforce.

Health and Wellness Care | Insufficient coordinated healthcare system for unsheltered population.

Mental Health Services | Insufficient mental health capacity for unsheltered in the community and in the jail.

Integrated Data System | To better serve clients and evaluate system outcomes.



Salt Lake County Action Plan Solutions:



Expand Housing Unit Availability



Build Justice & Accountability Center



Enforcement and Criminal Justice Reform



Expand and Improve County Jail Mental Health Access



Address Systemic Gaps



Support Drug Enforcement (DEA) Task Force



Public Safety Bond Addresses Vital Parts of the Action Plan



Address Systemic Gaps



Expand Housing Units



Build Justice & Accountability Center



Enforcement and Criminal Justice Reform



Improve & Expand Jail + Mental Health Unit



Support Drug Enforcement (DEA) Task Force



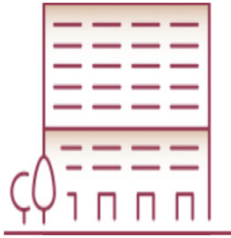
Public Safety Bond is a catalyst for essential parts of the systemic plan:

- Justice and Accountability Center; including structured space for:
 - Mental Health and Substance Use Services
 - Job Training & Employment Resources
 - Connection to Housing Opportunities
- Combine Two County Jails; including:
 - Updated and Increased Mental Health Units



Justice & Accountability Center

Supervised and secure alternative for low-level offenders with resources to reduce repeat offenses and support people's path to self-reliance.



Wrap-Around Stabilization Units

- Dedicated Case Workers
- Job Training and Employment Services
- Mental Health and Substance Use Disorder Treatment
- Connection to Housing Options

Behavioral Health Stabilization Units

Intensive mental health/substance use treatment unit to prepare people to transition to the Wrap-Around space.

Approximately \$75/day (per occupant)

\$60/day less than jail

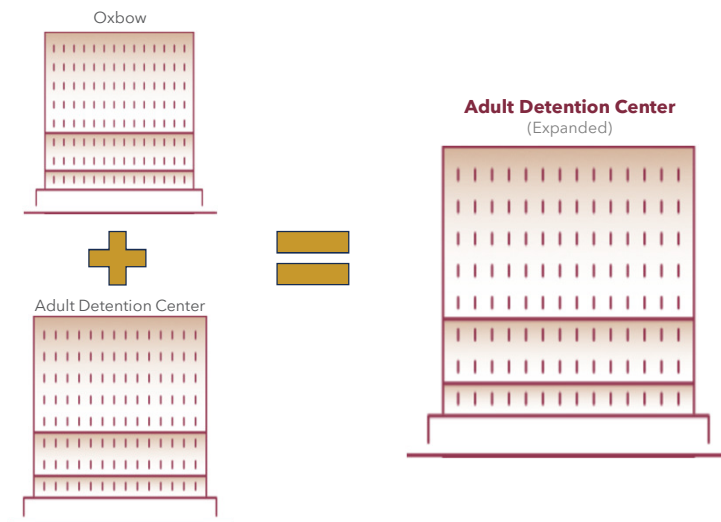
\$22,500/yr less than jail

\$6.8M less per year than jail at full capacity



County Jail System Revamp

Combine the two county jails; increase capacity, expand mental health unit, and build stepdown unit



General Population (Includes SUD Treatment Unit)

Increased general population; built for future growth as well as improved substance use disorder treatment unit.

Mental Health Unit

Expanded and modernized behavioral health unit to better serve population.

Community Reentry Stepdown Unit

Transitional unit to help prepare inmates to rejoin society on a path towards self-reliance.

Total Newly Constructed Beds = 812

Rebuild Oxbow Capacity (552 beds)
Renovate and enhance mental health pod (160 beds)
Build Reentry Stepdown Unit (100 beds)



Public Safety Bond

Quick FAQs

Justice & Accountability Center

Cost-reducing diversionary and stabilization space for low-level offenders and those exiting the jail in need of a structured environment with resources to put them on a path towards self-reliance

- Connected to the Criminal Justice System
- 25% exiting jail lack stable environment
- 1,200 on probation or pretrial lack stable environment
- Supervised and secure treatment facility
- Drug-free environment
- Resources to reduce repeat offenses
- Approximately \$75/day (per occupant)
 - \$60/day less than jail
 - \$22,500/yr less than jail
 - \$6.8M less per year than jail at full capacity

County Jail System Revamp

Combine two county jails to improve efficiencies and reduce operational costs. Build additional capacity, including expanded mental health space and a transition to prepare those exiting jail to reenter the community

- Oxbow near end of lifespan (half-century old)
- \$90M+ would only extend life a maximum of 10 – 15 years
- No additional capacity constructed since 2001, while population has grown by more than 300,000
- Population growth requires additional space
- Jail system stricken with logistical and operational challenges
- Construction of Community Reentry Stepdown Unit
- Transition back to community on a path towards self-reliance
- Additional Law Enforcement and Public Safety Capital Investments
- Adult Detention Center maintenance and improvements
- Sheriff's Office Bureau maintenance and improvements



Total Capital Cost

General Obligation Bond

FACILITY	COST
Maintenance & Improvements ADC/SOB	90,000,000
Jail Expansion + Improvements	427,000,000
Justice & Accountability Center	100,000,000
Sale of Oxbow Property	(20,000,000)
Oxbow Demolition	10,000,000
County Set Aside	(100,000,000)
TOTAL BOND	507,000,000

IMPACT	MONTHLY	ANNUAL
Residence	\$4.91	\$58.94
Business	\$8.93	\$107.16

Based on Avg. Property Value of \$602,000



BOND LANGUAGE

Shall Salt Lake County, Utah, be authorized to issue general obligation bonds in an amount not to exceed \$507,000,000 and to mature in no more than twenty-one (21) years from the date or dates of issuance of such bonds for the purpose of financing:

- 1) **Acquiring and constructing a Justice and Accountability Center** primarily for people who have had multiple encounters with law enforcement and who need a supervised and structured environment with resources to reduce repeat offenses, including for mental health and substance abuse treatment, job related services, and connection to housing opportunities;
- 2) **Combining the two county jails into one and increasing capacity, including an expanded mental health unit and a transitional unit to prepare those exiting the jail to reenter the community;**
- 3) **Completing necessary capital maintenance on existing correctional facilities;** and
- 4) **Acquiring, constructing, expanding, equipping, renovating and remodeling related County public safety facilities and ancillary buildings** under the charge of Salt Lake County, Utah; and, to the extent necessary, for providing moneys for the refunding, at or prior to the maturity thereof, of general obligation bonds of the County authorized hereunder or heretofore issued and now outstanding?



Questions?

More info: slco.to/bond

Additional info/follow up:

Brad Townley

385.202.6067

btownley@saltlakecounty.gov





Public Safety Bond



Salt Lake County is moving a bond question to the public to finance significant countywide criminal justice system needs and improvements.

What Will the Public Safety Bond Cover?

Consolidating and Improving the County Jail:

- Consolidating the two county jails to improve efficiencies and reduce operational costs.
- Increasing mental health beds and providing expanded mental health treatment.
- Expanding for future population growth. Since 2001, not a single jail bed has been added. Yet, Salt Lake County's population has increased by nearly 300,000 people over the last 20+ years.
- Building a Community Re-entry Step Down Unit to help people leaving jail prepare to rejoin society. This will provide a dedicated space where inmates preparing to exit jail will be connected with case workers and providers who will identify risks, needs, and the resources needed for them to rejoin society on a path toward self-reliance.

Building a Justice and Accountability Center:

- Primarily for low-level offenders who are repeatedly involved in the criminal justice system because of underlying issues, such as unstable housing, and mental health and substance use disorders that have not been addressed.
- The Justice and Accountability Center will provide intervention in the form of a structured environment with resources to stop the cycle of criminal behavior, including dedicated case workers, job training and employment services, mental health and substance use disorder treatment, and connection to housing opportunities.
- Holds people responsible for their actions while simultaneously helping them reenter our community on a path toward self-reliance.

Why is the Public Safety Bond on the Ballot?

- The Public Safety Bond for the Justice and Accountability Center and Jail expansion is a key part of Salt Lake County's comprehensive **Human Services, Homelessness, and Criminal Justice Action Plan**. More info: slco.to/plan
- **America's drug crisis has led to increased substance use and criminal activity** on our streets. In addition to the County's expanded Drug Enforcement Agency (DEA) Task Force, law enforcement and community resources like the Justice and Accountability Center and Jail Re-entry Step Down Unit will help break the cycle of repeat offenses.

Facility Needs	Bond Costs
Maintenance and Improvements: Jail (Adult Detention Center)/Sheriff's Office Building	\$90,000,000
Jail Expansion and Improvements	\$427,000,000
Justice and Accountability Center	\$100,000,000
Oxbow Demolition	\$10,000,000
TOTAL:	\$627,000,000
Source	Cost Offsets
Oxbow Sale	-\$20,000,000
County Set Aside	-\$100,000,000
Bond Total:	\$507,000,000

Taxpayer Cost:

- Average household: **\$58.94/year, under \$5/month**
- Average business: **\$107.16/year, under \$9/month**

More info: slco.to/bond



Salt Lake County Human Services, Homelessness, and Criminal Justice Reform Action Plan

We have arrived at a unique time

in which Governor Cox, key legislators, the business community, Salt Lake County, Salt Lake City and other cities in Salt Lake County are investing more directly in solutions to help homelessness, which is different than in previous years. Within this momentum, we're collectively moving forward with **PURPOSE + PARTNERSHIP + URGENCY**.

To achieve the shared vision

that homelessness is brief, rare, and non-recurring, it is essential that the systems connected with homelessness intersect and are functional. These complex systems include:

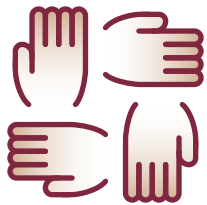
CRIMINAL JUSTICE, HOUSING AND TEMPORARY SHELTER, AND BEHAVIORAL HEALTH TREATMENT AND WORKFORCE.

A weakness in any one element of the system as a whole, leads to a loss of efficiency and effectiveness.

Salt Lake County has

MAPPED THE GAPS IN THE SYSTEM, IDENTIFIED BARRIERS, AND ANALYZED THE COST

of necessary additional investment. These are in alignment with the state's homelessness strategic plan and the Coordinated Homeless Services Plan signed by Governor Cox, Mayor Mendenhall, and Mayor Wilson in the Fall of 2023.



Our Goals

Bolster System Access

Create an efficient system to access housing, behavioral health, employment, and other needed services to reduce the number of people living on our streets, and develop clear, successful pathways to housing and additional opportunities for people experiencing homelessness.

Increase Collaboration/Efficiency = Reduce Costs

Increase collaboration and systemic efficiency to realize cost savings and improved client outcomes.

Require Criminal Accountability

Hold people accountable for criminal acts and prevent people from further penetrating the criminal justice system.

Decriminalize Homelessness

Ensure accountability in our communities while not criminalizing acts related to homelessness.



Supportive Housing Need

Salt Lake County estimates that 1,000 people are living unsheltered within the county.

300 people require intensive mental health treatment and housing support such as residential or ACT team levels of care.

300 people require permanent supportive housing with case management and a focus on mental health support.

400 people need various levels of housing which could be permanent supportive housing or rental subsidies with less intensive behavioral health supports.



Criminal Justice and Law Enforcement Challenges

- Systems are not aligned nor coordinated.
- America's drug crisis has led to increased drugs on our streets.
- Law enforcement response for people who are homeless or in mental health crisis is not standardized.
- Inconsistent Crisis Intervention Trained (CIT) officers.

Due to a lack of affordable housing and sufficient mental health treatment and other social services, jail has become the defacto system to serve people experiencing homelessness who have mental illness and substance use disorders.

Length of stay in jail is 3.5x longer for those in emergency shelters vs those in more permanent housing.

Over 50 unhoused people in jail at anytime, have a severe mental illness.

1,200 people who are in pretrial and probation, are unstably housed.



Systemic Gaps

Workforce:

Insufficient behavioral health workforce for mental health treatment and supportive housing needs.

Health and Wellness Care:

Insufficient coordinated health and wellness care system to meet the needs of people experiencing homelessness.

Mental Health Services:

Insufficient mental health capacity to serve those with severe mental illness in the community and in the jail.

Integrated Data System:

Need for integrated data system to better serve clients and evaluate system outcomes.



Solution: Expand Housing Units in Salt Lake County

Bring an additional 1,000 units online over the next 5 years.

Current Housing		Additional Housing Needed
92 Units operating in the group home facilities	+	300 New Group Home Units
115 Permanent Supportive Housing Units focused on mental health	+	300 New Permanent Supportive Housing Units focused on mental health
765 Transitional and Permanent Housing Units	+	400 New Permanent Supportive Housing Units for people experiencing homelessness

Progress:

- Opened Valley Oaks Group Home with 29 beds in November, 2023
- Opened Canyon Rim Group Home for 40 women in Millcreek on April 15, 2024
- Potential renovation and expansion (12 beds to 40) of existing group home – Salt Lake City
- Two sites purchased by non-profit partner for development of permanent supportive housing for those with serious mental illness (approximately 90 units)
- Studying capital and construction costs for a mix of housing to meet the 400 general PSH.



Solution: Enforcement and Criminal Justice Reform

Engage in system policy change and reform, to bring about cost savings and efficiencies for better outcomes.

Provide:

Regional SLCO-wide Crisis Intervention Training for local law enforcement.

Progress: Criminal Justice Advisory Council (CJAC) Work Group has been established and is working on a plan to implement/fund. Applying for Federal funding to support for training and coordination.

Work:

With State to design and implement an effective HOME Court program.

Progress: SLCO Human Services is working with the state DHHS and court system on an implementation plan - \$2M funded for 5-year pilot.

Support:

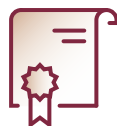
Regional Law Enforcement education and training for use of the new Receiving Center alternative to jail for those in substance use disorder (SUD) and mental health crisis.

Progress: CJAC Work Group has been established and is working with state and LE partners on guiding criteria and educational campaign for Spring 2025 opening.

Reinforce:

SLC Justice Court Familiar Faces program.

Progress: This program is operational at the SLC Justice Courts. SLCO Criminal Justice Services is partnering with the court to support this initiative. The program continues to grow.



Solution: Drug Enforcement Agency (DEA) Task Force

By further investing we can continue to get drugs off the street and hold criminals accountable.

The federal government provides hard cost support for the local DEA operations but the salaries of the enforcement officers is a local responsibility.

DEA operations have not been as extensive as possible due to the decentralized law enforcement system in Salt Lake County.

Many local jurisdictions cannot afford officers.

Estimated Annual Amount =

\$1,600,000 for 10 additional officers

Progress:

- DEA Task Force Leadership presented to the SLCO Council on April 9, 2024
- DEA Task Force Leadership presented to the Criminal Justice Advisory Council on April 10, 2024
- DEA Task Force Expansion Working Group has been added to the Systemic Reform Committee structure to be led by Sheriff Rosie Rivera to review and determine the timing/cadence of adding 10 new DEA Task Force officers, the funding (County & Federal) and evaluate systemic impacts of the expansion to determine if other gaps are created and/or need to be addressed



Solution: Build An Accountability and Justice Center

- 1. Add 100 bed community correctional step down model as part of the jail expansion to provide behavioral health treatment, workforce training, and other supports in an environment of accountability as people prepare to leave jail.**
- 2. Build 250-300 housing units focused on housing stability, mental health services, training and other support services for those with criminal involvement and experiencing homelessness or housing instability.**

Progress:

- System Mapping and Personas Research Completed
- Held 2/4/24 Mapping and Personas Workshop for review and feedback with stakeholders
- Held 2 half day retreats with County Elected Officials, Staff and Legislators 3/11/24 & 3/14/24 to discuss and determine jail expansion and justice accountability center model
- Final decisions, programs and cost estimates in process
- On track to finalize and submit to County Council a ballot initiative in August for placement on the November 2024 ballot for voter approval



Solution: Address Systemic Gaps

Workforce:

Implement workforce training programs and a peer support specialist program to help meet service needs and provide employment opportunities.

Progress: Convening local peer support coalition to support their needs and receive feedback for program expansion. Program expansion ready for implementation once funding source is determined. Federal appropriation submitted through Congressman Curtis's office for pilot program. Additional applications for federal funding are being drafted. Also, SLCO supported legislation passed this session to assist with workforce needs.

Health and Wellness Care:

Expand medical and street services for those who are unsheltered.

Progress: Program is developed and ready for expansion through 4th Street Clinic and VOA once funding source is determined.

Mental Health Services:

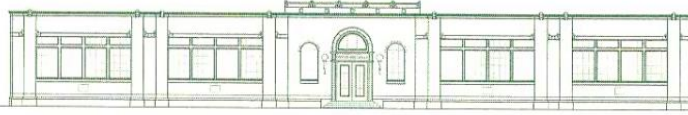
Expand mental health supports in the jail and in expanded SMI housing.

Progress: Need currently being evaluated and finalized within the Jail Expansion/JAC design model.

Integrated Data System:

Develop data sharing agreements and design and implement an integrated data system to support better client outcomes.

Progress: Work group has been established and data integration mapping both internal and external to SLCO is underway.



City of Holladay
HOLLADAY CITY COUNCIL

COUNCIL STAFF REPORT

MEETING DATE: September 19, 2024

SUBJECT: Overview of Comprehensive Emergency Management Plan (CEMP)

SUBMITTED BY: Allison Jester, Emergency Management Coordinator

ACTION: Introduction for the forthcoming promulgation of the Comprehensive Emergency Management Plan (CEMP).

CEMP SUMMARY:

The Comprehensive Emergency Management Plan (CEMP) establishes the framework through which the City of Holladay will respond to, recover from, prepare for, and mitigate against all hazards that threaten the community. Local government has the primary responsibility for emergency management activities and is statutorily required to produce, promulgate, and practice an emergency plan as laid out in the Emergency Management Act (Utah Public Safety Code 53-2a-1403).

The CEMP is made up of the Base Plan (attached) and a series of Support, Functional, and Hazard-Specific Annexes. The base plan is a high-level overview of basic steps to be taken during each phase of disaster and includes critical information regarding command, coordination, and control. It will be reviewed bi-annually or as needed to ensure continuity, accuracy, and currency. Annexes are internal documents which outline specific information and may be modified, added to, or enhanced at any time. Many of the planned annexes are currently in development.

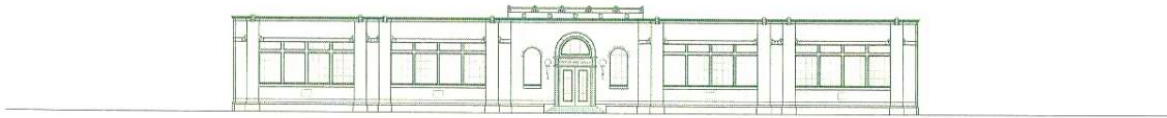
STATUTORY REQUIREMENTS:

In addition to the CEMP, the Emergency Management Act requires all jurisdictions to identify successors, designate an emergency manager, identify their emergency alerting authority, and ensure the ability to reassign personnel in disaster situations. All such requirements are addressed in the Base Plan and/or Support Annex A: City Roles and Responsibilities.

FUTURE STEPS:

EM will provide the City Council mini training sessions on the National Incident Management System (NIMS), Incident Command System (ICS), the Emergency Coordination Center (ECC), and Council and City roles in a disaster situation followed by a coordination table-top exercise to practice concepts and solidify understanding of roles and responsibilities.





City of Holladay
HOLLADAY CITY COUNCIL

ATTACHMENTS:

Comprehensive Emergency Management Plan (CEMP)

Emergency Coordination Organization Chart for the City of Holladay



Comprehensive Emergency Management Plan

Reading Guide - Important Sections

Executive Summary: Overview of document, Page 2-4

Promulgation: Full Section, Page 5

1.1 Purpose: Objectives, Page 11

1.2 Scope: Full Section, Page 11

4.1 Activation: Key Activities (page 18),

4.1.2.1 The Executive and Policy Groups: Full Section (page 20-22)

4.1.3 CEMP Activation (page 22)

4.1.4 Determine which Emergency Facilities to Use (pages 22-24)

4.2 Response: Key Activities (page 32)

4.2.3.2 Communicate with the Community (page 36-37)

4.2.3.3 Protective Actions (pages 37-38)

4.2.3.6 Request a Disaster Declaration (pages 41-42)

4.2.3.7 Coordination with Partners: Table 7 (pages 43-44)

4.3 Recovery: Key Activities (page 46)

4.3.2 Convene Recovery Task Force (page 48)

4.3.4 Initiate Intermediate and Long-term Recovery Efforts (page 52-53)

4.4 Preparedness: Key Activities (page 46)

4.4.1 Develop Plans for Future Emergencies: Table 10 (page 55-56)

4.4.3 Training and Exercise Plans (page 57-58)

6 Plan Maintenance: Full Section (page 64)

7 Roles and Responsibilities:

7.1 Functional Responsibilities: Table 14 (pages 65-67)

7.2.1 Municipalities: Table 15 (pages 68-69)

10.1 Wireless Emergency Alerts: Full Section (page 73)

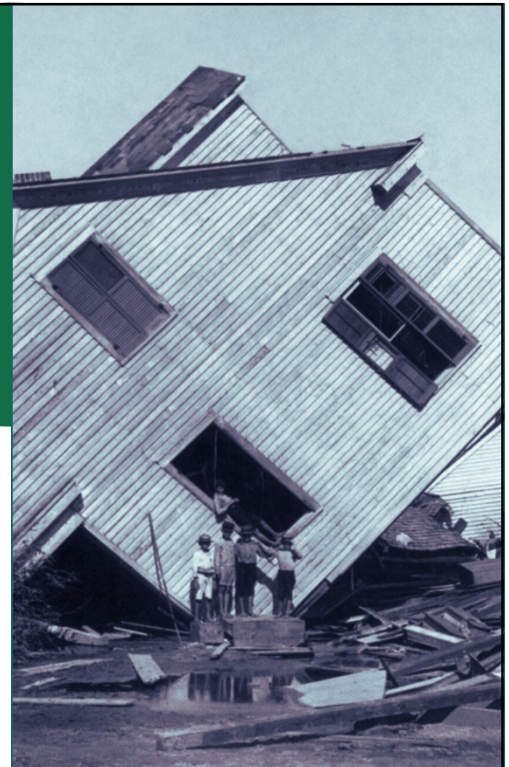
Emergency Management

CEMP & RESOLUTIONS

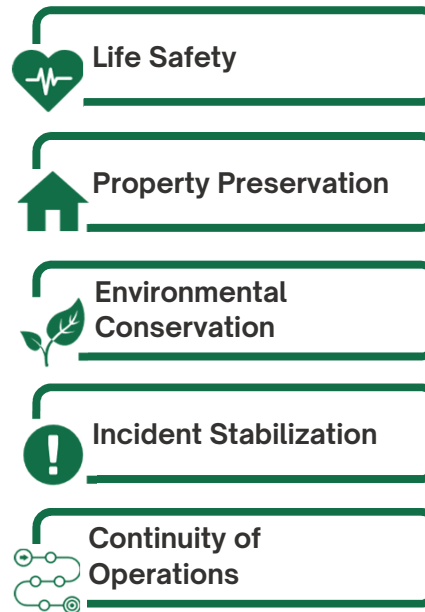


Overview

- Introduction to EM
- Why EM
- Municipal Requirements
- CEMP Overview
- Organization Chart
- Future Training



Emergency Management Priorities



Emergency Management Cycle

- **Mitigation & Prevention**
 - Minimize future damage.
- **Preparedness**
 - Encourage self-sufficiency.
 - Public outreach
- **Response**
 - Ensure the safety of citizens
 - Continuity of Operations
- **Recovery**
 - Rebuild the community



Why is Emergency Management Important?

- Emergencies are local
- State & Federal Requirements
- Disaster Assistance Eligibility and Reimbursement



Municipal Emergency Management Requirements

Promulgate the CEMP

State Code 53-2a-1403

02



**Interim
Successors**

State Code 53-2a-807

03



**Emergency Alert
Authority**

State Code 53-2a-807

04



**Designation of an
Emergency Manager**

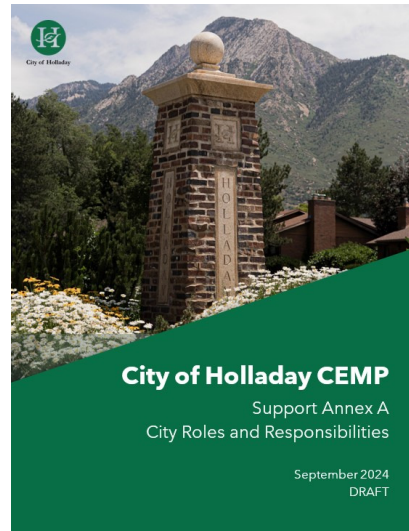
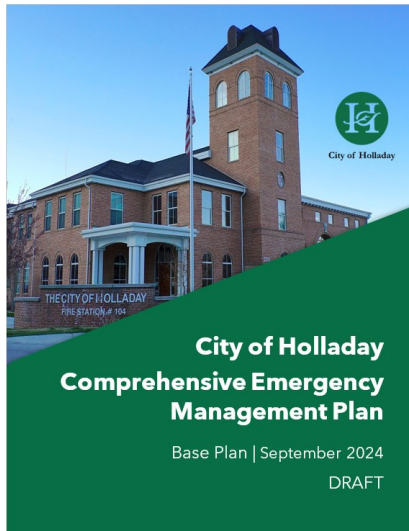
State Code 53-2a-1402

05



**Reassign Personnel
in Disaster**

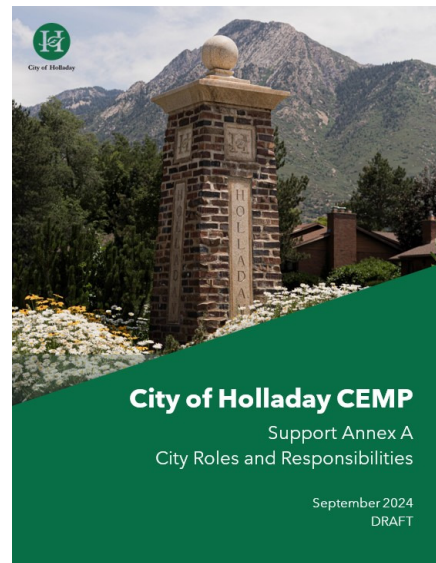
State Code 53-2a-221



Interim Successors

As defined in Utah State Code 53-2a-807, each political subdivision shall designate three interim successors and indicate their order of succession for both officers of the political division as well as the emergency manager.

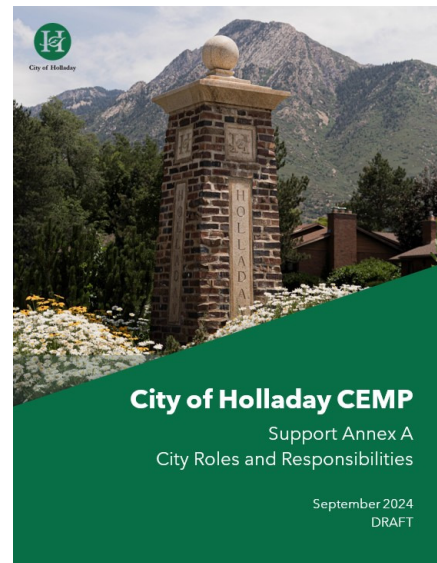
Support Annex A - Section 2, pg. 4



Emergency Alerting Authority

- Utah State Code 53-2a-807
- IPAWS and WEA
- Who has the authority to send WEA messages and other alerts.

Support Annex A - Section 3, pg. 5
CEMP - Section 10, pg. 73



Designation of the EM

City of Holladay Designated Emergency Manager

In accordance with Utah State Code 53-2a-1402, the City of Holladay has designated the Emergency Management Coordinator to be the Emergency Manager (EM) for the jurisdiction.

The EM shall create a plan to coordinate emergency preparedness, response, mitigation, coordination, and other recovery activities as well as coordinate with other emergency managers and officials to ensure efficient, appropriate, and coordinated emergency preparedness, response, mitigation, and recovery.

Emergency Succession for the EM is listed in [Support Annex A: City Roles and Responsibilities](#).

Called out on page 19, Section 4.1.1

Reassignment of Personnel in Disaster

Reassignment of Staff in Emergencies

Following Utah State Code 53-2a-221, municipal employees may be reassigned during a local emergency declaration to perform disaster response duties in accordance with the City of Holladay Comprehensive Emergency Management Plan.

Employees shall be exempt if their family is in immediate danger or their health precludes them from performing duties assigned.

Called out on page 26, Section 4.1.3.2

CEMP Elements

**Introduction | Concept of Operations | Financial Management
Maintenance | Roles & Responsibilities**

Concept of Operations

ACTIVATION PHASE



Concept of Operations

RESPONSE PHASE (steps to be repeated as many times as necessary)



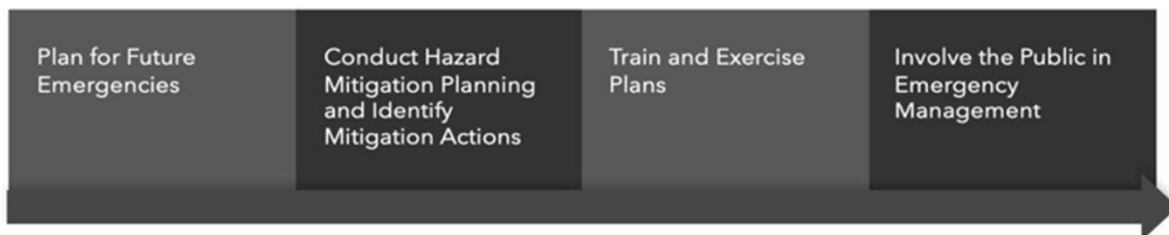
Concept of Operations

RECOVERY PHASE

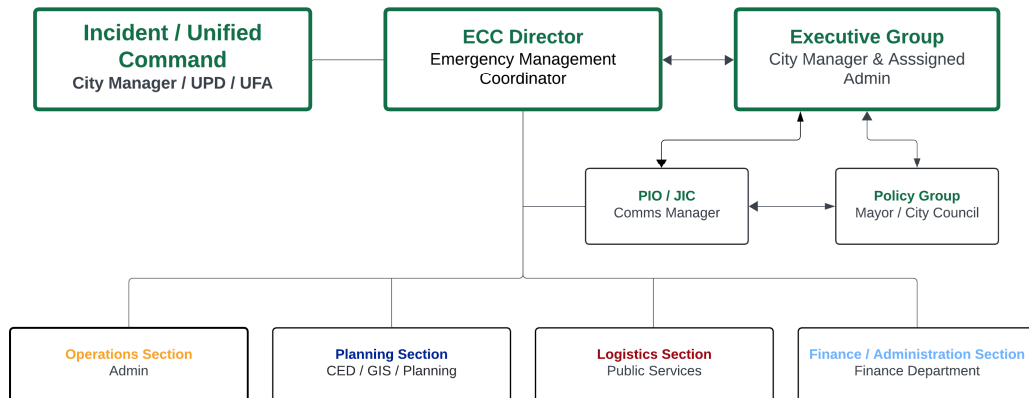


Concept of Operations

PREPAREDNESS PHASE

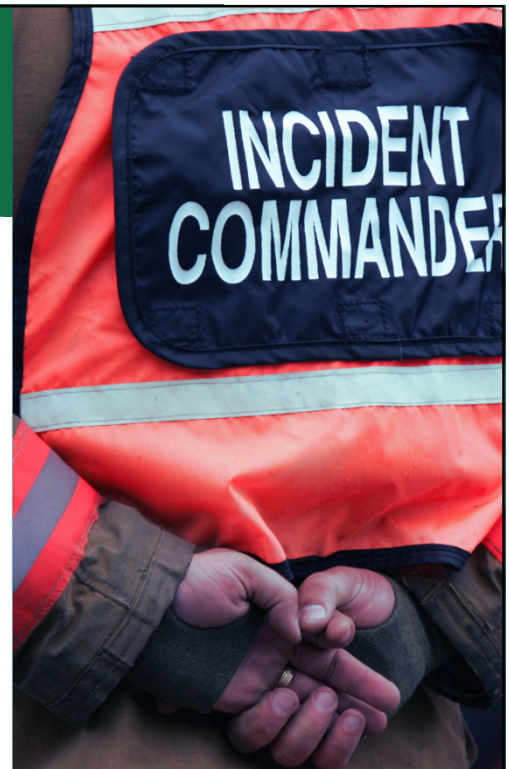


Emergency Coordination Organization Chart



Future Training

- National Incident Management System (NIMS)
- Incident Command System (ICS)
- Emergency Coordination Center (ECC) and City Council Roles
- Coordination Tabletop Exercise





Thank You

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970-497-0444



City of Holladay

City of Holladay Comprehensive Emergency Management Plan

Base Plan | September 2024

DRAFT

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EXECUTIVE SUMMARY

The City of Holladay Comprehensive Emergency Management Plan (CEMP) establishes the framework through which the City of Holladay will respond to, recover from, prepare for, and mitigate against all hazards that threaten the community. Local government has the primary responsibility of emergency management activities. When the emergency exceeds the local government's capabilities to respond, assistance will be requested from Salt Lake County, and then the State of Utah. The Federal Government will aid the State when appropriate. This plan is based on the concept that the emergency functions for municipal departments, functions or groups will parallel their normal daily functions. To the extent possible, the same personnel and material resources will be employed in both cases.

Along with the Hazard Analysis, this plan is intended to be used as a guiding document when executing response or recovery operations during a disaster or emergency and to guide preparedness and mitigation operations.

The intended audience for the CEMP includes:

- City of Holladay and Municipal leadership
- City of Holladay Emergency Management (EM) staff
- City of Holladay staff expected to support response, recovery, preparedness, and mitigation operations.
- City of Holladay, County, State, federal, private-sector, and non-governmental organizations (NGO) that may support response, recovery, preparedness, and recovery operations.

Navigating the Comprehensive Emergency Management Plan

The following sections in the CEMP provide directions on emergency or disaster activation, response, recovery, as well as preparedness and mitigation procedures.

Activation occurs after identifying an occurring or imminent emergency or disaster incident. Operations in this section include:

- Assessing the scope and potential impacts of the emergency
- Convening the Executive Group and senior leadership to determine response priorities and next steps
- Activating the CEMP to facilitate response and recovery operations
- Determining which City of Holladay's facilities are activated to support response and recovery operations
- Staffing the Emergency Coordination Center (ECC) to facilitate and support response and recovery operations

Response includes immediate operations following the identification of an occurring or imminent emergency or disaster to save lives and prevent further property damage.

Operations in this section include:

- Forming a common operating picture to ensure situational awareness among responding entities
- Developing and documenting incident priorities through the Incident Action Plan (IAP)
- Issuing and/or coordinating with the County for timely and accurate public warning and guidance to the community
- Implementing protective actions, such as evacuations and sheltering, to save lives and property
- Coordinating with non-City of Holladay partners such as other municipalities, the County, and the State to support emergency or disaster response
- Documenting response operations to support audits, documentation policies, and transition to recovery operations

Recovery operations support returning the community to pre-emergency or disaster conditions. Operations in this section include:

- Transitioning from response to recovery operations
- Convening the Recovery Task Force (RTF) to guide and prioritize recovery operations
- Assessing recovery needs of the community to execute targeted recovery operations
- Initiating long-term recovery efforts to support the community returning to normal

Preparedness operations prepare for and mitigate the impacts of all hazards.

Operations in this section include:

- Developing planning documentation to formalize capabilities and procedures that prepare for and mitigate the impacts of emergencies and disasters
- Conducting mitigation planning to build resilience and identify mitigation actions to lessen the impacts of specific hazards
- Training and exercising on plans and procedures to support execution of response and recovery operations
- Involving the public in emergency management through outreach to increase community preparedness

Additional Elements of the CEMP

The following sections and elements of the CEMP provide additional tools and information to support operations in the CEMP.

- **Roles and Responsibilities** outlines general and functional roles and responsibilities for the City of Holladay, Salt Lake County, the State of Utah, and federal entities.
- **Appendices** provide additional tools and reference materials to support operations in the CEMP, including but not limited to an overview of hazards in the City of Holladay and Salt Lake County, organizational charts, and a glossary of emergency management terms.

PROMULGATION

Transmitted herewith is the City of Holladay Comprehensive Emergency Management Plan (CEMP). The CEMP was developed through the collaborative efforts of the City of Holladay Emergency Management (EM) and stakeholders from the City of Holladay departments, other municipalities, Salt Lake County Emergency Management, and the Utah Division of Emergency Management (DEM).

EM appreciates the cooperation and support from all stakeholders that contributed to the development of the CEMP. EM, the City departments, and supporting municipal, County and State organizations listed in this plan will review the CEMP for accuracy on a periodic basis.

Minor modifications to this plan may be made at the direction of the City Manager and in consultation with the EM. The City Council will be advised of such changes. Modifications must be recorded in the [Record of Revision](#).

The CEMP and its supporting documents supersede any previous Emergency Management plan and have been approved for implementation by:

Name	Position	Date
------	----------	------

RECORD OF DISTRIBUTION

Table 1: Record of Distribution

[illegible]

RECORD OF REVISION

Table 2: Record of Revision

[illegible]

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1. BASE PLAN INTRODUCTION

The Comprehensive Emergency Management Plan (CEMP) establishes the framework through which the City of Holladay will respond to, recover from, prepare for, and mitigate against all hazards that threaten the City. It describes the comprehensive integration and coordination of all levels of municipal, County, State, and federal government, volunteer organizations, non-profit agencies, and the private sector.

1.1 Purpose

The base plan provides a comprehensive overview of scalable command and control structures and operational procedures across all levels of government to respond to, recover from, prepare for, and mitigate against all hazards. The CEMP for the City of Holladay establishes a framework for an effective system of comprehensive emergency operations and management.

National Incident Management System Compliance

Response and recovery coordination structures in the base plan are designed to reflect the National Incident Management System (NIMS), which the City of Holladay has adopted via Holladay Council Resolution 2021-04 of February 18th, 2021. NIMS is also adopted by the entire State via Utah Governor Executive Order 2004-0012.

As defined in the [*National Incident Management System, 2017*](#), the core components of NIMS include:

- **Resource Management:** Standard mechanisms to systematically manage resources (e.g., personnel, equipment, supplies, teams, and facilities) both before and during incidents, to help organizations more effectively share resources when needed.
- **Command and Coordination:** Leadership roles, processes, and recommended organizational structures for incident management at the operational and incident support levels, and an explanation of how these structures interact to manage incidents effectively and efficiently.
- **Communications and Information Management:** Systems and methods that help ensure incident personnel and other decision makers have the means and information they need to make and communicate decisions.

Objectives supported by the base plan include:

- Establish command and control structures for effective coordination and communication between municipal, County, special service district, State, and federal organizations during all-hazards activation, response, recovery, and preparedness.
- Identify capabilities, roles and responsibilities of City agencies and partners to support all-hazards activation, response, recovery, and preparedness.
- Identify capabilities and processes the City and supporting agencies utilize to respond to impacts from all hazards, including facilitating situational awareness, conducting damage assessments, and disseminating public information.
- Identify command and control structures and operations to assist communities within the City in recovering from emergencies and disasters through restoration and rehabilitation of persons and property affected by emergencies and disasters.
- Identify roles and responsibilities as well as procedures to support City financial operations during activation, response, recovery, and preparedness.
- Develop relationships with residents, businesses, and community organizations to increase community preparedness through outreach.
- Identify training and exercise processes to support emergency preparedness of City agencies and organizations.

1.2 Scope

The CEMP consists of this base plan and supporting components such as additional annexes and appendices. The base plan and accompanying components apply to the City of Holladay and are designed to align with the Salt Lake County CEMP.

- The base plan provides information regarding policy and operations focused on coordination, command and control structures, roles and responsibilities, procedures, and resources for the City of Holladay and its agencies that support response, recovery, preparedness, and mitigation for all hazards.
- The Emergency Support Functions (ESF) listed are for situational awareness. The City of Holladay does not have the capacity to fill these roles. Once the City has reached its capabilities, a request for assistance from Salt Lake County will be issued.
- There are three types of annexes attached to this plan: support annexes, functional annexes, and hazard-specific annexes.
 - The support annexes describe the framework for executing common functional processes and administrative requirements.
 - The functional annexes focus on critical operational functions and the actions required to carry them out.
 - The hazard-specific annexes describe unique aspects, actions, and considerations for specific hazards.

1.3 Base Plan Template

Salt Lake County Emergency Management, in coordination with County department representatives, municipal emergency managers, and representatives from the Utah Division of Emergency Management (DEM) created this base plan template. The City of Holladay has further refined the plan to align with City policies and procedures as well as County and State Emergency Management practices.

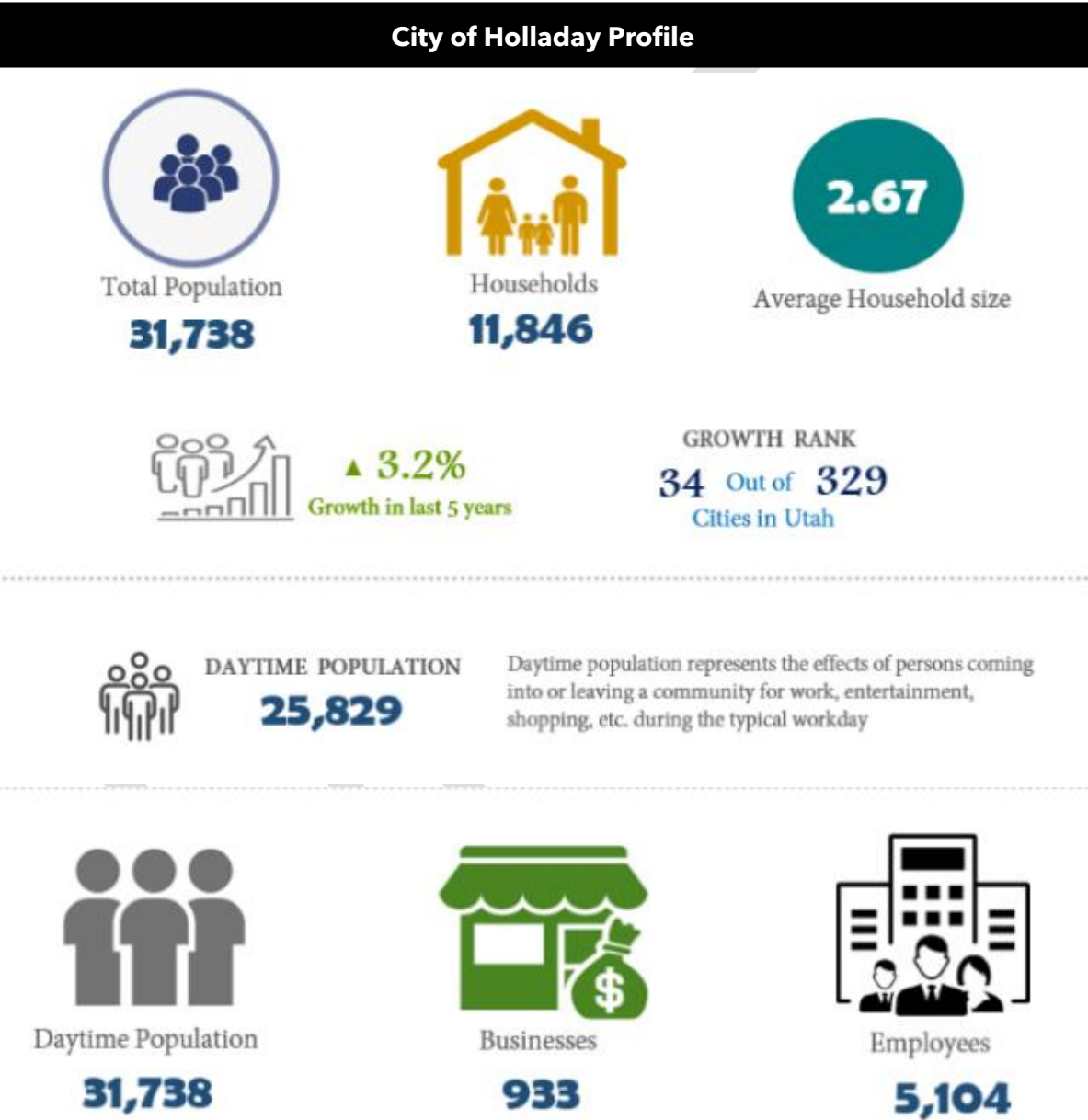
The City of Holladay Administration and Emergency Management reviews and approves of changes or additions to the CEMP annually and as needed based on real-world incidents, exercises, and after-action reports (AAR).

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2. CITY OF HOLLADAY STATUS

Figure 1 provides an overview of City geographic, economic, and demographic information that informs response, recovery, preparedness, and mitigation actions. More detailed figures and metrics can be found in [Figures and Maps](#) as well as online at the [City of Holladay Dashboard](#).

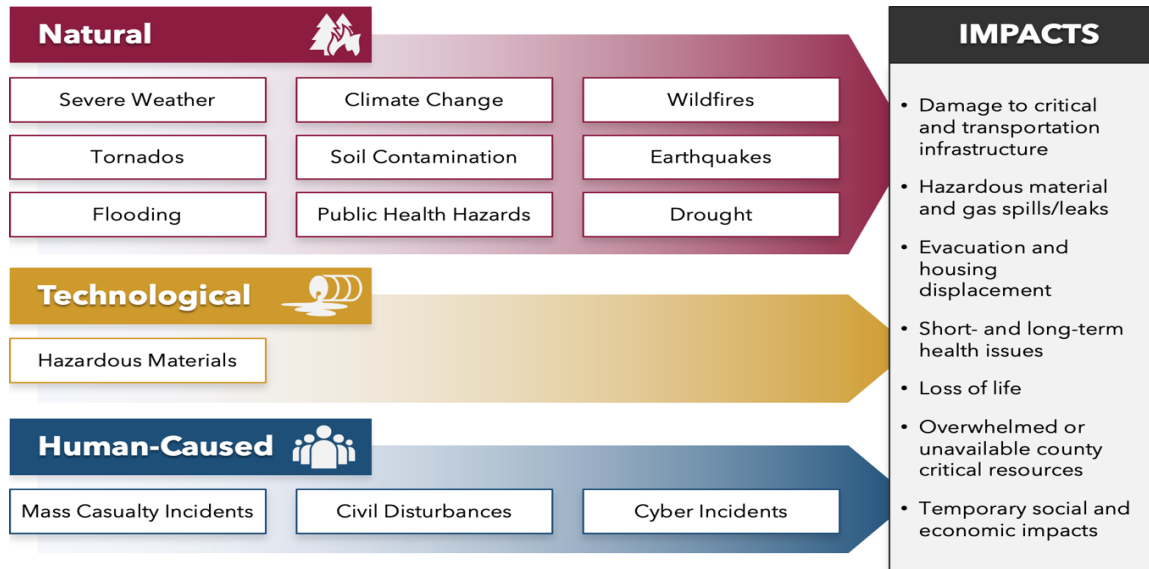
Figure 1: City Profile



2.1 Hazard Overview

The Salt Lake County Hazard Mitigation Plan identifies the hazards that pose a risk to the City of Holladay and details their potential impacts. **Figure 2** provides an overview of those hazards.

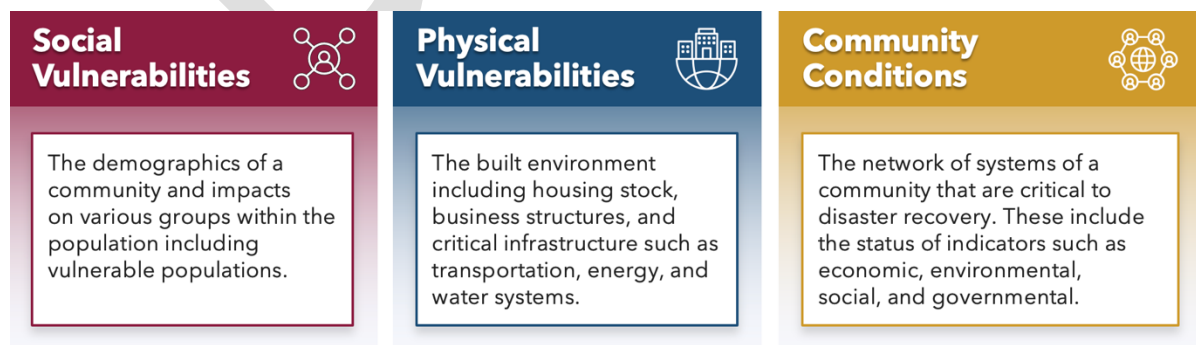
Figure 2: Hazard Overview



2.1.1 Identifying Hazard Vulnerabilities

The core documents and planning processes that identify the City of Holladay's vulnerabilities to hazards are included in the Salt Lake County Hazard Mitigation Plan and the Salt Lake County Threat and Hazard Identification and Risk Assessment (THIRA). Decision-makers consider the vulnerabilities in **Figure 3** when assessing the impacts or potential impacts of disaster or emergency incidents.

Figure 3: Types of Vulnerability



City of Holladay Risk Assessment

Additional detail on municipal risk assessments, including more information on hazards, potential impacts, risk, and community vulnerabilities, can be found in the [Salt Lake County Multi-Jurisdictional Hazard Mitigation Plan](#) in the City of Holladay section.

The base plan has five hazard-specific annexes that describe unique aspects, actions, and considerations for each of the following hazards:

- Wildfire
- Earthquakes
- Severe Weather
- Public Health
- Active Threat

3. ASSUMPTIONS

The following planning assumptions in **Table 1** were considered in the development and execution of the base plan.

Table 1: Base Plan Assumptions

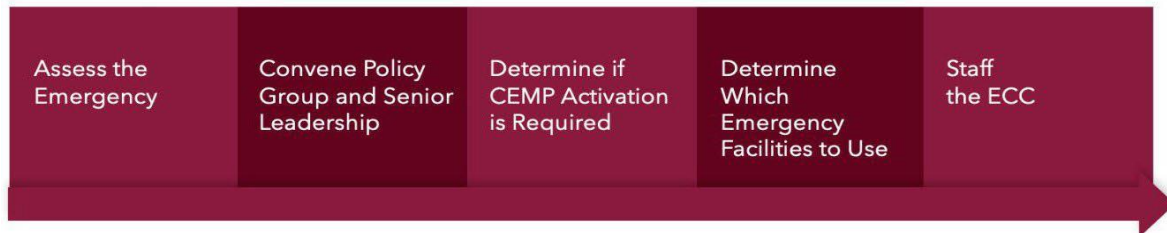
Group	Assumptions
Coordination Structures	<ul style="list-style-type: none"> Municipal, County, State, and federal response organizations adopt NIMS as the integrated system to respond to and recover from incidents. Emergency management coordination and resource allocation starts at the municipal level and extends to County, State, and federal resources as availability and capabilities are exhausted. The City of Holladay Emergency Coordination Center (ECC) is staffed with representatives from municipal agencies and partner organizations grouped under an ICS like ECC system during response. A Recovery Task Force (RTF) may utilize the Recovery Support Function (RSF) structure as a guide during recovery.
Activation	<ul style="list-style-type: none"> Some activation notifications and communications depend on availability of communications and energy infrastructure. Damaged infrastructure impacts the speed at which municipal, special service district, County, State, and federal agencies can activate and deploy resources.
Response	<ul style="list-style-type: none"> City of Holladay makes every reasonable effort to respond in the event of an emergency or disaster. Time of occurrence, severity of impact, weather conditions, population density, building construction, and cascading events are significant factors that affect casualties and damage. Emergency response capabilities are diminished due to damaged infrastructure and equipment or inaccessible locales. Damages to infrastructure are likely to manifest in direct physical and economic damage to facilities and systems. Disaster relief from agencies outside Holladay may take 96 hours (about 4 days) or more to arrive.
Recovery	<ul style="list-style-type: none"> Recovery of losses or reimbursement of costs from federal assistance requires preparation and compliance with federal statutes and regulations. The economic and physical limitations of recovery operations may result in temporary or protracted interruptions to services.
Preparedness and Mitigation	<ul style="list-style-type: none"> Effective preparedness requires ongoing public community awareness and education programs so that citizens are prepared and understand their responsibilities should a major disaster or emergency occur. Residents living within Holladay's municipal boundaries are expected to maintain essential supplies to be self-sufficient for a minimum of 96 hours (about 4 days) and up to two weeks following the initial impacts of an emergency or disaster. Effective mitigation may prevent certain hazards or incidents from occurring. For hazards or incidents that cannot be prevented, effective mitigation may reduce their impacts.

4. CONCEPT OF OPERATIONS

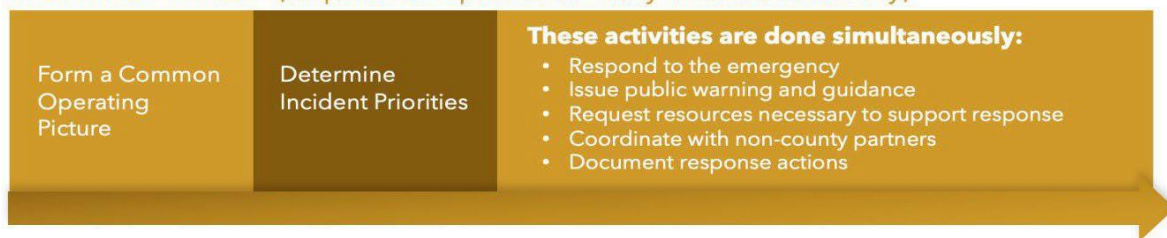
The concept of operations describes command and control structures, operations, and mechanisms the City of Holladay utilizes to activate, respond to, recover from, and prepare for all hazards. All emergency and disaster incidents are unique, operations are guided by the scope of the impacts and availability of resources. **Figure 4** illustrates the general sequence of events during emergencies and disasters that are expanded upon in the concept of operations.

Figure 4: Phases of Operations

ACTIVATION PHASE



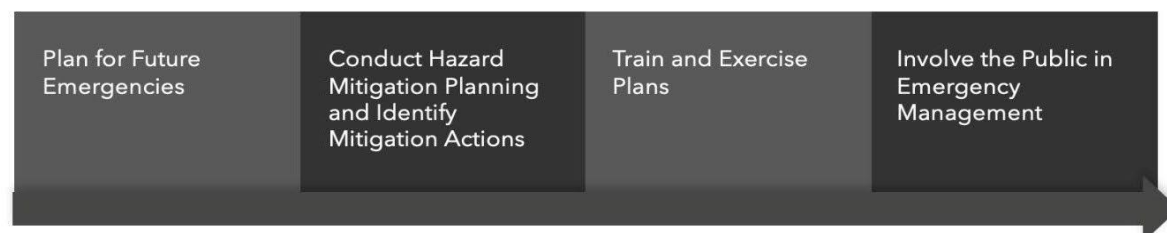
RESPONSE PHASE (steps to be repeated as many times as necessary)



RECOVERY PHASE



PREPAREDNESS PHASE

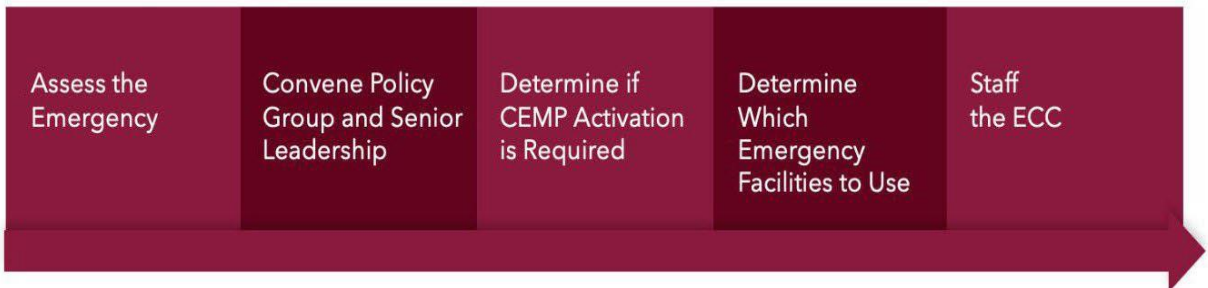


4.1 Activation

Effective and timely life and property saving operations often depend on prompt identification and activation of resources during a disaster or emergency. This section provides an overview of operations that occur after identifying an occurring or imminent emergency or disaster incident.

Figure 5: Activation Phase Overview

ACTIVATION PHASE



Key Activities

- EM and first responders assess potential or actual emergencies to determine whether the CEMP should be activated, in coordination with the City Manager.
- EM, first responders, and the City Manager determine which emergency management facilities should be used to support response.
- The City Manager determines which organizational structures and staff need to be mobilized to support activated facilities.
- The City Manager directs the notification of personnel that have been activated to support response.

4.1.1 Assess the Emergency

Municipal first responders are often the first agency to identify an imminent or potential emergency or disaster. Responding agencies on-scene utilize coordination structures defined in NIMS to respond to and assess the scope or potential impacts of the incident. Considerations when assessing the scope or potential impacts include:

- Potential for loss of life or injury
- Potential damage to property, roads, electricity, water, and other infrastructure
- Amount of time before incident impact
- Potential economic disruption

Following an initial assessment, responding jurisdictions or first responders determine actions, including activation of resources, plans, communication, scaling up response

operations, and coordinating with municipal emergency management and Salt Lake County EM as needed.

City of Holladay Designated Emergency Manager

In accordance with Utah State Code 53-2a-1402, the City of Holladay has designated the Emergency Management Coordinator to be the Emergency Manager (EM) for the jurisdiction.

The EM shall create a plan to coordinate emergency preparedness, response, mitigation, coordination, and other recovery activities as well as coordinate with other emergency managers and officials to ensure efficient, appropriate, and coordinated emergency preparedness, response, mitigation, and recovery.

Emergency Succession for the EM is listed in [Support Annex A: City Roles and Responsibilities](#).

Unified Command may be established with first response partners and municipal leadership when necessary and appropriate.

4.1.2 Convene Policy Group and Senior Leadership

Responding agencies use established communications channels to notify senior decision-makers, such as the City Manager, and the EM as appropriate, of imminent or occurring emergencies or disasters. These channels include:

- Emergency dispatch
- Field observation
- Salt Lake County ECC Planning and Intelligence Section
- Alerts from neighboring jurisdictions

Figure 6: Public Safety Answering Points (Dispatch Centers)

Monitoring for Emergencies and Threats

Dispatch Centers

There are three dispatch centers in the County.

- **Valley Emergency Communications Center (VECC)** dispatches fire, medical, and law enforcement resources and serves member municipalities, service districts, and authorities.
- **Salt Lake City Dispatch Center** is operated by the Salt Lake City Fire Department and Salt Lake City Police Department. It serves the Sandy City Fire Department and Sandy City Police Department.
- **Utah Highway Patrol** dispatches Utah Highway Patrol resources.

EM Duty Officer

Salt Lake County EM is constantly monitoring events within the County. EM Duty officers (DO) are always on-call to monitor and follow up on situations, threats, or events. Upon notification or identification of a threat, the DO is responsible for notifying other County EM Staff, the County liaison for the City of Holladay, and the City of Holladay EM. The County and City ECCs may be activated to the appropriate level in accordance with the situation, as necessary.

The City of Holladay EM will notify their County Liaison if identification of an emergency or threat is made at the local level.

4.1.2.1 The Executive and Policy Groups

The City of Holladay has both an Executive and Policy Group with distinct and differing responsibilities. This structure has been set up to accommodate the City of Holladay form of government wherein the City Manager is the Chief Executive and the Mayor and City Council members establish policies and foster an overall vision for the city.

The Executive Group

The Executive Group oversees and participates in emergency decision making which does not require the vote of elected officials.

The City Manager heads the Executive Group which consists of the following individuals: Assistant City Manager, Public Services Director, Community and Economic Development Director, Finance Director, Communications and Engagement Manager, and City Attorney as necessary. The EM/ECC Director will act as an advisor and liaison to the Executive Group.

The authority to declare and sign disaster declarations, emergency proclamations, and enact protective measures falls to the City Manager or their designee.

The responsibilities of the Executive Group include, but are not limited to:

- Collaborating with partners to develop guidance regarding priorities and strategies for dealing with incident response and recovery.
- Ensuring adequate staff and resources to meet the needs of response and recovery actions and assist in identifying personnel to staff the ECC when necessary.
- As appropriate, authorizing expenditures, atypical spending activity, and assist in the redirection of resources under their purview.
- Approving the waiver of standard policies and procedures to facilitate response and recovery (bid processes, HR changes, and other requirements).
- Initiating requests for extraordinary resources or outside assistance (mutual aid, state or federal assistance).
- Ensuring continuity or rapid resumption of essential local government services.

The Policy Group

The Policy Group's role is to provide overall policy level direction that informs response and recovery operations.

The Policy Group for the City of Holladay consists of the City Mayor and five City Council Members.

Policy Group responsibilities include, but are not limited to:

- Promulgating plans for safeguarding the lives and property of the citizens.
- Providing for the continuance of effective and orderly governmental control for emergency and recovery operations.
- Establishing financial directives and spending parameters, including the authorization of emergency projects or exigent spending which exceeds current funding levels as outlined in Utah Municipal Code 10-6-129.
- Overseeing and participating in emergency policy decision-making such as the adjudication of scarce resources or changes to city policy. The City Manager may, by Executive Order, temporarily enact emergency measures to protect life and property with the right of the Policy Group to support or deny such action.

- Coordinating with neighboring senior officials and governmental partners by sharing relevant situation information when appropriate.
- Supporting the PIO and JIC by interfacing with media and citizens to circulate pertinent and appropriate information. This may include visiting impacted areas, shelters, and other temporary facilities once it is safe to do so in and in consultation with the Executive Group.

4.1.3 CEMP Activation

Upon identification or warning of an incident, the following senior decision-maker has the authority to activate the CEMP:

- City Manager or designee

In the event that the City Manager or designee is found to be unavailable, the following positions are authorized to activate the CEMP in the order listed below:

- Assistant City Manager
- Emergency Management Coordinator

Senior leadership considers the initial assessment from first responders to determine if the CEMP and operations within should be activated. Once the CEMP has been activated, relevant municipal and County agencies and partners are notified to implement the subsequent sections of this plan.

Warn the Community About Imminent Threats

If an emergency or disaster poses an immediate risk to the community, first responder agencies, in coordination with local Public Information Officers (PIO's) and EM's provide alerts and warnings to the community and implement protective actions as rapidly as possible.

If needed, local jurisdictions should coordinate with SLCo EM PIO for IPAWS messaging.

Additional information on warning and public information can be found in [Communicate with the Community](#).

4.1.4 Determine Which Emergency Facilities to Use

Following the activation of the CEMP, the City of Holladay City Manager coordinates with the EM, first responding agencies, and other City leadership. Together, they determine

which emergency management facilities to activate as well as how and where an ECC will be activated.

Figure 7 outlines options that may be employed, dependent upon the situation.

Figure 7: ECC Options

Primary ECC	The primary ECC will be utilized in a traditional manner when circumstances allow.
Alternate ECC	In an event where the primary ECC is destroyed, inaccessible, or otherwise unavailable to be utilized, the ECC will be relocated to a pre-determined alternate location.
Hybrid/Virtual ECC	Some circumstances may necessitate a hybrid or virtual approach to ECC operations.

The City of Holladay ECC will coordinate with other emergency management facilities which may include other agency, County, or State ECCs as well as incident command, joint information centers (JICs), staging areas, and logistics centers, as appropriate. **Table 2** outlines possible emergency management coordination facilities/locations.

Table 2: Emergency Management Coordination

Facility	Activation Authority	Description
City of Holladay Primary or Alternate ECC	City Manager	<ul style="list-style-type: none">Serves as the coordination center for disaster response operations at the municipal level.Upon activation, is staffed with EM and City personnel appropriate to the response.May be relocated to alternate locations as necessary.
Municipal, County, State ECCs	Agency or Organization Leadership	<ul style="list-style-type: none">Conducts agency / organizational specific operationsCoordinates with other ECCs and supports incident operationsCounty and State ECCs may be activated to support and assist, especially in large-scale events.

Joint Information Center (JIC)	County, State Public Information Officers (PIOs)	<ul style="list-style-type: none"> Coordinates with appropriate agencies and media representatives to ensure timely and accurate information is provided to the community. Provides public messaging through channels such as press conferences, social media, and emergency alerts as appropriate.
Operational Area Response		
Incident Command Post (ICP)	<ul style="list-style-type: none"> Incident Commander Unified Command Area Command 	<ul style="list-style-type: none"> Serves as the on-scene location where first responders execute tactical incident response operations Locates as close to the scene of an incident as safely possible Coordinates operations through an ICS structure appropriate for scale of incident Coordinates and communicates with the ECC to provide situational awareness of on-scene operations and identify resource needs
Staging Sites	<ul style="list-style-type: none"> Incident Commander Jurisdiction with Authority 	<ul style="list-style-type: none"> Houses personnel, supplies, equipment, and other resources prior to operational assignment

Determine What Level of ECC Activation Level is Required

The ECC may be activated in response to an emergency or disaster at one of three levels, depending upon severity. Utilizing activation levels allows for scalability and enhanced response when threat notifications are made in advance of a possible event. The City Manager in coordination with the EM will make the determination of what level to activate the ECC to.

The levels of activation, conditions for activation, and staffing guidelines are described in **Figure 8**.

Figure 8: Activation Levels

Activation Level	Conditions	Staffing Guidelines
Level 1	<p>The incident requires the ECC to be fully activated.</p> <p>Assistance from County EM may be required for response and recovery efforts.</p>	<ul style="list-style-type: none"> • Full ECC staffing • All ECC sections, branches, and positions • All ESFs and interagency liaisons
Enhanced Watch	<p>Information gathering begins and select members of the ECC maintain situational awareness. Under these conditions, the ECC is not activated.</p>	<ul style="list-style-type: none"> • Anticipation of assistance and immediate response to disaster • Normal EM office staff
Steady State	<p>No event or incident is anticipated. The ECC maintains situational awareness.</p>	<ul style="list-style-type: none"> • Normal EM office staff

Activate the Emergency Coordination Center

Upon identification of a potential incident or receipt of a notification, the City of Holladay City Manager or designee has the authority to activate the ECC and increase or decrease activation levels.

The City of Holladay EM is responsible for:

- Notifying the City Manager or designee to discuss the potential for ECC activation.
- Notifying all relevant stakeholders and response partners of ECC activation through identified communications channels.
- Monitoring the emergency or disaster situation.
- Notifications to neighboring cities and the Salt Lake County Emergency Management Director as appropriate.

4.1.3.2 Notify Personnel of ECC Activation

In the event that the ECC is activated, the city manager will contact senior staff. EM is responsible to notify County staff and supporting organizations of their activation and expected next steps.

Activation notifications are sent through a variety of channels, including:

- Phone calls.
- Emails.
- Text alerts.
- WebEOC.

Reassignment of Staff in Emergencies

Following Utah State Code 53-2a-221, municipal employees may be reassigned during a local emergency declaration to perform disaster response duties in accordance with the City of Holladay Comprehensive Emergency Management Plan.

Employees shall be exempt if their family is in immediate danger or their health precludes them from performing duties assigned.

4.1.3.3 Staff the Municipal Emergency Coordination Center (ECC)

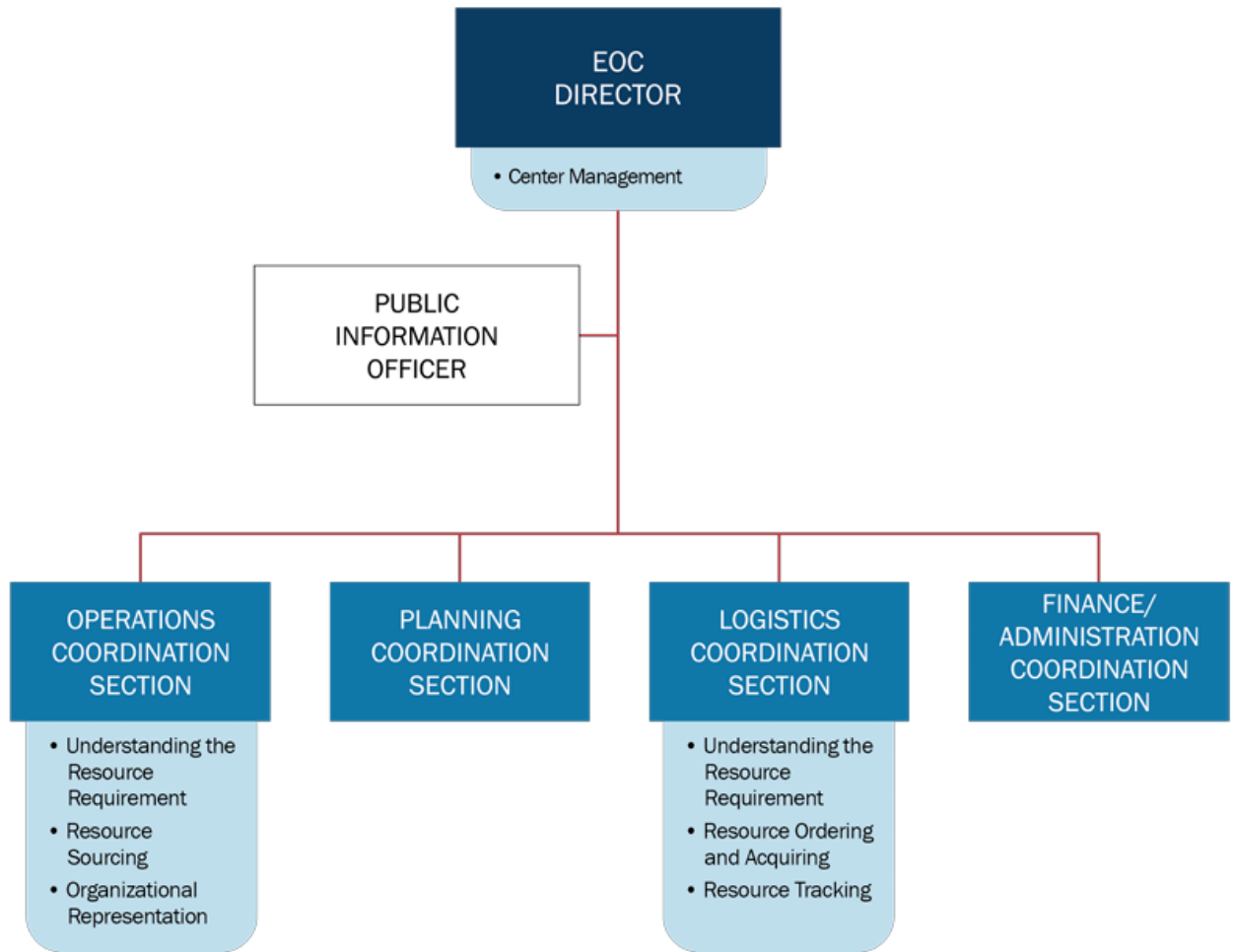
The Holladay ECC uses an ICS-like structure to respond to incidents and is organized by:

- **Sections** that group the operations into four core areas in the ECC.
- **Branches** that organize section-specific operations and may have a combination of ESF's and ECC positions.
- **ECC Positions** that provide specific support for ECC sections and overall ECC operations, such as safety, communications support, and documentation.

The City of Holladay does not have the staff to fill and maintain 24-hour 7-day a week operations. In the event an emergency is isolated to the city and additional staffing support is necessary, a request for staff support will be sent through WebEOC and through Salt Lake County Office of Emergency Management.

Figure 9 provides a FEMA example of an ICS-like ECC structure. A more detailed City of Holladay ECC structure, including sections, branches, and positions is located in the annexes.

Figure 9: Emergency Coordination Center Organization-Example



4.1.3.4 Emergency Coordination Center Sections & Positions

Emergency Coordination Center Sections

ECC sections group the overarching operations of the ECC by function. **Figure 10** provides an overview of the four ECC sections.

Figure 10: ECC Sections Emergency Coordination Center Section Operations

Emergency Coordination Center Section	Description
Operations	Provides coordination and communication with on-scene emergency responders and tactical operations.
Planning	Receives, evaluates, and analyzes all emergency or disaster information and provides updated status reports to the ECC to facilitate situational awareness. In addition, the ECC Planning Section maintains documentation with emergency or disaster information.
Logistics	Procures supplies, personnel, and material support needed to conduct emergency response and recovery operations.
Finance / Administration	Coordinates cost accountability, purchase authorizations, documentation, and human resource needs.

While the City of Holladay will utilize an ICS-like structure in the ECC to coordinate with other jurisdictions and ECCs, a crosswalk will be developed to integrate departments into the ICS-like structure.

Emergency Coordination Center Positions

Additional detail on ECC positions, including their roles, responsibilities, and checklists can be found in the City Roles and Responsibilities Annex of this plan as well as in the City of Holladay ECC Handbook.

Salt Lake County Municipal ECC Divisions

Depending on the scope and size of the disaster/event the City of Holladay and neighboring municipalities are incorporated into ECC operations to facilitate better communication, coordination, and resource sharing.

- The City of Holladay and neighboring cities within Salt Lake County will be organized into divisions pre-determined by Salt Lake County Emergency Management.
- Salt Lake County EM designates one municipality within each division as a Divisional EOC.

In addition, the City of Holladay does not have the capability to staff ESF's in the ECC. The City of Holladay contracts with Salt Lake County Public Works, Unified Police department and Unified Fire Authority, and it does not own or operate any of the public utilities that serve the community.

While the City of Holladay does not utilize ESFs in the ECC, surrounding jurisdictions and the County and State ECCs do. **Figure 10** outlines the basic ESF structure for reference.

Table 3: Emergency Support Function Overview

Emergency Support Function	Scope
ESF #1 - Transportation	<ul style="list-style-type: none">• Transportation Safety• Restoration/Recovery of transportation infrastructure• Movement restrictions• Damage and impact assessment
ESF #2 - Communications	<ul style="list-style-type: none">• Coordination with telecommunications and information technology industries• Restoration and repair of telecommunications infrastructure• Protection, restoration, and sustainment of cyber and information technology resources• Oversight of communications within incident management and response structures

ESF #3 - Public Works and Engineering	<ul style="list-style-type: none"> • Infrastructure protection and emergency repair • Infrastructure restoration • Engineering services and construction management • Emergency contracting support for lifesaving and life-sustaining services
ESF #4 - Firefighting	<ul style="list-style-type: none"> • Coordination firefighting activities • Support to wildland, rural, and urban firefighting operations
ESF #5 - Emergency Management	<ul style="list-style-type: none"> • Coordination of incident management and response efforts • Issuance of mission assignments • Resource and human capital incident action planning • Financial management
ESF #6 - Mass Care, Emergency Assistance, Housing, & Human Services	<ul style="list-style-type: none"> • Mass care • Emergency assistance • Disaster housing • Human services
ESF #7 - Logistics Management & Resource Support	<ul style="list-style-type: none"> • Comprehensive incident logistics planning, management, and sustainment • Resource support (facility space, office equipment, and supplies, contracting services, and nutrition assistance)
ESF #8 - Public Health & Medical Services	<ul style="list-style-type: none"> • Public health • Food safety and security • Medical • Mental health services • Mass fatality management
ESF #9 - Search & Rescue	<ul style="list-style-type: none"> • Life-saving assistance • Search and rescue operations
ESF #10 - Oil & Hazardous Materials Response	<ul style="list-style-type: none"> • Oil and hazardous materials response (chemical, biological, or radiological) • Environmental short and long-term cleanup
ESF #11 - Animal Services, Agriculture, & Natural Resources	<ul style="list-style-type: none"> • Animal and plant disease and pest response • Safety and well-being of household pets and livestock • Natural resources
ESF #12 - Energy	<ul style="list-style-type: none"> • Energy infrastructure assessment, repair, and restoration • Energy industry utilities coordination
ESF #13 - Public Safety - Law Enforcement & Security	<ul style="list-style-type: none"> • Facility and resource security • Security planning and technical resource assistance • Law enforcement and security support • Support to access, traffic, and crowd control

ESF #14 - Long-term Community Recovery	<ul style="list-style-type: none"> • Social and economic community impact assessment • Private sector recovery assistance • Analysis and review of mitigation program implementation • Historic properties protection and restoration • Cultural resources
ESF #15 - External Affairs	<ul style="list-style-type: none"> • Emergency public information and protective action guidance • Media and community relations

For further ESF information refer to the Salt Lake County CEMP.

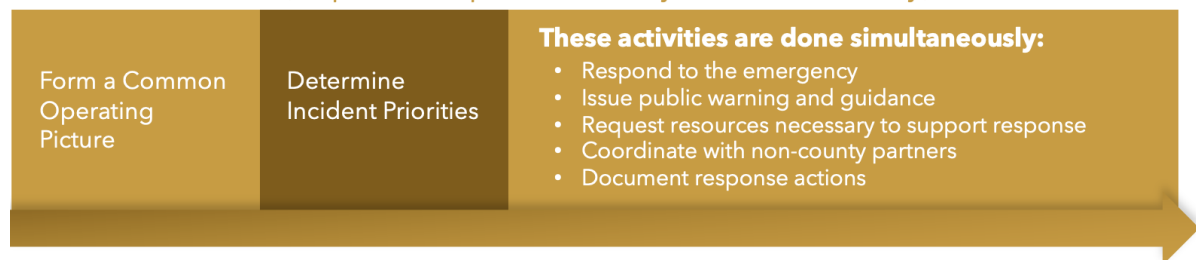
4.2 Response

Response begins immediately after an incident occurs or is identified. Response operations begin at the municipal level, then expand to County, State, and federal support as the needs of the incident exceed capabilities. In compliance with Homeland Security Presidential Directive 5, municipal, special service district, County, State, and responding federal entities utilize NIMS as the coordination structure to facilitate command and control during response operations. An effective response depends on proper incident evaluation, rapid interagency coordination, and efficient utilization of available resources.

Response operations consist of immediate actions that save lives and prevent further property damage, such as fire suppression, food distribution, and communicating emergency public information. Municipal, County, and State agencies are responsible for executing these actions to limit the impacts of the incident on the affected community.

Figure 11: Response Phase

RESPONSE PHASE (steps to be repeated as many times as necessary)



Key Activities

- First responders perform immediate life-saving and protective actions as they arrive on-scene of the incident.
- Incident Command directs first responders, supporting agencies, and the ECC to coordinate protective actions.
- ECC coordinates interagency information sharing to establish a common operating picture and maintain situational awareness across the response.
- ECC organizes ICS operations around the assessment and stabilization of Community Lifelines. These lifelines are listed below.
- City of Holladay EM, first responders, the Joint Information Center (JIC) and other supporting municipal and City of Holladay entities provide warning and status updates to the community through various notification platforms.
- City of Holladay EM coordinates agencies and organizations to conduct rapid damage assessments (RDA) and initial damage estimates to determine immediate response needs and begin to estimate monetary damages.
- The ECC Logistics Section identifies and procures requested resources and coordinates distribution.

- Municipal and County agencies coordinate a request for a disaster declaration through the State if the disaster or emergency incident overwhelms municipal capabilities.
- The ECC Finance/Administration Section and the Planning Section collect incident-related documentation.

Field Response and Tactical Operations

Municipal first responder agencies are often first on the scene of an imminent or actualized emergency or disaster incident. They will respond to incidents to protect life, safety, and property based on internal SOPs. These agencies often set up ICS structures to coordinate interagency operations.

EM and the ECC staff coordinate with the Incident Command Post (ICP) regularly to support field response by identifying additional resources, disseminating public information, and coordinating mass care operations. The ECC coordinates with field response through the ECC Operations Section by communicating with first responder liaisons.

4.2.1 Establish a Common Operating Picture

A common operating picture facilitates situational awareness and information sharing and ensures incident leadership across all agencies can make effective and consistent decisions. The ECC Manager and ECC Planning Section determine the procedures and integrated systems used to establish a common operating picture. They include but are not limited to:

- Updates through phone, text, and email
- Recurring scheduled meetings providing status updates
- Development and dissemination of Situation Reports (SitReps)
- Information and data management tools

Responding agencies share the following types of information to establish a common operating picture:

- Operational priorities
- Response metrics such as:
 - Injuries and deaths
 - Evacuees
 - Estimated value of damages
- Status of resources ordered, received, and deployed
- Financial expenditures and encumbrances

- Scheduled meetings

As a common operating picture is established, responding agencies have the awareness to scale response resources and staff to better meet the needs of the incident.

WebEOC Overview

WebEOC is a web-based data information and management tool that is integral in forming a common operating picture among municipal, County, and State agencies. The functionalities of this tool allow users of all agencies to:

- Provide situation status updates and share significant events.
- Request and track resources.
- Input and share damage assessment information.
- Track sheltering status and capacity.

WebEOC automatically documents incident communications and information that is needed for audit purposes or review for an AAR.

The City of Holladay ECC will utilize WebEOC as a tool to document, track, and communicate with the County and State whenever possible and appropriate.

4.2.2 Determine Incident Priorities

4.2.2.1 Develop an Incident Action Plan

The ECC Planning Section develops an Incident Action Plan (IAP) to organize the goals, priorities, resources, and staffing for response operations. The IAP is updated periodically (e.g., daily, weekly) based on the tempo of response operations. Elements of the IAP include:

- Overall incident response goals and priorities.
- ECC section goals and priorities.
- Staffing.
- Resource allocation.
- Safety protocol.
- Situation status updates.
- Communications lists.

In addition to the IAP, the ECC Planning Section may develop SitReps that provide a condensed summary of critical incident status information. SitReps are developed and

distributed at a more rapid frequency (e.g., every 12 hours, every 24 hours) based on the tempo of response operations.

4.2.3 Respond to the Emergency

The City of Holladay conducts the following procedures during emergency and disaster incidents. These operations are sustained and repeated as necessary until the transition to recovery.

4.2.3.1 Prioritize Response Activities

Community Lifelines are utilized to assess and prioritize the stabilization of critical infrastructure following a disaster. The restoration of lifelines is supported through:

- Conducting damage assessments
- Coordinating stabilization operations
- Establishing objectives and lines of effort

FEMAs Community Lifeline Concept

The Federal Emergency Management Agency (FEMA) organizes critical infrastructure into seven overarching sectors. Each of those sectors is further broken down into subsectors.

- **Safety and Security**
 - Law Enforcement/Security
 - Fire Services
 - Search and Rescue
 - Government Services
 - Community Safety
- **Food, Water, and Shelter**
 - Food
 - Water
 - Shelter
 - Agriculture
- **Health and Medical**
 - Medical Care
 - Public Health
 - Patient Movement
 - Medical Supply Chain
 - Fatality Management
- **Communications**
 - Responder Communications
 - Alerts, Warnings, and Messages
 - 9-1-1 and Dispatch
- **Transportation**
 - Highway/Roadway/Motor Vehicle
 - Mass Transit
 - Railway
- **Hazardous Materials**
 - Facilities
 - Pollutants
 - Contaminants
- **Energy**
 - Power Grid
 - Fuel

4.2.3.2 Communicate with the Community

The ECC, through the Joint Information Center (JIC), uses regular warnings, status updates, and public information dissemination methods to inform the community of protective actions and emergency and disaster status.

Issue Warning and Status Updates

EM provides notification of an emergency or disaster event as early as is practical and/or with as much advance notice as possible. Warning, notification, and status updates to partner agencies and the community are issued through a variety of methods depending on the scope and size of an incident. **Table 4** describes some of the mediums utilized to provide warning, notification, and status updates.

Table 4: Warning, Notification, and Status Update Channels

Warning Notification Platform	Audience	Description
Emergency Alert System	General Population	Radio and TV broadcasters, cable TV, wireless cable systems, and wireline operators provide this national public warning system capability to address citizens as soon as possible after the onset of an incident.
Internal Notification Systems	City Staff	The City Manager or EM provide staff warning and status updates through multiple avenues including email, phone, and text.

Additional procedures may be utilized to ensure emergency and disaster notifications reach the community. These include:

- Reverse Notification System
- Amateur Radio Groups such as Amateur Radio Emergency Services (ARES) and Radio Amateur Civil Emergency Service (RACES)
- Public Service Announcements
- Press Briefings

Establish Procedures to Communicate with the Community

The PIO is responsible for establishing the JIC, when necessary, to facilitate the collection and dissemination of accurate and timely information and serves as the JIC manager. The City Manager and PIO, with input from EM and partners, will determine if and when a JIC will be opened. The JIC may be staffed by qualified the City of Holladay, Salt Lake County,

Partner Organization, and private-sector personnel. A JIC may be virtual, connected to the ECC, or established elsewhere dependent upon the circumstances and needs of the incident.

Public information responsibilities of the City of Holladay include:

- Coordinating with appropriate neighboring jurisdictions, special service districts, County, State, federal entities, and all media representatives to ensure timely and accurate information is provided to the community.
- Pushing public messaging to the community through various channels (e.g., press conferences, social media, emergency alerts).
- If needed, activating the JIC and support team to better facilitate:
 - Information collection
 - Information dissemination
 - Interaction and coordination with the media
 - Unified messaging
 - Information deconfliction

Communicating with the Whole Community

Additional communications methods are incorporated into warning, notification, and status updates to increase the accessibility of information and reach the whole community, including individuals with access and functional needs. Examples of accessible communications include:

- Adding open and closed captioning on Holladay television broadcasts.
- Including an American Sign Language (ASL) interpreter during media briefings.
- Translating and providing print, news, and social media emergency public information in English, Spanish, and other languages commonly spoken in the City of Holladay.

4.2.3.3 Protective Actions

Some emergency or disaster incidents may require the City to implement protective actions such as evacuations and sheltering. Incident Command or Unified Command decides whether to implement protective actions based on the scope, size, and impacts of the incident as well as information from responding agencies and organizations. Executing protective actions requires coordination with the City Manager and EM as well as multiple supporting agencies. **Table 5** provides an overview of protective actions, possible lead agencies, and expected operations

Table 5: Protective Actions Overview

Protective Action	Lead Agency	Operations
Evacuation	UPD	<ul style="list-style-type: none"> • Ensure residents are aware of evacuation orders • Move affected residents that are unable to evacuate themselves • Identify, activate, and procure transportation resources, including routes to support evacuations • Evacuate vulnerable populations including, but not limited to: medical patients, long-term health care facilities, residents in group and other housing facilities.
Sheltering	ARC / City EM	<ul style="list-style-type: none"> • Activate and operate reception centers as temporary collection facilities • Identify and activate long term shelters as necessary • Coordinate shelter staffing and operations • Support mass care • Identify considerations for pet-friendly shelters
Transportation	City / County EM	<ul style="list-style-type: none"> • Provide resources to support evacuations such as public transportation • Coordinate with supporting agencies such as UDOT for additional resources
Victim Tracking	Jurisdiction with Authority	<ul style="list-style-type: none"> • Coordinate with emergency medical services and hospitals to estimate patient numbers, types, and volumes. • Coordinating with first responders and hospitals to estimate total transported individuals, self-transported individuals, and walking wounded to understand incident impacts • Track patient movement
Reunification	Jurisdiction with Authority	<ul style="list-style-type: none"> • Support reunification of displaced incident victims with friends and family • Operating facilities and hotlines to support reunification operations • Push public information regarding reunification processes

4.2.3.4 Perform Damage Assessments

Municipal agencies conduct damage assessments during the response to identify incident impacts, prioritize response and restoration activities, and initiate the cost recovery process. The objectives of damage assessments include:

- Determining immediate life safety issues such as trapped or missing individuals.
- Assessing economic impacts.
- Identifying the scope of damages.
- Determining the status of infrastructure.
- Prioritizing response operations.
- Documenting damages.
- Affixing an estimated dollar amount of damage to justify the need for additional assistance.

New impacts, damages, or disruptions to infrastructure are incorporated into updated assessments and reported to relevant ECC Sections, and County, State, and federal supporting agencies. **Table 6** provides an overview of the damage assessments conducted during response operations, including who may conduct them and the types of information collected.

Table 6: Damage Assessments

Assessments	Rapid Damage Assessment or “Windshield Assessment”	Initial Damage Estimates
Time Conducted	As soon as possible or hours after the initial incident impact	Days to weeks after initial incident impact
Purpose	Determine immediate incident impacts and hazards to direct response operations and priorities.	Determine the status of infrastructure and estimation of monetary damages to public and private property. This assessment is necessary to validate State and federal support and set recovery needs and timeframes.
Overview	<ul style="list-style-type: none">• Size up incident• Determine life-saving needs• Determine critical infrastructure status• Identify immediate hazards• Casualty Reports	<ul style="list-style-type: none">• Early estimation of monetary damages• Critical infrastructure status• Justify disaster declaration

Conducted by:	<ul style="list-style-type: none"> • First Responding Agencies • Field Units including civilian volunteer groups utilizing Rapid Damage Assessment Programs and software when available. 	<ul style="list-style-type: none"> • Public Services & Engineering • Planning and Development Department
Information Collected	<ul style="list-style-type: none"> • Structure safety and damages • Environmental hazards • Response follow-up actions 	
Priority Facilities	<ul style="list-style-type: none"> • Critical Infrastructure • Government Facilities • Hospitals • Schools • Churches 	

4.2.3.5 Request Resources Necessary to Support Response

Request Necessary Resources from County

When resources have been depleted at the municipal level, a request may be made with County EM to provide further resources.

Examples of resources that may be requested and distributed during emergency and disaster response and recovery operations include, but are not limited to:

- Food and Water
- Office space and equipment
- Fuel
- Transportation
- Heavy Equipment

The following process is used to request resources from County EM:

- EM or ECC Logistics section submits a request through phone call or ICS 213 or 213RR form to County ECC Logistics or ESF #7 when activated. WebEOC may also be utilized for this purpose.

Request Mutual Aid

Municipal response may require the use of resources beyond those available within the municipality.

In order to expedite the resource sharing process, the City of Holladay may enter into mutual aid agreements with neighboring jurisdictions and assisting agencies to access

additional resources should it become necessary. Such mutual aid agreements can be pre-established or created at the onset of response operations. Pre-establishing mutual aid agreements prior to response operations is preferred as the agreements can be rapidly utilized during response.

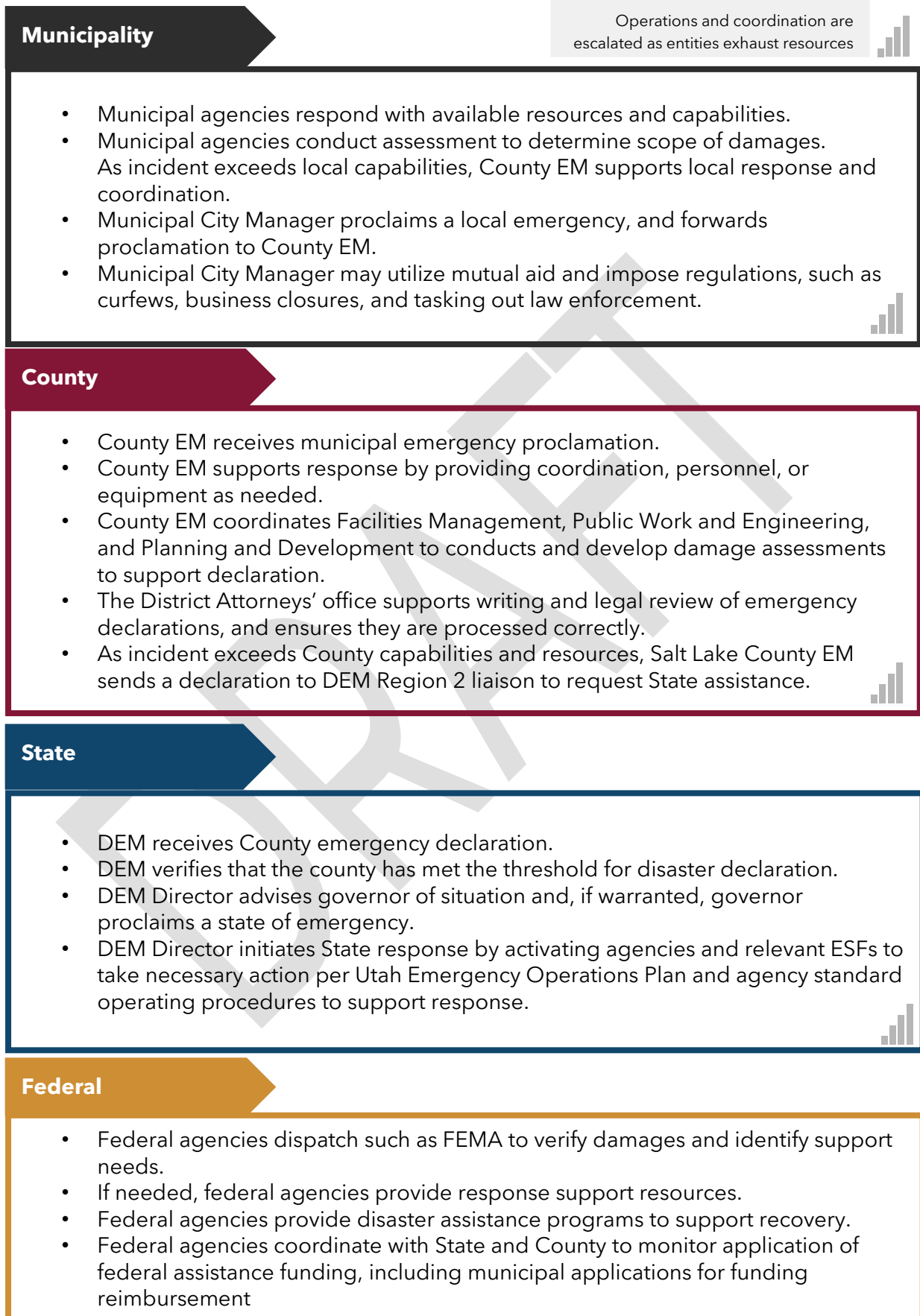
Mutual aid agreements often include:

- Identification of the resources accessed.
- Reasonable assurance that resources are available when needed.
- Terms for compensation.

4.2.3.6 Request a Disaster Declaration

The disaster declaration process is a critical step for local entities to access County, State and federal support and assistance. **Figure 12** provides an overview of how emergency declarations at the municipal and County level are escalated to the State and federal government.

Figure 12: Response Phase Overview



4.2.3.7 Coordination with Partners

To effectively implement activation, response, recovery, and preparedness actions, the City of Holladay coordinates with County, State, federal, and public- and private-sector partners. This section provides an overview of how these entities coordinate.

As an incident evolves, expands, or affects certain sectors, various agencies may become involved to support response and recovery operations. **Figure 13** provides a general overview of how different agencies and entities are involved as an incident becomes more complex.

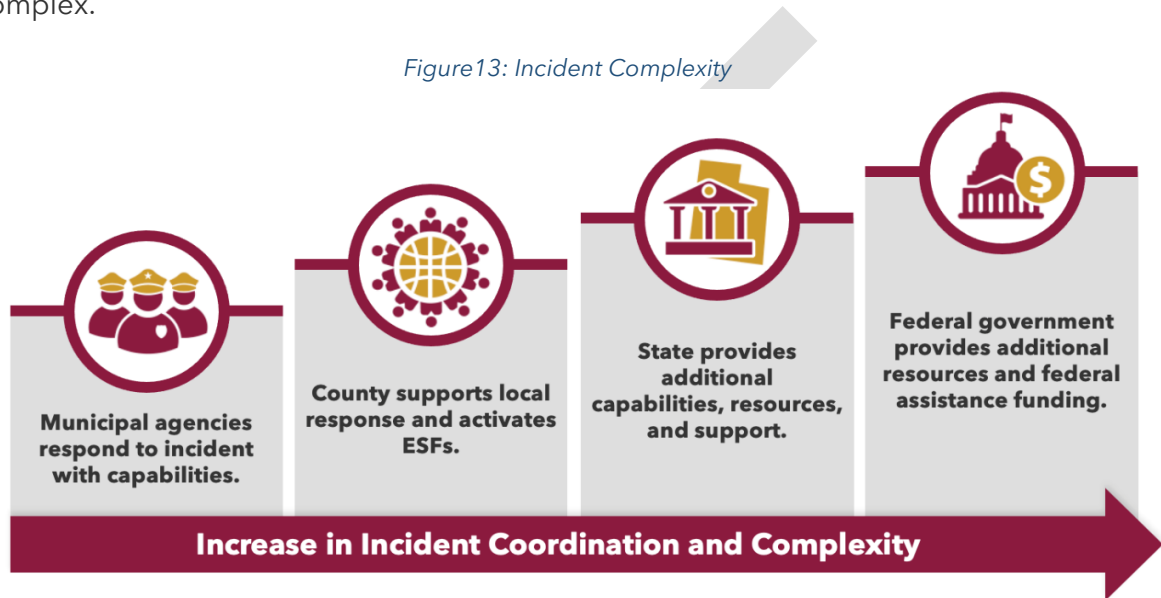


Table 7 describes the major responsibilities related to coordination during emergency and disaster response and recovery operations.

Table 7: Coordination Roles and Responsibilities

Entity	Coordination Roles and Responsibilities
Municipalities	<ul style="list-style-type: none"> Respond to incident based on available resources and capabilities. Notify municipal emergency management and other supporting agencies of operations, initial assessment, and need for further support (if required). Activate relevant municipal ECC to provide timely, accurate, and regular assessments and coordination support. Declare a local emergency if warranted. Develop timely and accurate messaging to the community regarding incident status and protective actions.

Entity	Coordination Roles and Responsibilities
County	<ul style="list-style-type: none"> • Activate ECC to support response and recovery coordination. • Notify Utah DEM of incident and request support as needed. • Create County disaster declaration as needed. • Coordinate with Utah DEM to request federal assistance as needed. • Coordinate requests from municipalities and County departments, organizations, and agencies for resources to support response and recovery. • Regularly assess and document incident impacts and status. • Develop timely and accurate messaging to the community regarding incident status and protective actions.
State of Utah	<ul style="list-style-type: none"> • Provide DEM liaison to support communication and coordinate between the EOC/ECC and DEM. • Coordinate support from State of Utah agencies, other counties, and inter-State mutual aid through EMAC. • Support the municipalities, County and State disaster declaration as needed. • Coordinate federal assistance.
Federal Government	<ul style="list-style-type: none"> • Provide response support and resources if State of Utah capabilities are insufficient to respond and recover from the incident. • Provide federal assistance to help recover from emergency or disaster impacts.
Public and Private Sector	<ul style="list-style-type: none"> • Incorporate response and recovery resources and support to municipal and County governments through requests, agreements, and memorandums of understanding (MOU). • Provide situational assessment and ensure situational awareness of disaster or emergency, if applicable.

Contract Services with Public Entities

The City of Holladay contracts a number of public services with outside entities. Contractual agreements with specific entities outline the authority and structures necessary for smooth coordination between the city and the public entity.

Specifics regarding coordination and control can be found in Support Annex B: Contracted Services.

4.2.3.8 Document Response Actions

Thorough documentation is required to support situational awareness, federal reimbursement, and audits. The ECC Finance/Administration Section, in coordination with the ECC Planning Section, is responsible for maintaining and archiving incident

documentation. Documentation and records that responding agencies should produce and maintain throughout the incident response and recovery include, but are not limited to:

- Time tracking and timesheets.
- Activity logs.
- Purchasing cost tracking, receipts, and procurement approvals in line with requirements (Title 44 and 200 of the Federal Code of Regulations and NIMS).
- Damage assessments.
- Situation Reports (SitReps).
- Incident Action Plans (IAPs).

Additional information on how documentation is maintained for financial management can be found in [Financial Management](#).

4.3 Recovery

This section provides an overview of the City of Holladay's recovery operations to return the community to pre-disaster conditions. After initial lifesaving and protection response operations have concluded, the City shifts to recovery operations. Depending on the circumstances of the incident, recovery may occur simultaneously with response and can extend for months or even years after a disaster, depending on the scale, impacts, and needs of the community.

Figure 14: Recovery Phase



Key Activities

- The City Manager, in coordination with the EM and Executive Group, determines whether to deactivate response resources.
- The City Manager, in coordination with the EM and ECC, initiates the mobilization of recovery resources and operations as appropriate.
- The Recovery Task Force (RTF) manages, facilitates, and leads recovery operations.
- Preliminary Damage Assessments (PDA) to determine the scope of impacts and monetary damages are conducted to help facilitate a disaster declaration.
- The federal government provides assistance through programs and grants to help the community recover.
- RTF coordinates the development and implementation of a Long-Term Recovery Plan to support community recovery and resilience building.

4.3.1 Transition from Response to Recovery

The speed of and process for the transition from response to recovery depends on the size and scope of recovery needs and the capacity of the City. The City Manager, in coordination with the Executive Group, Policy Group, and EM, makes the determination to mobilize recovery resources during or following response operations.

The following events or triggers can help facilitate the gradual transition to recovery operations:

- The hazard has subsided or been contained.
- Initial response efforts have plateaued or stabilized.
- Protective actions have been implemented if required.
- Injured persons or fatalities have been entered into the medical system.
- Initial damage assessments have been completed.
- Disaster impacts on the community are understood.
- Community Lifelines are stabilized.

Transition Considerations

The transition from response to recovery may not be clear. Some considerations as operations begin to shift include:

- Transition may occur at different rates throughout the City. Some areas may be functioning normally while others still lack essential services.
- Response and recovery functions may occur simultaneously, with staff sometimes supporting both, depending on their function. It is important to delineate responsibilities within functions to ensure recovery is not forgotten during early response operations.

EM is responsible for supporting the ESF to RSF transition and initiating recovery resource mobilization. This process includes:

- Determining the scope of recovery operations.
- Establishing the coordination and communication structures among recovery partners.
- Ensuring coordination between response and recovery organizations and agencies.
- Identifying available funding sources and advocating for community assistance, as needed.

4.3.1.1 Demobilize Response Resources

As the City of Holladay shifts to recovery, various response operations may be demobilized from the ECC. The City Manager, in coordination with the EM, and the Executive Group determines when response resources can be demobilized. Once demobilized, ECC personnel go through the following demobilization process:

1. Return all provided equipment to owners and determine if any additional documentation is needed.
2. Return work items to appropriate ECC cabinets and clean workspace in ECC.
3. Provide any documentation, such as activity logs, to the ECC Planning Section Chief.
4. Participate in any after-action meetings or follow-up discussions to identify strengths, gaps, and areas for improvement during response and recovery operations.

The City Manager, in coordination with the EM and the Executive Group, makes the determination to mobilize and demobilize recovery resources.

4.3.2 Convene Recovery Task Force

The City Manager, in coordination with the EM and Executive Group, makes the determination to activate a Recovery Task Force (RTF) to manage, facilitate, and lead recovery operations.

The RTF is composed of City employees and agency partners who support recovery operations in addition to their regular work. The task force may have one or two key staff reassigned to support recovery full time if necessary.

The Executive Group determines who will make up the RTF and assist in establishing key roles within the task force. The RTF may initially be composed of a combination of any of the following positions:

- City Manager or Assistant Manager
- Relevant Department Heads
- EM
- PIO / Communications Manager

The makeup of the task force may change, and additional positions may be added as recovery progresses and different areas of focus are needed.

Responsibilities of the RTF include:

- Developing a long-term recovery plan, including short, mid-term, and long-term goals to guide recovery operations.
- Establishing a regular schedule of meetings to ensure communication and coordination.
- Coordinating county, state, and federal assistance to affected communities.
- Coordinating with the JIC and PIOs to provide recovery public messaging to the citizens of Holladay.

The RTF may coordinate virtually, out of the ECC, or out of an available space within City Hall, depending on the situation.

4.3.2.1 Recovery Support Functions

Recovery Support Functions (RSFs) encompass core recovery capabilities, including those not active in emergency response, to focus on community recovery needs. RSFs are organized into six core functions and are activated to identify and resolve recovery challenges.

RSFs are used to supplement the RTF as recovery operations develop. The RTF activates specific RSFs as recovery operations dictate. Every disaster does not require every RSF, and some may not require any; it depends on the scale of the disaster and is at the RTF's discretion. It is unlikely that the City of Holladay will have the capability of activating all RSFs. However, the RTF may choose to activate critical RSFs or utilize the framework as a means to ensure comprehensive recovery planning and objectives.

Table 8 provides an overview of each Recovery Support Function.

Table 8: Recovery Support Function Overview

RSF	Mission
RSF #1 - Community Planning and Capacity Building	Ensure equitable representation of the community during post-incident recovery planning, financing recovery operations, and capacity building of the community to improve resilience.
RSF #2 - Economic Redevelopment	Assist in developing programs and policies to recover and improve the business and economic sector through engagement with public, private, and non-profit organizations.
RSF #3 - Health and Social Services	Address short- and long-term health and social services impacts to the community post-disaster in coordination with public, private, and non-profit partners.
RSF #4 - Housing	Assist in the short- and long-term support, sheltering, and housing of displaced residents following the impacts of an emergency or disaster.
RSF #5 - Infrastructure Systems	Coordinate efforts of public and private stakeholders to restore and increase resilience of infrastructure from future hazard impacts.

RSF	Mission
RSF #6 - Natural and Cultural Resources	Coordinate public, private, and non-profit partners in the restoration and resilience building of natural and cultural resources to support future preservation.

Additional information can be found in the National Disaster Recovery Framework (NDRF) available through FEMA.

4.3.3 Assess Recovery Needs

4.3.3.1 Conduct Preliminary Damage Assessments

Preliminary Damage Assessments (PDAs) are one of the core steps of the emergency declaration process as they identify and determine a dollar amount for damages. The PDA assists in determining additional needs and resources.

When a PDA is necessary, the City of Holladay will be responsible to conduct it and relay the information to the County ECC through established communication channels.

The ECC Planning Section is responsible for collecting and organizing PDA data. This includes:

- Aggregating PDA data to get a full scope of damage.
- Displaying PDA data spatially using Geographic Information Systems (GIS).
- Supporting decision-making and prioritization of operations.

Table 9 provides an overview of the PDA, who may conduct it, and the type of information collected.

Table 9: Preliminary Damage Assessment Overview

Preliminary Damage Assessment	
Time Conducted	<ul style="list-style-type: none"> • Days to weeks after the initial incident impacts • Conducted after Initial Damage Estimate
Assessment Overview	<ul style="list-style-type: none"> • Quantify damage • Assist with disaster declarations • Determine impacts to critical facilities

Conducted By:	<ul style="list-style-type: none"> • FEMA • EM • Qualified municipal engineering personnel • Approved assessors
Information Collected	<ul style="list-style-type: none"> • Estimated costs of damage • Type and location of facility damaged • Pictures of damage • Insurance status
Priority Facilities	<ul style="list-style-type: none"> • Government Facilities • Water Infrastructure • Parks and Recreation Facilities

PDA results are used by County leadership to support a request for a declaration of a state of emergency, emergency orders, or an emergency declaration at the County level. The Governor utilizes the County PDA to support a federal declaration of a state of emergency request that illustrates the needed response efforts exceed State and County recovery capabilities.

PDA information in the request includes data such as:

- Cost of response efforts (e.g., emergency personnel overtime).
- Emergency services shortfalls.
- Community damage.
- Number of citizens affected.

4.3.3.2 Federal Assistance

Disaster declarations and initial damage assessments provide the reasoning for the qualification of federal funds in impacted communities. These funds can prevent delays in recovery and foster trust and communication between stakeholders when they are prioritized for the most pertinent recovery needs.

Not all disasters require a disaster declaration. It is important to note that in a non-declared disaster event, access to state or federal assistance will not be available.

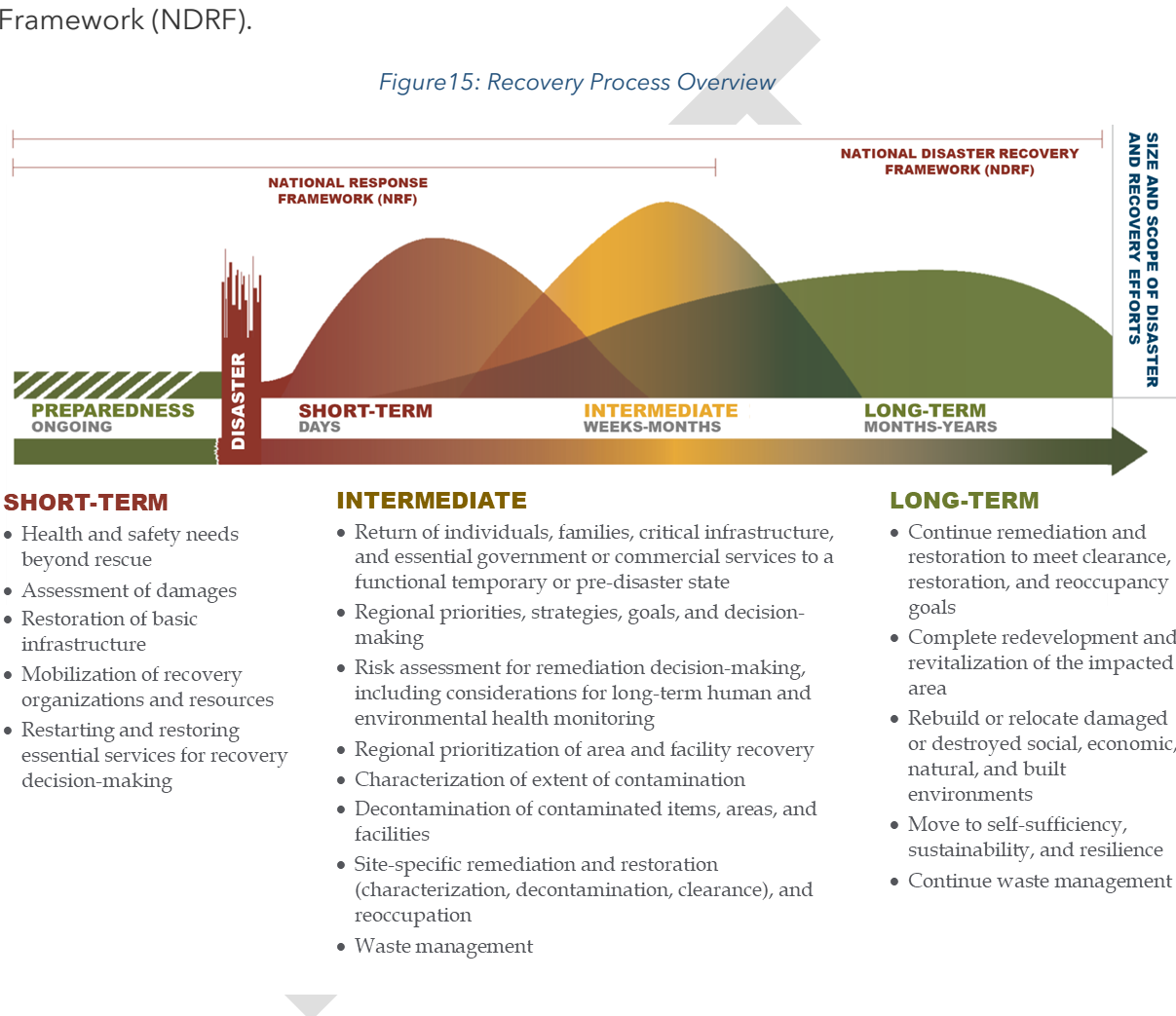
4.3.3.3 Perform an Unmet Needs Assessment

FEMA defines an unmet need as the gap between verified disaster-caused damages and obtainable disaster aid. This aid includes insurance assistance, federal and State assistance, and personal resources. Unmet needs can also persist after recovery resources

have been exhausted. Identifying unmet needs in the community is critical to recovery planning and ensures equity across the response and inclusive recovery planning.

4.3.4 Initiate Intermediate and Long-term Recovery Efforts

Long-term recovery efforts help restore communities to pre-disaster or pre-emergency conditions and build resilience against future incidents. **Figure 15** provides a visual overview of the recovery process as described in the National Disaster Recovery Framework (NDRF).



Communications in the Recovery Phase

During the transition to recovery, it is essential to deliver prompt, coordinated, and actionable information to the whole community through the use of clear and accessible methods to effectively relay information regarding actions being taken and the assistance being made available.

More information can be found in Functional Annex A: Communications.

4.3.4.1 Develop a Long-Term Recovery Plan

The development of a Long-Term Recovery Plan allows City leadership and community stakeholders to make complex, community-wide decisions to rebuild and increase resilience. Plan development and implementation is managed by the RTF and activated RSFs in coordination with the City Manager, Policy Group, and EM.

The Long-Term Recovery Plan is developed and implemented through the following steps:

1. Convene a core and inclusive community planning team led by the RTF.
2. Develop a unified approach and shared community vision.
3. Build on existing community planning and best practices.
4. Complete initial damage and needs assessments.
5. Identify realistic and achievable recovery actions and goals.
6. Coordinate planning efforts with municipalities and the State.
7. Implement the Long-Term Recovery Plan, monitor initial outcomes, and continually update as needed.

4.3.4.2 County, State, and Federal Assistance in Recovery Planning

Depending upon the size and scope of the disaster and recovery needs, long-term recovery may be supported at the County level to ensure for whole-community recovery and resilience. In this case, the City may link into an RTF at the Recovery Operations Center (ROC) as available and appropriate or may utilize State and Federal funding to reach specified objectives in coordination with surrounding jurisdictions and Salt Lake County.

Recovery Plan Development Considerations

Engage diverse opinions and organizations in planning to include different perspectives across the entire community, as recovery planning is a shared community responsibility.

Engage stakeholders early in the planning process to ensure buy-in and a comprehensive approach throughout plan development.

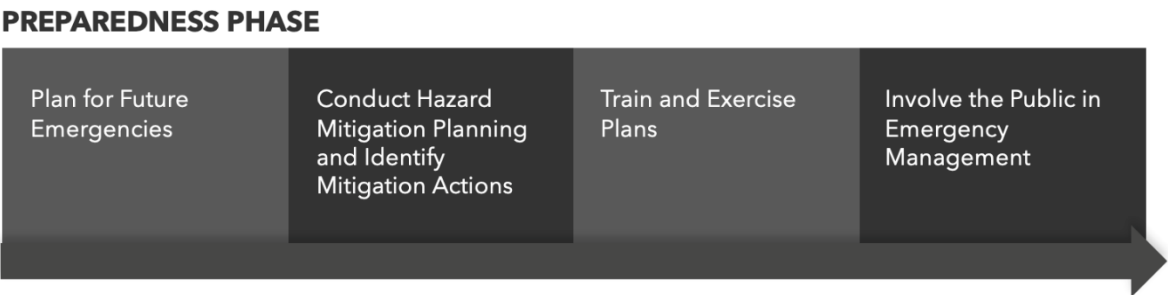
Incorporate existing planning into recovery planning efforts to provide a wide range of goals for the community and represent shared priorities of community members. This also helps create a consistent planning approach, focusing on recovery actions that may have been considered in another context.

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4.4 Preparedness

This section provides an overview of preparedness actions executed by Holladay and partnering agencies to prepare for the impacts of all hazards. Preparedness actions occur prior to and after emergencies and disasters and include planning, training, and exercises.

Figure 16: Preparedness Phase Overview



Key Activities

- All agencies develop internal plans to support emergency or disaster preparedness.
- EM coordinates hazard mitigation planning and identification of mitigation projects to lessen the impacts of emergencies and disasters.
- EM plans for and executes training and exercises for different partner entities within the City of Holladay.
- The EM and municipal PIOs implement outreach strategies to inform, educate, and engage the community in emergency preparedness.

4.4.1 Develop Plans for Future Emergencies

4.4.1.1 Maintain Plans that Support Response and Recovery

Relevant City of Holladay departments, agencies, and organizations maintain operational plans and documents described in **Table 10** to better facilitate disaster and emergency response.

Table 10: Planning Documentation Overview

Planning Documentation	Description
Comprehensive Emergency Management Plan	Establishes the framework for the City of Holladay to respond to, recover from, prepare for, and mitigate against all hazards that pose a threat to the City of Holladay.
Staff Security Plan	Identifies responsibilities for various security duties and guides employees to support their safety and security.

Planning Documentation	Description
Hazard Mitigation Plan	Identifies natural disaster risks and vulnerabilities that are common in the area and outlines long-term strategies for protecting people and property from those events.
Community Wildfire Preparedness Plan (CWPP)	A framework that identifies local wildfire risk along the Wildland Urban Interface (WUI) and outlines local priorities for wildfire risk mitigation.

4.4.1.2 Update Plans Regularly

EM has the overall responsibility for ensuring their plans, annexes, operations guides, and associated checklists are current. The City of Holladay EM or designee assigns personnel to be accountable for the upkeep of specific planning documentation. All other municipal departments or divisions that have emergency response or recovery assignments are responsible for developing and maintaining their own plans and procedures.

4.4.2 Conduct Hazard Mitigation Planning

Hazard mitigation planning helps improve the preparedness and resilience of the County by lessening the impacts of emergencies and disasters through the identification of risk, hazard-specific impacts, and mitigation actions. Identification and implementation of mitigation actions can occur following an emergency or disaster to lessen impacts, or during preparedness planning.

Salt Lake County EM is the lead agency responsible for coordinating the development of the Salt Lake County Multi-Jurisdictional, Multi-Hazard Mitigation Plan which the City of Holladay participates in. The planning process involves the 16 cities, five metro townships, and two towns located within the County's boundaries and unincorporated County. The hazard mitigation planning process often occurs on a five-year cycle and satisfies federal, State, and local hazard mitigation planning mandates.

City of Holladay Hazard Mitigation Plan

Additional detail on planned mitigation projects can be found in the [City of Holladay Hazard Mitigation Annex](#).

4.4.3 Training and Exercise Plans

Coordination structures and procedures described in the CEMP and other preparedness documentation are subject to and supplemented by regular training and exercises.

The City of Holladay EM maintains a training and exercise program that supports familiarity with emergency management concepts. Areas of training include:

- ICS.
- Policy Group roles and responsibilities.
- ECC operations including facility set up and position specific training.
- Annual basic safety training for employees which may include active shooter training, evacuation, and first aid.

Incident Command System Baseline Training

All municipal staff and policy group members that may play a role in emergency response, recovery, preparedness, and mitigation are encouraged to complete baseline ICS training as directed by Homeland Security Presidential Directive 8. Many of these courses are available online for free through FEMA's Independent Study Program or through the EM staff. Completing these trainings provides staff with an overview of ICS and important context needed to understand emergency management concepts and operate within the City's command and control structures. The baseline ICS courses include the following:

- [IS-100: Introduction to the Incident Command System](#)
- [IS-200: Basic Incident Command System for Initial Response](#)
- [IS-700: An Introduction to the National Incident Management System](#)
- [IS-800: National Response Framework, An Introduction](#)

Completing requisite training and understanding the broader response picture will help ensure compliance with State and federal regulations as well as allow for reimbursement when available and appropriate.

EM is responsible for conducting regular exercises in compliance with the Homeland Security Exercise and Evaluation Program (HSEEP). Exercises will be developed utilizing the HSEEP methodology.

Examples of exercises include:

- Discussion-based exercises which include seminars, workshops, tabletop exercises, and games. These exercises familiarize players with plans, policies,

procedures, and agreements. They focus on strategic, policy-oriented issues, led by a facilitator to keep the discussion progressing toward objectives.

- Operations-based exercises which include drills, functional exercises, and full-scale exercises and are utilized to validate plans, policies, procedures, and agreement; clarify roles and responsibilities; and identify resource gaps. These exercises include real-time response utilizing communications and mobilizing resources and personnel.

Following exercises or real-world incidents, EM is responsible for leading an after-action process with responders and participants to identify strengths, gaps, and improvement strategies. The outcome of this process is captured in an AAR, and any relevant findings are incorporated into updates to the CEMP and other planning documentation.

4.4.4 Involve the Community in Emergency Management

Effective community preparedness requires ongoing community awareness and education programs so citizens are prepared and understand their responsibilities should a major disaster or emergency occur.

4.4.4.1 Improve Public Safety through Education and Outreach

The PIO, in coordination with the EM and other municipal communications officers, is responsible for developing and disseminating preparedness public messaging campaigns. Examples of these campaigns include:

- Signing up for public alert applications.
- Developing a personal preparedness plan.
- Informing the community on safety information about flood zones and evacuation routes.

4.4.4.2 Leverage Community Programs to Support Engagement

Strong partnerships with citizen groups and organizations support emergency and disaster response, recovery, preparedness, and mitigation operations. **Table 11**

provides an overview of programs that promote a culture of preparedness and resiliency throughout the community:

Table 11: Planning Documentation Overview

Program	Description
Community Emergency Response Team (CERT)	Provides standardized training that equips citizens with the skills necessary to prepare and respond during a disaster until help arrives. Examples of response skills include first aid, triage, and light search and rescue.
American Red Cross (ARC)	Provides mass care support to the community through their network of volunteers. Functions of the SRC include staffing and operating shelters as part of ESF #6.
Salvation Army	Provides human services support during emergency and disaster incidents, including food, water, and mental health services.
Church of Jesus Christ of Latter-Day Saints (LDS)	Emphasizes and encourages preparedness and self-reliance among its members. This includes educating families on maintaining supplies and resources for long-term incidents. The Church also has an extensive volunteer base that may be leveraged during emergency or disaster incidents to support as needed.
Catholic Community Services of Utah	Empowers communities in need to reach self-sufficiency. This includes supporting homeless populations, managing refugee cases, and distributing food to vulnerable populations.

5. FINANCIAL MANAGEMENT

Financial management occurs across every phase of emergency management. This section provides an overview of how the city manages procurement in a disaster, documents spending, and manages all other financial activities during response and recovery operations.

Figure 17 provides a general overview of financial management operations during activation, response, recovery, and preparedness.

Figure 17: Disaster Management Financial Operations

Activation	Response	Recovery	Preparedness
<ul style="list-style-type: none">• Activate and deploy identified staff to support ECC Finance and Administration Section.	<ul style="list-style-type: none">• Approve and facilitate resource procurements.• Maintain financial documentation and monitor expenses.	<ul style="list-style-type: none">• Collect and prepare documentation to support disaster declaration.• Coordinate with county to receive recovery funding as applicable.	<ul style="list-style-type: none">• Conduct training and exercises to prepare for disaster financial management operations.

5.1 Financial Coordination

The finance department is responsible to manage financial operations and staff the ECC Finance/Administration section. Primary responsibilities include:

- Serve as the ECC Finance Section Chief during emergencies and disasters.
- Recommend the funding source(s) for the emergency.
- Establish an appropriate framework of internal controls.
- Ensure policies for financial controls and spending limits are adhered to.
- Establish a documentation plan sufficient for audit purposes.
- Manage purchasing via contracts, purchase orders, and purchasing cards.
- Prepare budgets.
- Prepare financial statements.
- Time keeping.

5.2 Financial Response

5.2.1 Emergency Procurement

In the event of a disaster in which there is a threat to public health, welfare, or safety, the City Manager or their designee is authorized to approve emergency procurement of supplies, services, or construction items pursuant to City Code 2.11.190.

Emergency related costs may include, but are not limited to:

- Overtime for personnel.
- Emergency contracts and procurements.
- Debris removal.
- Emergency protective measures.
- Repair, restoration or replacement of critical infrastructure.

The following processes are used within the ECC to request, approve, and pay for resources:

1. ECC receives a request by phone call or ICS 213 form. ECC Logistic Section staff is responsible for creating an ICS 213 form if the form has not yet been created.
2. ECC Logistics Section identifies sourcing and costs of resources following current federal procurement laws and city procurement policy.
3. ECC Logistics Section sends information to ECC Finance/Administration Section for approval. As needed, ECC Finance/Administration Section forwards request to the Policy Group or other relevant ECC positions for approval.
4. Upon approval of request, ECC Finance/Administration Section facilitates payment for resources.
5. ECC Logistics Section tracks and monitors the deployment of resources.
6. ECC Finance/Administration Section maintains financial documentation related to procurement.

Resource Requesting Process

The ECC Logistics Section is the primary conduit for coordinating agency requests, including requests for assistance and supplies from Salt Lake County.

5.2.2 Financial Documentation

Maintaining all documentation, especially financial documentation, is critical during emergency response and recovery operations. Accurate documentation is essential for:

- Validating expenditures.
- Verifying damages.
- Tracking spending.
- Preserving records for audits.

All sections, partners, and agencies working in the ECC should forward all relevant documentation to the ECC Finance/Administration Section.

Be Audit Ready

Adhering to proper financial protocol is essential for the city to maintain proper documentation and records that are necessary for reimbursement or audit processes.

The ECC Finance/Administration Section and ECC Logistics Section are responsible for tracking and documenting incident-related costs. These include costs from labor, procurement, and damages. To monitor response-related expenses, the ECC Finance/Administration Section is responsible for:

- Maintaining situational awareness of costs incurred through labor, resource procurement, and disaster or emergency damages.
- Regularly updating total costs incurred and providing updates to command staff as requested.
- Projecting future spending trends.
- Budgeting based on projected spending and existing department budgets.
- Communicating messaging to limit or increase spending.

Table 12 provides an overview of the documentation that should be preserved and archived during emergency response operations.

Table 12: Financial Documentation

Operations	Types of Documents
Force Account Labor	<ul style="list-style-type: none">• Sign-in Sheets• ICS 214 Forms• Timesheets and Timekeeping
Resource Procurement	<ul style="list-style-type: none">• Correspondence between ECC Staff, Vendors, and Finance Team• Approved ICS 213 Forms• Receipts

5.3 Financial Recovery

Access to federal funding support or reimbursement requires a disaster declaration and additional documentation required by FEMA. The ECC Finance/Administration Section, in coordination with other sections, is responsible for collecting and submitting appropriate documentation to the Salt Lake County ECC.

Required documentation may include:

- PDA documentation of estimated cost of damages to infrastructure and facilities, including:
 - Description of damages.
 - Pictures of damages.
 - Insurance information.
 - Location of damages, preferably latitude and longitude.
- Documents and materials for reimbursement and assistance identified in the FEMA Public Assistance Program and Policy Guide. These materials include, but are not limited to:
 - Documentation supporting necessity of unique services or extraordinary level of effort.
 - Documentation supporting shortages, challenging procurement circumstances, and length of time shortages or procurement challenges existed (e.g., news stories or supply chain vendor reports).
 - Documentation such as timesheets, invoices, proof of payment, and signed contracts.

Reimbursement Thresholds

Upon declaration of an emergency, state and federal reimbursement thresholds must be met to recoup losses and expenses of the disaster. The city must meet the county and state thresholds. All city costs will be combined with Salt Lake County costs to meet these thresholds. For damage to property, only those costs that are not otherwise covered by insurance are eligible for federal disaster assistance.

5.4 Financial Preparedness

The City Finance Director is responsible to develop and maintain documentation regarding financial management procedures and internal management processes. During a disaster, these same processes will be utilized in addition to ICS forms and appropriate backup procedures to ensure financial continuity.

Disaster financial procedures and coordination of financial management may be exercised as a part of ECC drills and staff tabletops as appropriate.

6. PLAN MAINTENANCE

The CEMP and its components are maintained by EM and updated regularly to ensure content is accurate, current, and operational. In coordination with City of Holladay Administration, EM reviews and updates the CEMP on a bi-annual basis or as needed following training, exercises, and real-world incidents. **Table 13** describes plan maintenance actions and their frequency.

As needed, time-sensitive revisions to the plan are conducted and distributed to stakeholders, as necessary.

Table 13: Plan Maintenance

Plan and Action	Frequency
CEMP - General Review and update	Bi-annually or as needed following trainings, exercises, or real-world events. A full plan audit is recommended every five years.
Threat and Hazard Identification and Risk Assessment	Every three years in coordination with Salt Lake County EM.
Hazard Mitigation Plan	Every five years in coordination with Salt Lake County EM.

After-Action Reports

Following real-world activations and some exercises, the EM is responsible for implementing an after-action process to produce an AAR. AARs review incident or exercise operations to identify corrective actions. Key features of an AAR include:

- **Strengths:** Operations that were conducted effectively.
- **Areas for Improvement:** Operations that were not conducted as effectively as they could have been and highlight gaps in capability, such as equipment or training.
- **Recommendations:** Strategies to address the areas of improvement and build capability and capacity for future emergencies and disasters.
- **Improvement Plan (IP):** Consolidation of areas for improvement and recommendations. The IP also assigns responsibility to organizations or departments to implement improvements.

7. ROLES AND RESPONSIBILITIES

This section outlines general roles and responsibilities for municipal, county, state, and federal entities related to response, recovery, preparedness, and mitigation operations.

7.1 Functional Responsibilities

Table 14 provides an overview of emergency response functions and the primary (**P**) and secondary (**S**) entities that are responsible for executing those functions. (*) denotes a contracted service or service provided by Salt Lake County.

Table 14: Agency Roles & Responsibilities

Function	City of Holladay EM	City Manager	County Health Department*	County Information Services*	County Public Works*	County Mayors/Manager Office of Finance*	Police Department*	Fire Department*	American Red Cross (ARC)*	Salvation Army*	Faith-Based NGOs	Private Sector
Administration and Finance	S				P							
Agriculture and Natural Resources				S								P
Alert and Notification	P						S	S				
Communications	S		P				S	S				
Critical Infrastructure and Key Resource Restoration				P								S
Damage Assessment	S			P								
Debris Management				P				S				
Detection and Monitoring	S						P	P				
Direction, Control, and Coordination	P	P					S	S				

Function	City of Holladay EM	City Manager	County Health Department*	County Information Services**	County Public Works*	County Mayors/Manager Office of Finance*	Police Department**	Fire Department*	American Red Cross (ARC) *	Salvation Army*	Faith-Based NGOs	Private Sector
Donation Management						P			S	S	S	S
Emergency Public Information	P	S										
Energy and Utilities Services					S							P
Evacuation and Shelter-in-Place		S					P	P				
Fatality Management and Mortuary Services												
Firefighting/Fire Protection								P				
Food, Water, and Commodities Distribution										P		
Hazardous Materials								P				
Information Collection, Analysis, and Dissemination	P						S					
Law Enforcement							P					
Mass Care and Sheltering	S								P	P	S	
Mutual Aid	P	S										
Private Sector Coordination	P											P
Public Health and Medical Services			P									
Public Works and Engineering					P							
Resource Management and Logistics	P							S				

Function	City of Holladay EM	City Manager	County Health Department*	County Information Services*	County Public Works*	County Mayors/Manager Office of Finance*	Police Department*	Fire Department*	American Red Cross (ARC) *	Salvation Army*	Faith-Based NGOs	Private Sector
Search and Rescue							S	P				
Transportation Systems and Resources				P								
Volunteer Management	S								P	P		
Warning	P						S	S				

7.2 General Roles and Responsibilities

7.2.1 Municipalities

Municipalities serve as the primary provider of emergency services within their jurisdiction to ensure timely response to incidents and are often the first to use their personnel and resources during an incident.

Table 15: Municipal Roles & Responsibilities

Entity	Roles and Responsibilities
Municipalities	<ul style="list-style-type: none"> • Support ESF #15 External Affairs by providing updates on incident status to the community through public information and outreach. • Support ESFs #1 Transportation, #5 Emergency Management, #7 Logistics Management & Resource Support and #15 External Affairs by coordinating response efforts and communications. • Respond to and recover from emergencies and disasters based on municipal resources and capabilities. • Through liaisons, maintain communications with neighboring municipalities and the County regarding additional resource and capability needs. • Provide personnel and resources to neighboring municipalities and the County through formal requests. • Declare a local emergency, per authority stated in local ordinance, if municipal resources and capabilities do not meet scope and size of emergency or disaster. • Identify deficiencies and enhance protective measures to lessen the impact on vulnerable populations and minimize damage to local facilities. • Establish EOC/ECC activation level. • Coordinate response and recovery operations out of the ECC. • Establish the coordination structures through which local staff respond to and recover from emergencies and disasters. • Identify, train, and exercise Holladay staff to enable effective implementation of existing response plans, procedures, and policies. • Facilitate coordination with municipal, County, State, private-sector, and federal entities to support emergency or disaster response, recovery, preparedness, and mitigation. • Conduct public information operations out of the JIC to ensure the community receives timely and accurate information. • Coordinate with municipal departments and divisions to maintain COOP plans.
City Manager	<ul style="list-style-type: none"> • Support ESF #7 Logistics Management & Resource Support through the ECC Finance/Administration Section and ECC Operations Section. • Enhance protective policies to lessen the impact on vulnerable populations and minimize damage to critical facilities. • Provide overall direction to ECC for emergency and disaster response and recovery operations. • Support development and dissemination of public information out of the JIC. • Establish emergency declaration if Holladay capabilities and resources are insufficient to meet needs of incident.

Public Services in Coordination with Salt Lake County Public Works (Contracted Services)	<ul style="list-style-type: none"> Support ESFs #1 Transportation, #3 Public Works & Engineering, #10 Oil & Hazardous Materials, #11 Agriculture & Natural Resources, and #12 Energy with appropriate vehicles and equipment, as well as personnel and expertise. Work with government departments and industry partners to assess damage to transportation infrastructure and operations. Ensure public works and engineering-related functions are protected prior to an incident. Identify and acquire secondary buildings for operations to utilize during a response, should critical facilities be damaged, to maintain continuity of operations.
Local Police Department (Contracted with UPD)	<ul style="list-style-type: none"> Support ESFs #9 Search & Rescue and #13 Law Enforcement & Security through coordination efforts. Execute tactical response operations to protect life and property. Upon authorization of the City Manager, direct evacuation operations. Provide security for incident perimeter and other operations. Regularly coordinate with ECC and other responding entities to form common operating picture.
Local Fire Department (Contracted with UFA)	<ul style="list-style-type: none"> Support ESFs #2 Communications, #4 Firefighting, #9 Search & Rescue, and #10 Oil & Hazardous Materials through appropriate equipment and personnel and expertise. Execute tactical response and emergency medical services operations to protect life and property. Coordinate with Contracts and Procurement, UFA Logistics, and others to jointly secure and manage supply chains. Coordinate with ECC and other responding entities to form common operating picture.

7.2.2 County

County entities are responsible for coordinating to support response, recovery, preparedness, and mitigation operations for all hazards for which response exceeds local capacity.

Table 16: County Roles & Responsibilities

Entity	Roles and Responsibilities
Health Department	<ul style="list-style-type: none"> Support ESFs #8 Public Health & Medical Services, #10 Oil & Hazardous Materials, and #14 Long Term Community Recovery with public health facilities, personnel, and documentation. Assist in community health-focused response and recovery efforts. Support tracking of hospital resources, such as available beds. Activate Health Department to coordinate community-health focused response operations.
Public Works	<ul style="list-style-type: none"> Support ESFs #1 Transportation, #3 Public Works & Engineering, #10 Oil & Hazardous Materials, #11 Agriculture & Natural Resources, and #12 Energy with appropriate vehicles and equipment, as well as personnel expertise.

Entity	Roles and Responsibilities
	<ul style="list-style-type: none"> • Work with government departments and industry partners to assess damage to transportation infrastructure and operations. • Ensure public works and engineering-related functions are protected prior to an incident. • Identify and acquire secondary buildings for operations to utilize during a response, should critical facilities be damaged, to maintain continuity of operations.
Human Services	<ul style="list-style-type: none"> • Support ESFs #6 Mass Care & Human Services, #7 Logistics Management & Resource Support, and #8 Public Health & Medical Services with logistics to ensure populations receive necessary resources. • Support implementation of disaster assistance programs to help populations recover non-housing losses and access food stamps, crisis counseling, disaster unemployment benefits, legal services, and other services. • Provide staff to coordinate volunteers and manage donations depending on the scope and size of the incident and as needed.
Sheriff's Office	<ul style="list-style-type: none"> • Support ESFs #9 Search & Rescue and #13 Law Enforcement & Security through coordination efforts. • Execute tactical response operations to protect life and property. • Aid with evacuation operations. • Provide security for incident perimeter and other operations. • Regularly coordinate with EOC/ECC and other responding entities to form common operating picture.
Unified Fire Authority	<ul style="list-style-type: none"> • Support ESFs #2 Communications, #4 Firefighting, #9 Search & Rescue, and #10 Oil & Hazardous Materials through appropriate equipment and personnel expertise. • Execute tactical response and emergency medical services operations to protect life and property. • Coordinate with Contracts and Procurement, UFA Logistics, and others to jointly secure and manage supply chains. • Coordinate with EOC/ECC and other responding entities to form common operating picture.

8. NIMS COMPLIANCE

This CEMP is written in compliance with Homeland Security Presidential Directive 5, Utah Governor's Executive Order 2004-0012, and Utah State Code (53-2a-104) utilizing the Incident Command System (ICS) structured under the National Incident Management System (NIMS).

It establishes high level guidance which supports the implementation of NIMS. Response and recovery coordination structures in the Base Plan are designed to reflect NIMS and ICS principles.

As defined in the [*National Incident Management System, 2017*](#), the core components of NIMS include:

- **Resource Management** describes standard mechanisms to systematically manage resources, including personnel, equipment, supplies, teams, and facilities, both before and during incidents in order to allow organizations to more effectively share resources when needed.
- **Command and Coordination** describes leadership roles, processes, and recommended organizational structures for incident management at the operational and incident support levels and explains how these structures interact to manage incidents effectively and efficiently.
- **Communications and Information Management** describes systems and methods that help to ensure that incident personnel and other decision makers have the means and information they need to make and communicate decisions.

9. EMERGENCY INTERIM SUCCESSION

As defined in Utah State Code 53-2a-807, each political subdivision shall designate three interim successors and indicate their order of succession for both officers of the political division as well as the emergency manager.

The Successions of Authority are listed in [Support Annex A: City Roles and Responsibilities](#).

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10. EMERGENCY ALERTING AUTHORITY

10.1 Wireless Emergency Alerts

In accordance with Utah State Code 53-2a-807, the City of Holladay's designated alerting authority is through Salt Lake County Emergency Management. SLCo EM has an Integrated Public Alert & Warning System (IPAWS) certificate which allows for the ability to send out Wireless Emergency Alerts (WEA) in circumstances where life safety is threatened.

In the event that a WEA message is required, the City Manager or EM will reach out to the SLCo EM Duty Officer to initiate the process. As circumstances allow, the EM will be present to assist the County in sending out messages pertinent to the City of Holladay under the direction and authority of the City Manager.

The following individuals have the authority to request WEA messaging through SLCo EM:

1. City Manager
2. Emergency Management Coordinator
3. Communications Manager/PIO

A Reverse Notification System may also be utilized to send emergency notifications to residents who have opted-in. This system is maintained and notifications initiated by the Salt Lake Valley Emergency Communications Center through first response partners including the Unified Police Department and Unified Fire Authority.

10.2 Warning, Notification, and Status Updates

As timely dissemination of information is crucial to a successful response and recovery effort, the City of Holladay will endeavor to provide notification of an emergency as soon as practical and with as much advance notice as possible. All communications will be disseminated under the authority of the City Manager and in coordination with the designated PIO and EM.

Warning, notification, and status updates to the public and partner agencies are issued through a variety of methods depending on the scope, size, and circumstances of an incident. The following methods may be utilized to ensure notifications reach the whole community:

- Social Media Platforms
- City Webpage
- Public Service Announcements
- Press Briefings

11. FIGURES AND MAPS

Figure 18: City of Holladay Demographics

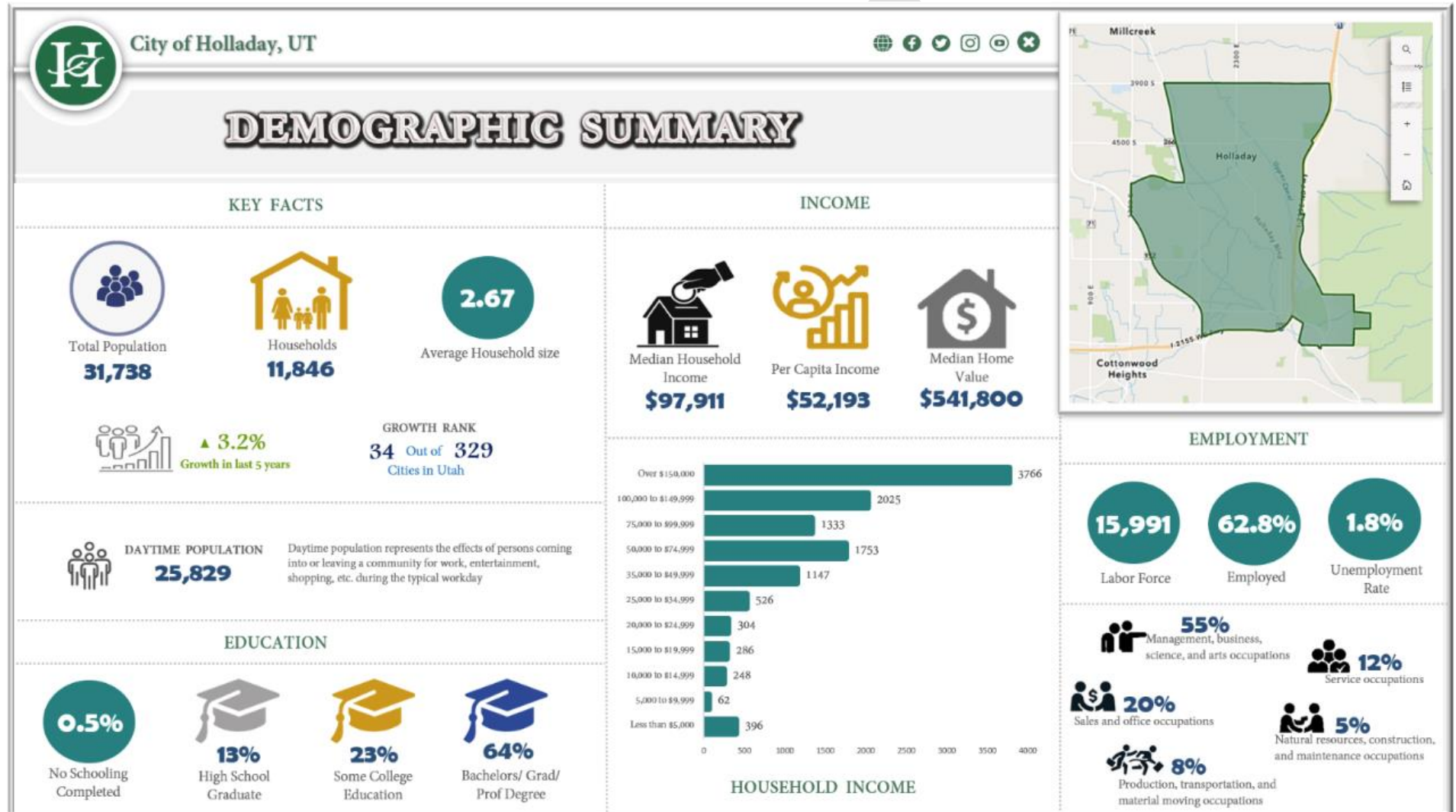


Table 19: City of Holladay Employment Statistics

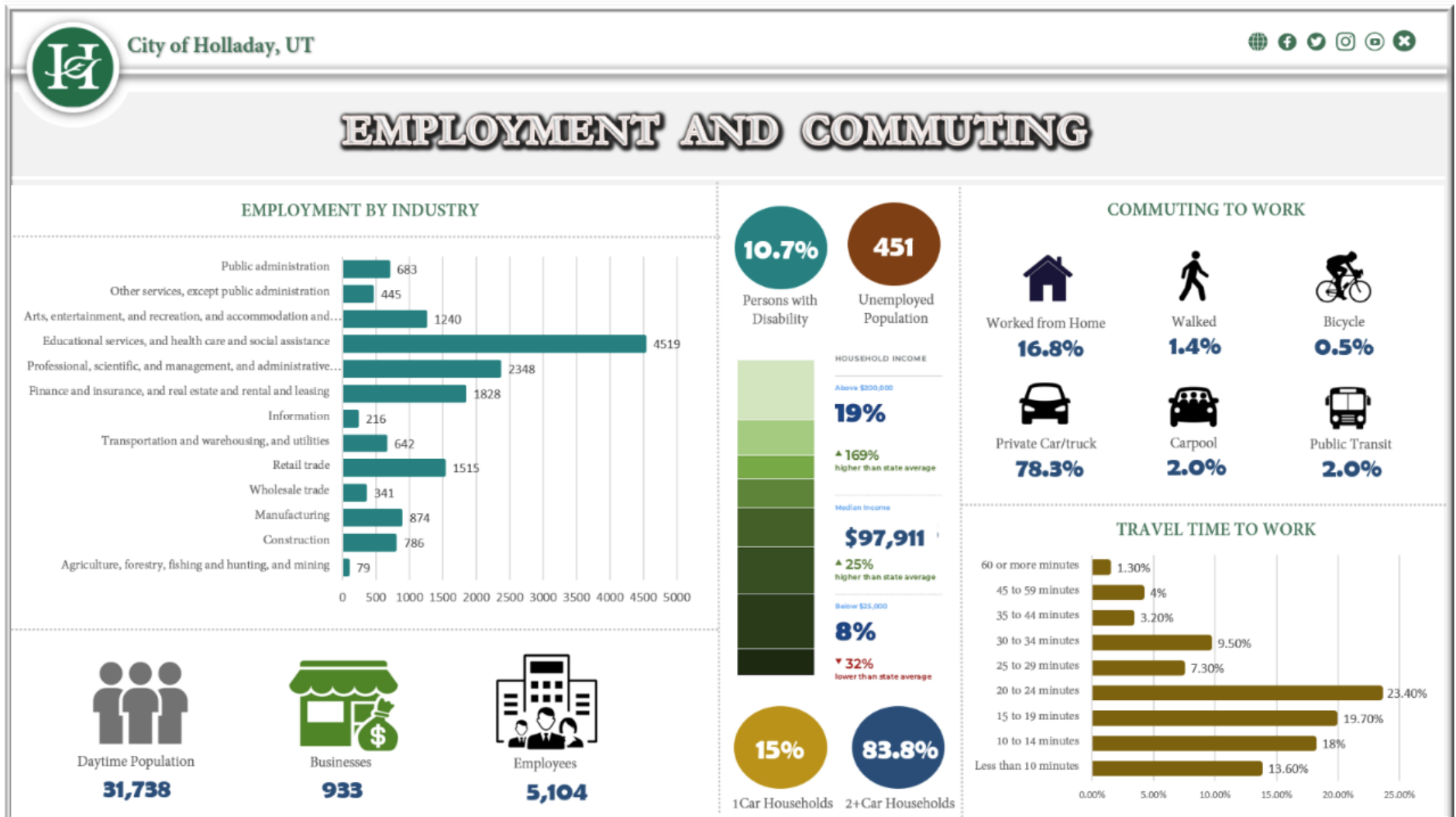
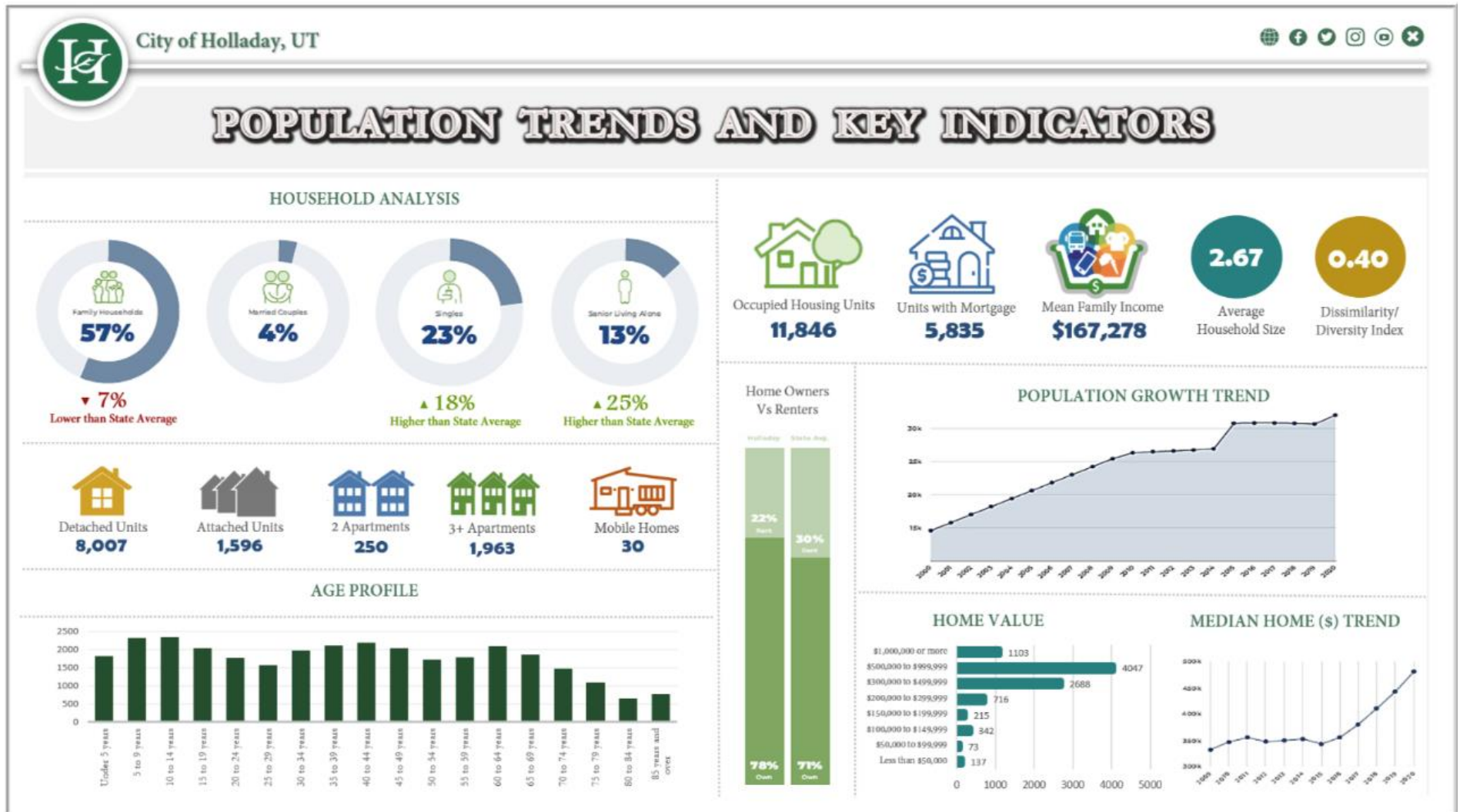


Table 20: City of Holladay Population Trends



12. GLOSSARY

Glossary of Common Emergency Management Terms

Table 17: Glossary of Common EM Terms

After-Action Report (AAR)	A document intended to capture experiences, best practices, and lessons learned after an operation.
Authorities and References	A component of an emergency management plan that provides the legal basis for emergency operations and activities.
Chain of Command (CoC)	The orderly line of authority within the ranks of the incident management organization.
Chief	An individual leading a specific section (e.g., Planning Section Chief)
Command Staff (CS)	The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions, as required. They may have an assistant or assistants, as needed.
Concept of Operations	A component of an emergency management plan that clarifies the overall approach to response (i.e., what should happen, when, and at whose direction) and identifies specialized response teams and/or unique resources needed to respond to an incident.
County Coordinating Officer (CCO)	Assigned to coordinate municipal resource support activities and information sharing following a major municipal emergency event or disaster. The CCO is responsible for all ECC coordination of resources, programs, and ESF groups for affected jurisdictions, individual victims, and the private sector. The CCO is also responsible for overseeing the preparation of the IAP, which includes identifying operational periods and filling command and general staff positions as needed.
Emergency Support Function (ESF)	ESFs are the grouping of certain sector capabilities into an organizational structure to provide support, resources, program implementation, and services.
Finance/Administration Section	The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.
General Staff (GS)	A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.
Incident Action Plan (IAP)	A document outlining the goals, objectives, and strategy for responding to an incident during each operational period.
Incident Command System (ICS)	ICS is a common organizational structure for the management of an incident.

Incident Commander (IC)	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for managing all incident operations at the incident site.
Incident Support Model	The ISM is a variation of the ICS structure that separates the information management/situational awareness function from the ICS Planning Section and combines the functions of the ICS Operations and Logistics Sections and comptroller/purchasing functions from the ICS Administration/Finance Section.
Joint Information Center (JIC)	A facility established to coordinate critical emergency information, crisis communications, and public affairs functions. The Joint Information Center is the central point of contact for all news media. The PIO may activate the JIC to better manage external communication.
Logistics Section (LOGS)	The Incident Command System section responsible for providing facilities, services, and material support for the incident.
National Incident Management System (NIMS)	A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, non-governmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, to reduce the loss of life or property and harm to the environment.
Operations Section	The ICS section responsible for all tactical incident operations and implementation of the Incident Action Plan.
Planning Section (Plans)	The ICS section is responsible for collecting, evaluating, and disseminating operational information related to the incident and for preparing and documenting the Incident Action Plan. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.
Public Information Officer (PIO)	A member of the Command Staff who serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.
Resources	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained.

13. ACRONYMS

Table 18: Acronyms

AAR	After Action Report
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
ASL	American Sign Language
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Team
COOP	Continuity of Operations
CWPP	Community Wildfire Preparedness Plan
DA	Damage Assessment
DEM	Utah Division of Emergency Management
DO	Duty Officer
DOC	Department Operations Center
DRC	Disaster Recovery Center
ECC	Emergency Coordination Center
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
ESF	Emergency Support Function
HSEEP	Homeland Security Exercise and Evaluation Program
ISM	Incident Support Model
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
IPAWS	Integrated Public Alert and Warning System
IT	Information Technology
GIS	Geographic Information System

JIC	Joint Information Center
LDS	Church of Jesus Christ of Latter-Day Saints
MOU	Memorandum of Understanding
NDRF	National Disaster Recovery Framework
NGO	Non-Governmental Organization
NIMS	National Incident Management System
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
RDA	Rapid Damage Assessment
ROC	Regional Operations Center
RSF	Recovery Support Function
RTF	Recovery Task Force
SitRep	Situation Report
SOP	Standard Operating Procedure
THIRA	Threat and Hazard Identification and Risk Assessment
UFA	Unified Fire Authority of Greater Salt Lake
UPD	Unified Police Department of Greater Salt Lake
VECC	Valley Emergency Communications Center
WEA	Wireless Emergency Alert
WUI	Wildland Urban Interface

14. AUTHORITIES AND REFERENCES

The following municipal, county, state, and federal authorities and plans govern the procedures and actions in the base plan and accompanying appendices and annexes.

Authorities

City of Holladay

- City of Holladay Code 2.11.190 Emergency, Public Threats, and Unforeseen Conditions
- City of Holladay Code Chapter 2.06: City Manager
- City of Holladay Council Resolution 2021-04 of February 18th, 2021, NIMS Compliance

Salt Lake County

Memoranda of Understanding (MOU)

The County has entered into:

- The Statewide Mutual Aid Act, 53.2a-3
- The Emergency Management Assistance Compact, 53.2a-4
- The Interstate Emergency Responder Mutual Aid Agreement, 53.2a-5 for Catastrophic Disaster Response and Recovery

Interlocal Agreements - Contracted Services

- Unified Fire Authority
- Unified Police Department

Salt Lake County Ordinance 2.86 "Emergency Response and Recovery"

Ordinance 2.86 establishes and consolidates governmental authority and powers during emergency response and recovery at the County level. Components of the ordinance include the following:

- Emergency declaration
- Lines of succession
- Powers of the County Mayor
- Powers of the County Council
- Relocation of offices
- Mutual aid
- Logistics and contracts
- Role of the emergency management advisory committee

State of Utah

- Utah Code Annotated (U.C.A.) Section 53-2a, "Emergency Management Act."
- Utah Municipal Code
- State of Utah, Emergency Operations Plan

Executive Orders

- Utah Office of Administrative Rules executive documents under the current governor
- Requesting State or federal resources
 - Requests for assistance will be forwarded to Utah DEM from the Salt Lake County Coordinating Officer or designee when local resources are exhausted or local capabilities are unable to meet the need. DEM can orchestrate and bring to bear outside resources and materials to meet the situation. The State of Utah is able to implement EMAC or to contact the federal government for assistance if it is unable to fill the request.
- Utah State Governor's Executive Order 2004-0012 - NIMS Adoption

Federal Government

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288), as amended, 42 U.S.C. 5121-5207
- Title III, of the Superfund Amendments and Reauthorization Act of 1986, (SARA), (PL 100- 700)
- Title 44, Code of Federal Regulations (CFR), Emergency Management and Assistance, October 1, 2008
- National Response Framework
- Homeland Security Presidential Directive-5

Americans with Disabilities Act Guidelines for Functional Needs Support Services

The Americans with Disabilities Act (ADA) of 1990 is incorporated into emergency management plans. This law prohibits discrimination based on disability. This act provides best practices that can be used to effectively address the needs of persons with disabilities or access and functional needs in EM plans. This includes establishing processes to pre- identify resources that may be used to fulfill requests from these individuals for reasonable accommodations they may need in emergency situations.

Executive Order 13347 (Individuals with Disabilities in Emergency Preparedness) directs the federal government to work with State and local governments, as well as private organizations, to appropriately address the safety and security needs of people with disabilities. The Stafford Act and Post-Katrina Emergency Management Reform Act

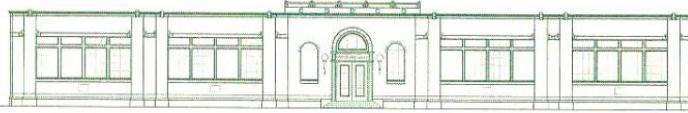
(PKEMRA), along with federal civil rights laws, mandate integration and equal opportunity for people with disabilities in general population shelters.

The City of Holladay makes every effort to comply with Title II of ADA as well as any other applicable laws related to emergency and disaster-related programs, services, and activities for individuals with disabilities who have access and functional needs.

DRAFT

References

- FEMA 501, National Incident Management System
- FEMA 501-3, NIMS Basic – Preparedness
- FEMA 501-7, NIMS Basic – Ongoing Management and Maintenance
- FEMA Public Assistance Program and Policy Guide, Version 4
- Comprehensive Preparedness Guide (CPG) 101
- National Disaster Recovery Framework (NDRF) 2016
- State of Utah Emergency Operations Plan
- State of Utah Hazard Mitigation Plan
- Salt Lake County Government COOP
- Salt Lake County Emergency Management COOP Plan
- Salt Lake County Comprehensive Emergency Management plan (CEMP)
- Salt Lake County Multi-Jurisdictional, Multi-Hazard Mitigation Plan
- Salt Lake County Emergency Management Concept of Operations
- Salt Lake County Joint Information System and Joint Information Center Standard Operating Procedures
- Emergency Management Accreditation Program (EMAP) Standards



City of Holladay
CITY COUNCIL

CITY OF HOLLADAY COUNCIL SUMMARY REPORT

MEETING DATE: September 19, 2024
SUBJECT: Employee Handbook Update
SUBMITTED BY: Gina Chamness, City Manager

SUMMARY: Attached are proposed updates to the most recently adopted Employee Handbook, which details policies for City of Holladay employees. These updates include:

1. Clarification in the definition of temporary/seasonal employees
2. Clarification in description of employee performance review storage location
3. Addition of language reflecting temporary employee reassignment during an emergency
4. Addition of language reflecting the date of celebration of Juneteenth holiday
5. Clarification regarding use of bereavement leave for miscarriage
6. Addition of parental leave as a paid leave category
7. Addition of language reflecting current practice for remote work
8. Clarification of language regarding appropriate use of city vehicles
9. Addition of guidance regarding comingling of personal and city social media and accessing of personal social media using city equipment
10. Addition of child/vulnerable adult protections
11. Clarification of discipline for alcohol or drug use on the job

RECOMMENDATION: Staff recommends the City Council discuss and consider adoption of employee handbook updates detailed in the attachment.

ATTACHMENTS: Draft Update to Employee Handbook, October 2024.

FISCAL IMPACT: The addition of parental leave may potentially result in a fiscal impact to the City, depending on usage in a given year, and the potential need for temporary staff to fill in for a staff member using parental leave. The addition of this policy does not require any change to the existing budget for the current fiscal year.

SUGGESTED MOTION: N/A



CITY OF HOLLADAY EMPLOYEE HANDBOOK



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DISCLAIMER

This Employee Handbook is provided for general guidance only. The policies and procedures expressed in this Employee Handbook, as well as those in any other personnel material, or other types of material that may be issued from time to time, do not create a binding contract or any other obligation or liability on the City. The City reserves the right to change its policies and procedures at any time, formally or informally, with or without notice, for any reason. The City also reserves the right to take any employment action it deems appropriate. The prohibitions set forth in the Employee Handbook do not create an express or implied contract with any person.

SECTION 1 INTRODUCTION

1-01 CITY GOVERNMENT

The City of Holladay is a third-class city, organized and existing under the laws of the State of Utah. The City operates under a form of government instituted and approved by the voters of the City.

1-02 POLICY IMPLEMENTATION

- 1-02(1) Information contained in this handbook is intended to give employees a better understanding of the responsibilities and obligations of employment with the City. Employees have an independent obligation and are required to read, understand, and comply with all provisions of the Employee Handbook.
- 1-02 (2) The City reserves the right to revise, supplement, or rescind any policy or portion of a policy from time to time as deemed necessary by the City Manager. A complete copy of the Employee Handbook is available to all employees. Every employee is responsible for becoming informed of changes as they occur.
- 1-02 (3) In addition to the policies and procedures contained in this manual, employees are responsible for understanding and abiding by policies and procedures of their Department and/or Division.
- 1-02 (4) The City Manager shall be the final interpreter of the provisions of the Employee Handbook as applied to all employees of the City.



SECTION 2 EMPLOYMENT PRACTICES

2-01 RECRUITMENT

- 2-01(1) General Policies – It is the intent of the City to fill all positions within the most suitable applicant. Further, it is the intent of the City to consider qualified in-house applicants when appropriate.
- a. Statutory Compliance – The City complies with Utah “Prohibiting Employment of Relatives” statutes. The City prohibits any person holding any position to appoint, vote for the appointment of, directly supervise, or be directly supervised by their father, mother, husband, wife, son, daughter, brother, sister, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law. Volunteers providing services to the City are excluded from this provision.
- b. Anti-Nepotism – The City also will not hire or re-hire any current or former relative of a current employee. Relative, for the purposes of this restriction means in addition to the relationships listed above, foster children, step-relationships or the preceding degrees of consanguinity, or any of their spouses.
- c. Employment of Minors – It is the policy of the City that no one under the age of 16 shall be hired as an employee.
- 2-01 (2) Equal Employment Opportunity – The City of Holladay is an Equal Opportunity Employer and selects, hires, promotes, and compensates employees without regard to race; color; religion; sex; pregnancy, childbirth, or pregnancy-related conditions; age; national origin; disability; sexual orientation; gender identity, or any other legally protected status. The City evaluates applicants for employment or candidates for promotion based upon their knowledge, skills, experience, education, and potential for job performance consistent with the needs of the position.
- 2-01 (3) Job Postings – In general, notices of all job openings are posted, although the City reserves its discretionary right to limit the recruitment to internal applicants or to not post a particular opening.
- a. External job openings may be posted in the following locations:
- Employment agencies
 - Professional staffing services
 - Trade journals
 - City website
 - Department of Workforce Services
 - Social media



Other advertising sources may be used to fill open positions in the best interest of the City.

- b. Internal job postings will include City emails to eligible employee groups and posting at appropriate City locations.

2-01

(4) Application Requirements – In general, the following application process is followed for all job postings. City employees are encouraged to apply for any posted position.

- a. All applicants for employment with the City shall complete a City application and are required to comply with the specific application process for each position. The applicant must submit all applications to Human Resources by the closing date and time of the posted position.
- b. The City accepts applications from all interested parties and evaluates applicants based upon job-related criteria.
- c. Falsification of any information required in the application process is grounds for immediate disqualification.
- d. Applications will be retained for two (2) years (or three (3) years if a conditional job offer was declined or withdrawn.)

2-01 (5)

Selection Procedures

- a. Skill-based Testing – Job applicants may be required to take tests that the City deems necessary for a specific position.
- b. Veterans Preference – In accordance with Title 71, Chapter 10, Utah Code Annotated, Preference eligible veterans and their spouses shall be given preference in the hiring process. The City employment application shall have a section to claim veteran's preference.
- c. Job Offer Requirements – Once an applicant is selected and a written conditional offer has been created by Human Resources, approved by the Department Director, and signed by the applicant, the applicant will be required to submit to drug testing, a background check, and a driver's license check (if required). The Personnel Action Form shall be approved by the Department Director and City Manager.

2-02 EMPLOYMENT MODIFICATIONS & ACCOMMODATIONS PROCEDURE

Employee Handbook

Effective Date: ~~January~~ 2020

updated Nov. 2021

Updated Feb. 2022 (added Sect 3-01 (16&17)

updated May 5, 2022 – added Juneteenth, eliminated floating holiday



- 2-02 (1) Business Adjustment Request (may be due to a non-work related or a work-related injury/illness)
- a. Employees with a medical limitation of limited duration (typically less than 90 days) or whose limitation has a minor impact on the department may request to have an adjustment to their work responsibilities, schedule or other conditions of employment.
 - b. To request a business adjustment, an employee must submit a medical release form or other documentation signed by their health care provider that includes:
 - i. A request for an adjustment to their work responsibilities, schedule or other conditions of employment,
 - ii. A list of physical or mental work limitations, and
 - iii. The expected date of return to work with no necessary business adjustments.
 - c. A department has no obligation to grant a request for a business adjustment. Departments should use discretion in balancing the benefits and disruptions of employees working less than full duty.
 - i. Department management will not contact the employee's health care provider. However, the department may, in consultation with the human resources department, ask an employee to provide additional information from the health care provider. If no information is received the request may be denied.
 - d. If approved, it is the responsibility of the employee to work within the physical limitations specified by the medical provider and to perform only those duties consistent with the limitations.
 - e. An employee who is unable to return to full duty at the end of the business adjustment may request a leave of absence or accommodation under the ADA. The employee may consult with human resources regarding their options available under City policy.
 - f. Departments must notify their human resources consultant any time a business adjustment is requested.



- g. Medical documentation collected during the process should be sent to human resources and not maintained by the department.

2-02 (2) Modified Duty (due to a work-related injury/illness)

- a. The City will make reasonable efforts to provide employees with modified duty work assignments following a work-related injury for which the treating physician imposes temporary physical restrictions. As long as the assigned modified duty work does not violate the treating physician's imposed physical restrictions, the employee is expected to return to work. Refusal of a modified duty assignment may result in the termination of workers' compensation indemnity benefits.
- b. The City will determine appropriate work hours, shifts, duration, and locations of all work assignments. The City reserves the right to determine availability, appropriateness, and continuation of all transitional assignments and job offers.
- c. The modified duty assignment will be periodically reviewed by the City to determine the appropriate duration and activity.
- d. Upon receipt of release to return to work with no restrictions, the modified duty assignment will terminate.

2-02 (3) ADA Accommodations

- a. In accordance with all applicable laws, it is the City's policy to not discriminate against qualified individuals with a disability with regard to any aspect of employment.
- b. The City recognizes that some individuals with disabilities may require reasonable accommodations. If an employee is disabled or becomes disabled (meaning he/she has a mental or physical impairment substantially limiting one or more of the major life activities) and requires a reasonable accommodation, the employee should contact the City Manager to begin the interactive process.
 - i. The interactive process may include discussing the employee's disability, limitations, and possible reasonable accommodations that may enable the employee to perform the functions of their position, making the workplace readily accessible to and usable by the employee, or otherwise allow the employee to enjoy equal benefits and privileges of employment.
 - ii. The employee may need to submit the employee request for accommodation along with the diagnosing professional's documentation.



- iii. A temporary business adjustment (see section I above) may be granted while the request for accommodation is reviewed. If it is not feasible, the employee may request a leave of absence, if available, during this review period.
- c. If an employee is unable to continue performing the essential functions of the position with or without accommodations due to a qualifying disability, the City Manager will attempt to transfer the employee to a vacant position within the City.
 - i. The employee must be qualified for the position, able to perform the work required and the position must be of an equivalent or lower pay grade to the employee's current position.
 - ii. During this time the employee will use accrued leave or will be on leave without pay if paid leave is exhausted.
 - iii. If a position is not found within the City, the employee may be separated from employment for unavailability.
- d. Applicants for City positions are entitled to reasonable accommodations during the testing process. Applicants should be directed to contact the City Manager regarding a request for such accommodations.

2-03 EMPLOYMENT CLASSIFICATIONS

2-03 (1) Employment Status

- a. Full-time – An employee hired to work a minimum of 40 hours per week or other similar full-time work schedule, and eligible for City benefits.
- b. At-will/Full-time – An employee hired to work a minimum of 40 hours per week or applicable full-time work schedule, eligible for City benefits, but the employee or the City may end the employment relationship at any time, with or without cause or explanation.
- c. Qualified Part-time – An employee hired to work a minimum of 30 hours per week and is eligible for City benefits at a pro-rated rate at three quarter time.
- b. Part-time – An employee hired to work no more than 29 hours per week is at-will and is eligible for leave benefits as well as Utah State Retirement benefits at the part-time rate.



- c. Paid Intern – A student currently seeking a degree who is paid while learning job duties under the supervision of a City employee.
- d. Unpaid Intern – A student currently seeking a degree who is volunteering to learn job functions under the supervision of a City employee for academic credit has worker's compensation coverage through his or her educational institution and is not eligible for City compensation or benefits.
- e. Elected and Statutory Officials - The classification of elected and statutory officials shall consist of all elected and appointed statutory officials of the City. Elected and statutory officials shall be compensated according to City ordinances or as directed by the City Council.
- f. For the purposes of the Patient Protection and Consumer Affordability Act (PPACA), the 12-month initial measurement period for Part-time and Intern employees begins on their start date. The administrative period for each applies from the end of the initial measurement period through the end of the first calendar month beginning after the end of the initial measurement period.
- g. Volunteer – Any person who donates service without pay or other compensation, except community service workers. Department Directors shall provide required volunteer information to Human Resources, prior to the rendering of any volunteer services, to ensure worker's compensation and liability coverage.
- h. Temporary/Seasonal - Employees hired directly or through outside employment agencies to work at the City of Holladay to supplement the work force or to assist in the completion of a specific project and whose employment is limited in duration. Temporary employment assignments will not exceed beyond six (6) months in a fiscal year. Temporary employees are not eligible for City benefits. Temporary employees may be terminated at-will, without cause or prior notice.

2-03 (2) Probation

- a. Probationary period – all newly hired or re-hired full-time employees shall fulfill a six-month probationary period. During probation, such employees may be terminated at any time, with or without cause or prior notice, for any reason or no reason at all. Employees must complete a performance evaluation signed by the Department Director and City Manager prior to ending the probationary period.
- b. Extensions – In unusual circumstances, probationary periods may be extended beyond the initial probationary period as authorized by the Department Director. Probation extensions shall be documented, and notice given to the employee prior to the conclusion of the original probationary period.



- 2-03 (3) Performance Review – Supervisors of all employees shall complete performance review(s) as determined by the City Manager.
- 2-03 (4) Corrective Action Plan – As part of a disciplinary action or as part of performance review, an employee may be placed on a corrective action plan, the length of which shall be determined by the supervisor in consultation with Human Resources.
- 2-03 (5) Employment Classification – In accordance with the Fair Labor Standards Act (FLSA), employees shall be classified as either exempt or non-exempt with respect to eligibility for payment of overtime.
- a. Exempt employees are those in managerial, administrative, or professional positions as prescribed by the FLSA and therefore do not receive overtime for hours worked in excess of a 40-hour work week or other applicable work period.
 - b. All other FLSA-covered employees are paid overtime for hours worked in excess of a 40-hour work week or other applicable work period.

2-04 PERFORMANCE EVALUATIONS

- 2-04 (1) Designated supervisors shall conduct performance evaluations of full-time, at-will/full-time and part-time employees as designated by the City Manager to assist employees in performing their job duties.
- 2-04 (2) Designated supervisors will conduct an interim performance evaluation for any of the above employees transferred, reassigned, or promoted to a subordinate to a different designated manager, within ten (10) business days of the effective date of the transfer.
- 2-04 (3) Eligible employees may receive merit increases based on performance evaluations and according to availability of funds as allocated by the City Council through the budget process.
- 2-04 (4) Approved copies of performance evaluations maintained in employee's electronic record and are viewable by the employee. . Each employee is able to view his or her performance evaluation.

2-05 EMPLOYEE REDUCTION IN FORCE POLICY (RIF)

- 2-05 (1) Due to budgetary restrictions, reduction in workload, or reorganization, the City Manager may determine that an employee reduction in force (RIF) is necessary. When it becomes



necessary to reduce the workforce, full-time employee(s) in the positions to be eliminated shall, when possible, be notified in writing at least two weeks before the planned reduction in force.

2-06 EMERGENCY REASSIGNMENT

2-06-(1) Following Utah State Code 53-2a-221, municipal employees may be reassigned during a local emergency declaration to perform disaster response duties in accordance with the City of Holladay Comprehensive Emergency Management Plan.

2-06 (2) Employees shall be exempt if their family is in immediate danger or their health preclude them from performing duties assigned.

SECTION 3 COMPENSATION, LEAVES & BENEFITS

3-01 COMPENSATION

3-01 (1) Work Hours – Work hours for employees are determined by Department Directors. Department Directors may change employee work hours as determined to be in the best interest of the City..

- a. Employees are responsible for accurately recording and reporting time worked and leave used on their timecards.
- b. Supervisors are responsible for reviewing and approving timecards in a timely manner.

3-01 (2) Classification – The City assigns each position a classification paygrade and salary range, as established by the City's pay plans. The pay plans reflect internal and external equities, based upon assigned duties and responsibilities, and market comparisons. Market research is conducted by the Human Resource Department annually. The scope of research will be determined by the City Manager.

3-01 (3) Payroll – All employees are paid bi-weekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period or applicable work period.

- a. Upon receipt of a valid garnishment, the City shall withhold wages from an employee's paycheck. The City shall continue to withhold the garnishment wages until a court order is received indicating satisfaction of the indebtedness or until the City is ordered to surrender the monies to the court or its agents.

Employee Handbook

Effective Date: ~~January~~ 2020

updated Nov. 2021

Updated Feb. 2022 (added Sect 3-01 (16&17)

updated May 5, 2022 – added Juneteenth, eliminated floating holiday



- b. An employee may not receive an unearned pay advance, except as authorized by the City Manager.
- c. Employees and the City have a joint responsibility to ensure that payroll payments are correct. Payroll errors may be corrected retroactively, but such errors may only be corrected for up to 26 pay periods.



- 3-01 (4) Merit Increases – Employees may receive merit increases based on performance evaluations or other established criteria, according to availability of funds as allocated by the City Council through the budget process. Employees are only eligible for an increase to the extent that any increase would not result in exceeding the maximum pay amount for their pay grade.
- 3-01 (5) Cost of Living (COLA) and/or Market Adjustments – Employees may receive a COLA and/or market adjustment as determined appropriate and according to availability of funds as allocated by the City Council through the budget process. Employees are only eligible for an increase to the extent that any increase would not result in exceeding the maximum pay amount for their pay grade.
- 3-01 (6) Overtime Provisions – It is the general policy of the City to not have employees work overtime. However, non-exempt employees may be required to work overtime as deemed necessary and pre-authorized by a Department Director or their designee.
- a. Overtime is paid consistent with FLSA requirements at the rate of one and one-half times the regular rate of pay, except as otherwise provided in this section.
 - b. Overtime is calculated based on actual time worked.
 - i. Time worked, for the purpose of overtime, includes those hours an employee is physically working, as well as holiday leave or jury duty.
 - ii. Time worked, for the purpose of overtime, does not include vacation leave, sick leave, bereavement/funeral leave, paid or unpaid administrative leave, paid military leave, caregiver leave, hospitalization leave or compensatory time.
 - c. Overtime is payment received for time worked in excess of 40 hours per work week for non-exempt employees.
 - d. In situations of a declared state of emergency, FLSA non-exempt employees whose work assists the response during the designated emergency will be paid time and a half for any emergency hours worked in addition to their normal work schedule. Employees will not accrue compensatory time.
- 3-01 (7) Compensatory Time Provisions – When it is in the best interest of the City, the City reserves the right to grant compensatory time in lieu of overtime wages to FLSA non-exempt employees. Compensatory time must be pre-authorized by the Department Director.



- a. Compensatory time is calculated the same as overtime, as described in Section 3-01 (6).
- b. An employee with accrued compensatory time leave who requests use of the time will be permitted to use it within a reasonable period after making the request if it does not unduly disrupt the operations of the Department.
- c. The City may require an employee to use accrued compensatory time.
- d. The maximum amount of compensatory time an employee may accrue is 100 hours unless otherwise approved by the City Manager. Accrued compensatory time will be exhausted prior to any use of vacation leave.
- e. The accrued compensatory time of an employee transferred between Divisions or moving to FLSA exempt status shall be used or compensated prior to such action.

3-01 (8) Payout – Subject to budget constraints, the City may provide a payout of accrued vacation time once a year if criteria is met. Each employee is required to use a minimum of 40 hours for full-time and 20 hours for part-time employees per year in order to qualify for consideration in the payout program. Full time employees are eligible to have accrued vacation bought out (purchased at 50% of value) on the first pay period of November by the City pursuant to the following guidelines:

- a. Leave year runs on a calendar year. By the first pay period in November, employees must have used 40 hours of accrued vacation in the prior 52 weeks (26 pay periods) to be eligible.
- b. Employees must have more than 120 hours of unused, accrued vacation as of November 1 to participate. The City will only purchase accrued vacation above the 120 hours.
- c. The City may purchase up to 60 hours of vacation from the employee per year.

3-01 (9) Exempt Employees – Exempt employees shall be paid consistent with principles of public accountability, as provided for under the Fair Labor Standards Act.

- a. Normal working hours for exempt employees shall be a 40-hour work week. The City Manager or Department Director shall determine the normal working hours for each exempt employee.
- b. Exempt employees are expected to work beyond normal working hours when needed to complete their assignments and responsibilities, including emergency situations.



- c. Exempt employees are not paid on an hourly basis and are not eligible for overtime or compensatory time unless authorized by the City Manager in writing and consistent with section 3-01(6) of this handbook.
- d. Exempt employees are expected to be in the office between the hours of 10 am and 3 pm.
- e. Exempt employees working a partial day expecting to be paid for a full day must work a minimum of four (4) hours.
- f. Exempt employees may be placed on leave without pay for absences when accrued leave has been exhausted, permission for leave use has not been sought or is sought but is denied, or the employee requests and is granted leave without pay.
- g. Exempt employees may be disciplined for violations of the Employee Handbook. Suspensions for workplace conduct rules must be imposed in full-day increments. Performance-related suspensions must be imposed in work-week increments.

3-01 (10) Call-back Compensation – Any FLSA non-exempt employee called back to work shall be entitled to call-back compensation for actual time worked. The minimum call-back compensation shall be two hours. Only time worked in excess of an employee's specified work week will be compensated at the overtime rate.

3-01 (11) Standby Notification

- a. Advance notice given to specific employees of an impending event such as a snow storm event or response to a natural disaster.
- b. Standby is only compensated if notified employees are actually required to respond. Such compensation will be call back compensation.
- c. Employees must be able to respond to a City worksite within one hour and in compliance with the City's Drug/Alcohol Policy.

3-01 (12) Service-related Severance Payments for At-will/Full-time Employees – If employment is ended at the initiative of the City, except for gross misconduct, at-will/full-time employees employed for more than one year will be paid a severance of one month's salary and the COBRA cost of the employee's current health insurance coverage for each completed year of employment with the City, up to a maximum of six months' salary and COBRA cost, upon execution of a Release of Claims Agreement.



- 3-01 (13) Travel Time – Whether work-related travel time is compensable “time worked” depends on the kind of travel involved. Situations not covered below should be resolved in consultation with the City Manager.
- a. Commuting travel from home before the regular workday and returning to home after the regular workday is not time worked.
 - i. This includes any assignment to a different work location within 50 miles of City Hall for an entire workday.
 - ii. Travel outside regular working hours as a passenger on an airplane, train, boat, bus, or vehicle is not time worked.
 - iii. Travel as the driver of an automobile outside regular working hours is time worked. If, however, an employee is granted the option to drive a vehicle as an alternative to being a passenger on an airplane, train, boat, bus or vehicle, time worked is limited to the travel time that otherwise would have been incurred.
 - b. Any work which an employee is required to perform while traveling is time worked.
- 3-01 (14) Job Performance/Recognition Awards – All City employees may receive a job performance/recognition award. All awards given by Department Directors may not exceed one hundred (\$100) per calendar year and must be documented in writing and submitted to the Finance Director and City Manager. All awards given by the City Manager may not exceed five hundred (\$500) per calendar year and must be documented in writing and submitted to the Finance Director. Job performance/recognition awards may only be granted by the City Manager, or Department Director within the following parameters:
- a. The employee performs tasks, assignments, or completes a special project outside of the employee’s current job description.
 - b. The City experiences a substantial cost savings due to employee’s efforts.
 - c. The employee’s job performance exceeds expectations. OR
 - d. The employee performs any action that has caused a significant positive impact to the City as determined by the City Manager.
- 3-01 (15) Retention Award and Wage Increase for Part-Time or Seasonal Employees – Employees classified as part-time or seasonal as defined in Section 2-02 (1) are eligible for a wage increase up to 3%, subject to funding.



- a. Part-time or seasonal employees must have worked at least one season or three months for the City prior to rehire in order to be eligible for a wage increase. Wage increase must be authorized by the Department Director and City Manager.

3-01 (16) Acting Pay – When significant conditions arise, employees may be eligible for acting pay.

- a. An employee is eligible for acting pay when a Department Head or City Manager requests him/her to temporarily perform the duties of a position that is vacant and the position is of a higher classification than that in which the extra-duty employee is currently working. The employee shall receive the salary rate of the higher classification for the time spent performing the extra duties. In such cases, the employee will be paid at an appropriate salary schedule of the higher classification to ensure an increase of not less than five (5%) of the employee's current salary. In no case shall the salary exceed the top salary of the higher classification. The salary increase will be commensurate with the employee's education, experience, and scope of the new job duties. The Department Head shall submit a Personnel Action Form reflecting the salary increase. The Department Head shall also complete a new Personnel Action Form to ensure the salary increase terminates as soon as the additional job duties cease.
- b. In extraordinary circumstances, an employee may be eligible for acting pay when a position that is vacant is of a lower classification than that in which the extra duty employee is currently working. In such cases, when vacancies in a department equal or exceed one-third of all positions in the department, an appropriate salary increase of not less than 5% of the employee's current salary will be offered. The Department Head or City Manager shall submit a Personnel Action Form reflecting the salary increase. The Department Head shall also complete a new Personnel Action Form to ensure the salary increase terminates as soon as the additional job duties cease.

3-01 (17) Retention/Hiring Bonuses – In extraordinary circumstances, including when 20% or more of staff positions are unfilled, the City Manager is authorized to provide hiring and/or retention bonuses.



3-02 LEAVES

3-02 (1) Vacation Leave – Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation accrual is based on two-week pay periods. Vacation leave may not be used until the pay period following its accrual.

a. The City shall grant annual time off with pay to its full-time regular employees at the following rate: One day per month (12 days annually) available to use after ninety (90) calendar days of employment with the City.

b. Vacation Accrual Rates:

Full-time employee (effective July 1, 2019):

<u>Completed Years of Accrued Cumulative City Service</u>	<u>Annual time off with Pay</u>
0– 5	12 days (96 hours, 3.69)
6 – 10	15 days (120 hours, 4.61)
11 – 15	18 days (144 hours, 5.53)
16 – 20	21 days (168 hours, 6.46)
21 or more	24 days (192 hours, 7.38)

c. Maximum Vacation Accrual Allowed:

Vacation time accrued cannot be carried forward from one calendar year to the next in excess 240 hours. Any amount over the maximum will be lost at the beginning of the new calendar year. No payments shall be made in lieu of taking time off, except for accrued time off with pay at the time of termination. Employees who at the time of passage of this section have acquired more than 240 hours of annual time must come into compliance with this section by December 31, 2021 or be subject to loss of all claims of accrued annual time in excess of 240 hours.

d. Part-time regular Employees – The City shall grant annual time off with pay to its part-time regular employees at the rate of one-half (1/2) day per month (4 hours) on the same basis as full-time regular employees.

e. Temporary/Seasonal Employees – Temporary/Seasonal employees shall not receive time off with pay but may be allowed leave without pay if approved in advance by the employee's supervisor.

f. Donating Time – City employees may not voluntarily donate hours of accrued time off with pay to a fellow employee.



- g. Vacation leave shall be requested from and pre-approved by the employee's supervisor.
- h. Vacation accrual rates shall change after each of the qualifying years of full-time service has been completed.
- i. Employees who wish to exhaust accrued vacation during the period of time immediately preceding their last day worked before retirement, resignation, or termination may do so if approved by the Department Director but shall not be eligible for accrual of leave-on-leave.
- j. Employees do not accrue vacation leave while on a leave without pay status, including any pay period in which accrued leave is the only available paid leave.
- k. Employees may not accrue vacation leave when the current available vacation leave is exhausted in the same pay period.
- l. The City does not advance leave. Vacation leave may not be used until the pay period following its accrual.

3-02 (2) Holiday Leave – The City recognizes the following holidays for purposes of paid holiday leave:

New Year's Day	January 1 st
Dr. Martin Luther King, Jr. Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	Following current state practice or June 19
Independence Day	July 4 th
Pioneer Day	July 24 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Thanksgiving Holiday	4 th Friday in November
Christmas Eve (1/2 Day)	December 24 th
Christmas Day	December 25 th

- a. If a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. If a holiday falls on a Sunday, the holiday shall be observed on the following Monday or as designated by the City Manager.



- b. Full-time employees should use the amount of his/her regularly scheduled workday for holiday pay for the holiday listed above. Holiday pay will not apply to employees not scheduled to work the actual holiday or observed holiday.
- i. Holiday leave may not be used prior to the pay period in which the holiday occurs except for the floating holiday, which must be pre-approved by the Department Director.
- c. Non-exempt Parks employees scheduled off on an observed City holiday but required to work for storm events or other emergencies will be paid for the holiday hours in addition to receiving compensatory time or being paid at time and a half.
- d. Employees scheduled to work on the 4th of July will be paid for the holiday hours in addition to receiving compensatory time or being paid at time and a half.

3-02 (3) Executive Leave – Employees which are required to attend night meetings on a regular basis may receive up to an additional 160 hours of paid time off. Executive leave hours must be used within the fiscal year they are provided. Executive leave hours are not allowed to be carried over from one year to the next.

3-02 (4) Sick Leave – Sick leave time off with pay is available to eligible employees for periods of temporary absence due to illness, injury, or to obtain necessary medical care for themselves, a spouse, dependent living in the employee's home. Sick leave may also be used for any City approved FMLA leave use. Sick leave hours are intended to provide income protection in the event of illness, injury, or approved FMLA use, and shall not be used for any other absence. An employee is prohibited from working secondary employment during the actual hours of sick leave. Sick leave may not be used until the pay period following its accrual.

- a. Sick leave is not a job protection.
- b. Full-time employees shall accrue 3.69 hours of sick leave per pay period.
- c. Employees do not accrue sick leave while on a leave without pay status, including any pay period in which accrued leave is the only available paid leave.
- d. Employees who are unable to report to work due to illness or injury shall notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of absence.
- e. Employees may be required to demonstrate the ability to perform essential job duties and/or provide a medical release before returning to work.



f. Transitional Duty

- i. Workers' compensation-related transitional duty is covered by Section 6-02.
- ii. For any injury or illness not related to worker's compensation where the employee is unable to perform essential job duties, the employee's Department Director may assign transitional duty if there is a prognosis for return to full duty within six weeks. Under unusual circumstances, transitional duty may be approved for longer than six weeks by the Department Director after consultation with the City Manager.

3-02 (5) Bereavement/Funeral Leave – Full-time/Regular employees may receive a maximum of 24 hours bereavement leave per occurrence with pay, following the death of a member of the employee's immediate family.

- a. Immediate family means the following relatives of the employees or spouse (including in-laws or step-relatives):
 - i. spouse,
 - ii. parents,
 - iii. siblings,
 - iv. children, including pregnancy miscarriage,
 - v. all levels of grandparents, or
 - vi. all levels of grandchildren.
- b. An employee may receive up to five hours funeral leave with pay to attend a non-immediate family funeral at the Department Director's discretion.
- c. Bereavement/Funeral leave shall be pre-approved by an employee's Department Director.

3-02 (6) Jury or Witness Duty - The City recognizes the duty of every employee, as a citizen of the United States, to perform jury duty or serve as a witness in court on behalf of another party. If the jury or witness service is completed during regular work hours, an employee is expected to return to work upon completion of the service. The employee shall receive his/her regular pay when performing jury and witness duty. Money received for jury or witness service must be returned to the City within one week of receipt. Verification of jury and witness duty will be required. If you fail to comply with this policy, disciplinary action may be taken.

3-02 (7) Military Leave – A military leave is paid time off granted to eligible employees for military duty.



- a. An employee on official military orders is entitled to paid military leave, which shall not exceed 80 hours per calendar year, to complete military duty. Unused paid military leave may not be carried over from one year to the next.
- b. An employee shall notify their supervisor and the Human Resource Department of their military orders, in writing, as soon as possible. The written notification will include the estimated leave date, the intended return date, and any required payroll deduction decisions.
- c. Active Duty
 - i. An employee ordered to active duty shall be eligible to use the paid military leave upon commencement of the active duty only if such leave has not been previously used during the calendar year.
 - ii. An employee ordered to active duty may use accrued paid leave and/or leave without pay for the remainder of the active duty period.
 - iii. Contribution payments by both the City and employee may be required during the active duty period in order to continue accruing years of service. The City and employee shall follow the process outlined by Utah Retirement Systems.
 - iv. Employees on active duty who elect to continue payroll deductions shall complete a "Benefits Reimbursement Agreement" and coordinate such with the Human Resources Department.
 - v. Employees on active duty will be reinstated in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

3-02 (8) Basic FMLA Leave Provisions – The Family and Medical Leave Act (FMLA) grants eligible employees the statutory right to take up to 12 weeks of paid and/or unpaid leave, health insurance benefits, and with some limited expectations, job restoration within a rolling 12-month period following the designation of FMLA leave. The City will notify an employee of eligibility for FMLA status whenever the City has knowledge that the employee may qualify. If so designated, employees may choose to waive the designation of FMLA in writing.

- a. An employee is eligible under the Family and Medical Leave Act if the employee has been employed with the City for a minimum of 12 months and has worked a minimum of 1250 hours in the 12-month period immediately preceding the request.



- b. Eligible employees may request up to 12 weeks of paid/unpaid leave for situations related to certain family and medical reasons such as:
 - i. To care for the employee's child after birth, or placement for adoption or foster care;
 - ii. To care for the employee's child, spouse, or parent (but not in-law) who has a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.
 - iii. For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the employee unable to perform one or more essential functions of the employee's job;
 - iv. For any qualifying exigency caused by a family member who belongs to the regular Armed Forces being called for deployment to a foreign country, or a member of the reserves or National Guard being called to active duty deployment to a foreign country; or
 - v. To care for a spouse, child, parent, or next of kin who is a service member and is injured or becomes seriously ill while on active duty or within five years of leaving the Armed Forces.
- c. Eligible employees should make requests for family and medical leave to the City Manager and notify supervisors in writing at least 30 days in advance of foreseeable event(s) and as soon as practical for unforeseeable event(s).
 - i. In an emergency, the employee must contact his or her supervisor within 48 hours or as soon as practical.
 - ii. An eligible employee may take leave consecutively or intermittently for qualifying conditions. If intermittent or reduced leave is needed, employees are strongly encouraged to schedule their leave so it does not unduly disrupt City operations.
 - iii. All employees requesting leave under this policy must complete the applicable Certification of Health Care Provider form and return it to the City Manager within 15 working days.



- iv. Human Resources will process the certification and provide the employee with the Notice of Eligibility and Rights & Responsibilities form and Designation Notice.
- v. An employee on designated FMLA leave will have all absences related to that qualifying event count toward the total eligible 12 weeks of FMLA leave.
- d. Eligible employees must exhaust all available paid leave (accrued vacation, compensatory leave, sick leave, or holiday leave) before going on a leave without pay status. Supervisors will be responsible for submitting the employee timecard, including FMLA use, to the City Manager while an employee is on FMLA leave if the employee is unable to do so.
- e. Subject to the terms, conditions, and limitations of the applicable health insurance plans, the City will continue to contribute to premiums in accordance with established policy during an employee's approved FMLA leave; however, seniority and other benefits will not accrue during unpaid time off. The employee must continue to pay any portion of the premiums that the employee would typically pay if not on leave, either through payroll deduction or in person. The City shall collect employee premium amounts through coordination with the Finance Department. The City has the right to recover health insurance premiums if the employee does not return from FMLA leave.
- f. If the employee is returning from leave for their own serious health condition, the City may request a fitness-for-duty report from the health provider before the employee can return.
 - i. Upon return from FMLA leave, an employee will return to their original or an equivalent position.
 - ii. If an employee fails to return to work after the 12 weeks of leave have expired, the employee is responsible for reimbursing the City for any unpaid employee share of the premium costs.
- g. Secondary Employment Prohibited While on FMLA Leave. – While on FMLA leave, employees shall not work secondary employment during regularly scheduled working hours when using paid sick leave. Other secondary employment must be consistent with the qualifying medical condition or any restrictions medically imposed related to the FMLA leave.

3-02 (9) **Parental Leave**



- a. Eligible employees must meet the following criteria:
 - i. Have been employed with the City for at least 12 months.
 - ii. Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
 - iii. Be a full-time or benefitted part-time, regular employee (temporary employees and interns are not eligible for this benefit).
- b. Eligible employees may request a maximum of 160 hours paid parental leave for the birth of a child or placement of a child for adoption. Leave amounts will be pro-rated based on FTE.
- c. Eligibility for parental leave will start on the date of the child's birth or, in the case of adoption, the date the child is placed in the employee's home. Employees will report the pending birth or adoption to their supervisor as soon as practicable.
- d. Parental leave will run concurrently with FMLA and Short-Term Disability (if applicable).
- e. Leave may be taken intermittently. Eligibility and use of parental leave will expire 4 months after the birth or adoption.
- f. For employees approved for Short-Term Disability insurance, parental leave will make up the difference between 100% pay and 66 2/3% pay (if applicable) for up to 160 hours.
- g. Parental leave may be taken during a probationary period. The probationary period will be extended by an amount of time equivalent to the parental leave taken to complete the probation period.
- h. The jobs of those employees on legitimate parental leave will be protected. Employees that abuse this benefit may be subject to discipline up to and including termination.
- i. If the employee requesting parental leave does not expect to return to his/her original position, the request may be denied.
- j. Employees seeking parental leave must:
 - i. Complete parental leave request form and provide applicable documentation;



- ii. FMLA-eligible employees (refer to Section 5-09) shall complete FMLA paperwork as per the FMLA policy; and
- iii. File a Short-Term Disability claim (if applicable).

3-02 (10) Administrative Leave

- a. Administrative leave with pay may be assigned by a Department Director, or City Manager under the following circumstances:
 - i. Pending the outcome of an investigation to determine possible disciplinary action against the employee.
 - ii. Following work-related incidents that result in extreme stress.
 - iii. To protect City interests during an end-of-employment process.
- b. The City Manager may assign administrative leave at his/her discretion.
- c. Written approval must be obtained from a Department Director for administrative leave up to forty (40) hours during a rolling year. Written approval must be obtained from the City Manager for any administrative leave exceeding forty (40) hours during rolling year.
- d. An employee shall not engage in secondary employment during the actual hours designated as administrative leave. The City may also modify the employee's work hours or restrict secondary employment outside of hours designated as administrative leave.
- e. The City may, at its discretion, additionally restrict activities of an employee on administrative leave with pay.
- f. The employee must remain readily available and immediately able to respond to phone contact or return to work during City's normal working hours.
- g. An employee charged with a job-related felony or class A misdemeanor or who has been alleged to have engaged in conduct clearly warranting termination in circumstances without significant evidentiary ambiguity, as determined by the City Manager, may be placed on administrative leave without pay.



- h. Administrative leave with pay may be assigned by a Department Director, or City Manager under the following circumstances:
 - i. Pending the outcome of an investigation to determine possible disciplinary action against the employee.
 - ii. Following work-related incidents that result in extreme stress.
 - iii. To protect City interests during an end-of-employment process.
- i. The City Manager may assign administrative leave at his/her discretion.
- j. Written approval must be obtained from a Department Director for administrative leave up to forty (40) hours during a rolling year. Written approval must be obtained from the City Manager for any administrative leave exceeding forty (40) hours during rolling year.
- k. An employee shall not engage in secondary employment during the actual hours designated as administrative leave. The City may also modify the employee's work hours or restrict secondary employment outside of hours designated as administrative leave.
- l. The City may, at its discretion, additionally restrict activities of an employee on administrative leave with pay.
- m. The employee must remain readily available and immediately able to respond to phone contact or return to work during City's normal working hours.
- n. An employee charged with a job-related felony or class A misdemeanor or who has been alleged to have engaged in conduct clearly warranting termination in circumstances without significant evidentiary ambiguity, as determined by the City Manager, may be placed on administrative leave without pay.

3-02 (11) Leave Without Pay

- a. Under special circumstances, employees may find it necessary to request leave without pay for a reason other than family or medical leave.
- b. Full-time employees who have successfully completed their probationary period are eligible to request leave as described in this policy.
- c. Eligible employees may be granted a period of up to 30 consecutive calendar days on a rolling year basis. If this initial period of absence proves insufficient,



consideration will be given to a written request for a single extension of no more than 60 consecutive calendar days.

- d. Eligible employees interested in a leave of absence must submit a written request to their Department Head detailing the nature of the leave.
- e. Requests for leave of absence will be considered based on criteria such as the nature of the request, the impact to the organization, and the benefit to the employee and/or the City. The City does not grant a leave of absence without pay unless it is believed the employee will return to City employment at the end of the leave.
- f. Prior written approval will be obtained from the employee's Department Director and the City Manager.
- g. During an approved leave of absence, an employee is required to use any applicable and available paid leave before the commencement of any leave of absence without pay.
- h. Once the employee has exhausted all his or her applicable leave benefits, they will no longer continue to accrue vacation, sick leave, holiday leave, and other City benefits during the approved leave of absence period, unless provided for under state or federal guidelines.
- i. Accrued leave must be used during an approved leave of absence in order to maintain City provided benefits. If an employee has no accrued leave, all benefits will be discontinued until the employee returns to work. Insurance benefits may be continued if the full premium is paid by the employee.
- j. At the completion of an approved leave of absence, every reasonable effort will be made to return the employee to the same position, if available, to a similar available position for which the employee is qualified, or in accordance with any leave agreement(s). However, the City cannot guarantee reinstatement in all cases and is under no obligation to hold a specific job.

3-02 (12) Breaks and Meal Periods - The City offers breaks and meal periods as work allows.

- a. The City may provide two paid breaks of up to 15 minutes each during a standard workday as determined by the supervisor.
- b. The City normally provides up to a one-hour unpaid meal period for full-time employees during a standard workday.



3-02 (13) Job Abandonment

- a. An employee who is absent from work for three consecutive scheduled shifts and is capable of providing proper notification to their supervisor but does not, shall be deemed to have abandoned his or her job.
- b. Exception: An employee who is absent from work the first scheduled shift after exhausting all accrued paid leave, FMLA leave, or authorized leave without pay shall be deemed to have abandoned his or her job.
- c. The City considers job abandonment as a voluntary termination.

3-02 (14) Breastfeeding

- a. The City supports breastfeeding and complies with the requirements of Utah Code Annotated § 34-49-204, including:
 - i. Providing reasonable breaks to accommodate breastfeeding and milk expression for at least one year after birth of the employee's child;
 - ii. Consulting the employee about the frequency and duration of the breaks, the break shall, to the extent possible, run concurrent with any other break period otherwise provided to employees;
 - iii. Providing an appropriate non-restroom location in close proximity to the employee's work area; and
 - iv. Providing access to a clean and well-maintained refrigerator or a nonelectric insulated container for breast milk storage.
- b. Compliance will be managed by the City Manager.
- c. The City will not refuse to hire, promote, discharge, demote, or terminate a person or retaliate against, harass, or discriminate in matters of compensation or in terms, privileges, and conditions of employment against a person otherwise qualified because the person breastfeeds or expresses milk in the workplace.
- d. Complaints alleging discrimination under this policy will be handled consistent with the Harassment, Discrimination, & Retaliation Policy (4-02).

3-02 (15) Pregnancy



- a. The City supports pregnant employees and complies with all legal requirements relating to pregnancy. If an employee becomes pregnant and has physical limitations that prohibit her from performing functions of her regularly assigned position, she shall notify City Manager.
- b. The pregnant employee will notify the City Manager of potential eligibility for FMLA and complete the process outlined in Section 3-02(8).
- c. The City Manager will review the Certification of Health Provider or doctor's notes for the pregnant employee to determine FMLA eligibility. This may give cause to facilitate an interactive meeting with the employee and supervisor to determine if a reasonable accommodation is needed and available.
- d. If the employee needs transitional duty, it will be handled consistent with the Transitional Duty Policy (3-02(4)(f)).

3-03 (16) REMOTE WORK

- a. Employees may work remotely when it is deemed in the best interest of the City and whenever onsite work is not essential. No position is completely remote. Every position will require an employee to work in person at a City facility.
- b. Remote Work Eligibility - Job Descriptions will indicate if the position is eligible for remote work or not. Remote work authorization may be revoked at any time at the Department Director or City Manager's discretion. Change in remote work status is not a change in working conditions. Employees must work their designated work schedule and must be responsive in replying to their supervisor. Employees must receive prior approval from their Department Director to work remote from anywhere other than their home.
- c. Positions Eligible for Remote Work - Employees working in positions deemed eligible for remote work and are able to complete all functions as described in their job description and meet expectations of their supervisor.
- d. Eligibility – An employee is eligible to work remotely if:
 - i. The position is eligible to work remotely by the Department; and



- ii. The employee is in good standing with the City. This means that the employee has successfully completed their probationary period and has not been subject to discipline (as outlined in Employee Policies and Procedures) within 6 months and is not on a corrective action plan, unless otherwise approved by the Department Director and approved by the City Manager.
 - iii. Employees may work no more than 20% of their scheduled time remotely, unless approved by the City Manager.
- e. Emergency - An employee is eligible to temporarily work remotely if the Department Director, with the approval of the City Manager or Assistant City Manager, determines that the City would benefit from the position completing remote work during an emergency. Emergency eligibility for remote work will terminate with the resolution of the emergency or at the Department Director's discretion.
- f. Approval Standards and Process
 - i. An eligible employee requests to work remotely by notifying the supervisor.
 - ii. If the job has been designated as eligible to work remotely If an employee approved for remote work is placed on a corrective action plan, the remote work approval is revoked immediately unless otherwise authorized by the City Manager.
 - iii. Completed and approved Remote Work Agreements are stored in the employee's personnel file.
 - iv. Remote Work Agreements shall be reviewed and updated on an annual basis or when the employee's schedule changes.



3-03 EMPLOYEE BENEFITS

- 3-04 (1) General Policy – Eligible employees are offered various insurance, retirement and wellness benefits. Information summarizing these benefits is provided to participating employees periodically and as required by law.
- 3-03 (2) Workers' Compensation – The City provides workers compensation insurance through the Utah Local Governments Trust. This coverage provides benefits for work-related illness or injury. All work-related illness and injuries should be reported immediately to the employee's supervisor and the City Manager. Workers' Compensation leave runs concurrently with FMLA.
- 3-03 (3) Long-Term and Short-Term Disability Coverage – The City provides both short-term and long-term disability coverage for qualifying illnesses or disabilities. Short-term and long-term disability leave run concurrent with FMLA.
- 3-03 (4) Medical, Dental, Vision and Life Insurance – Medical, dental, vision and life insurance plans are available to eligible City employees through City-determined providers. Subject to budgetary constraints, the City will pay a dollar amount of the total cost of the base plan of insuring the employee and eligible dependents. In May or June of each year, there will be an open enrollment period for changing the coverage options. Basic life insurance coverage on the employee and eligible dependents is included in the medical coverage and additional coverage may be elected and paid for by the employee. The City may offer group health insurance benefits to full-time and qualified part-time employees.



- 3-03 (5) COBRA – The federal Consolidated Omnibus Budget Reconciliation Act (“COBRA”) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City’s health plan when a “qualifying event” normally would result in the loss of eligibility.
- 3-03 (6) Section 125 Flex Benefit Plan – The City offers a qualified IRS Section 125 Flex Benefit Plan that eligible employees may utilize for both medical and dependent care expenses with pre-tax dollars.
- 3-03 (7) State and Federal Unemployment – All employees are covered by the state and federal unemployment benefits.
- 3-03 (8) Retirement – All full-time employees are covered by the Utah State Retirement System (“URS”), unless exempted in accordance with Utah state law. Employees who work a minimum of twenty (20) hours per week, are not employed on a seasonal or temporary basis, shall be eligible to participate in the City’s retirement plan in accordance with Utah state law. Consistent with Section 49-13-203 of Utah state law, the City Manager and an eligible Tier 1 elected official are eligible for exemption from the URS. If individuals in these positions choose to exempt themselves from URS, a contribution to a 401(k) plan may be negotiated in lieu of the contribution to URS.
- 3-03 (9) 401(k) Plan Contribution – The City of Holladay will match one for one on employee contributions to the 401(k) plan up to 5% of salary. Contribution rates will be reviewed quarterly for changes made by employees.
- 3-03 (10) Retirement Health Savings Plan (RHS) – All employees are required to participate in the Retirement Health Savings Plan (RHS). Upon implementation, employees with an accrued balance of sick leave of 180 hours or more may be paid 50% of any hours over and above 180 hours at their hourly rate of pay. The accrued balance will then reflect 180 hours.
- a. Contribution Source and Amounts:
- Mandatory Employee Leave Contributions: Accrued Sick Leave per City Policy.
- b. Only participants with accrued sick leave in excess of 180 hours at the end of December each year are eligible for contribution to the RHS. Contribution is equal to sick leave earned during the calendar year less sick leave used during the calendar year multiplied by 50% times current hourly rate of pay.
- c. Ten (10) percent of total accrued sick leave hours at applicable hourly rate of pay upon separation of service.



- 3-03 (11) Employees Assistance Program – The City of Holladay has elected to fund an employee assistance program to assist employees and their dependents in addressing and facilitating solutions to job related or non-job related life issues that may jeopardize an employee's ability to perform at work or present compromise to physical or mental health. All Full-Time and Qualified Part-Time City employees and dependents are eligible and can utilize the employee assistance program voluntarily to receive counseling and facilitate solutions. This service is offered at no charge to the employee or dependents and is a confidential program.
- 3-03 (12) FICA (Social Security & Medicare) – All employees are covered by the benefits of Old Age, Survivors and Disability Insurance as provide by law. Contributions of the employee and the City will be made in accordance with Federal law.
- 3-03 (13) Training
- a. Employees are encouraged to obtain an appropriate and beneficial level of training through attendance at job-related seminars, conferences, classes, certification courses, etc. The employee's Department Director or designee must pre-approve all training attendance and payment of associated costs. A copy of training certifications shall be forwarded to Human Resources.
 - b. When the Department Director approves training, the involved time will be treated as time worked, consistent with City policy and FLSA regulations.
- 3-03 (14) Cell Phone Policy – The purpose of this policy is to establish clear and consistent rules for the issuance and/or use of cell phones to conduct official business on behalf of the City of Holladay.
- a. Definitions:
 - i. Cell Phones/Smart Phones – any wireless communication device, including smart phones.
 - ii. Business call – any phone call made by an employee for the purpose of conducting official City business in accordance with that employee's assigned duties and responsibilities.
 - iii. Personal call/text/use of data – any use by the employee that is not for the purpose of conducting official City business in accordance with that employee's assigned duties and responsibilities.
 - b. Scope: Certain City positions may require the employee to be readily accessible for frequent contact outside normal working hours by other City staff and/or the public. The employee may also be required to be away from their work location on



a regular basis or their work location may be outside. This policy also recognizes that not all employees may require the use of a cell phone for business use.

c. Procedures:

Determining Eligibility: Departments are responsible for identifying an employee's need for a cell phone. The City Manager reviews these requests, and has the final authority to deny, modify or approve any cell phone request.

Determining Ownership and Payment: The City provides two options for employees that require the use of a cell phone for business use.

- i. Cell Phone Allowance: The City Manager determines when a cell phone allowance is in the best interest of the City. If the allowance received is equal or less than the cost of the monthly cell phone service, this allowance is in compliance with IRS notice 2011-72 that sets guidelines for cell phone allowances, and the allowance would be a non-taxable benefit. The allowance will not be considered part of the employee's base salary, nor will it be used for purposes of determining annual raises, retirement benefits or other benefits.
 - A. The initial cell phone allowance for City employees is set at \$32 per month, to be paid during normal payroll processing.
 - B. The initial cell phone allowance for eligible elected officials is set at a standard rate of \$40 per month, to be paid during normal payroll processing.
 - C. An employee or elected official receiving the cell phone allowance must retain an active cell phone as long as the allowance is in place.
 - D. Employees are responsible for all costs associated with replacing a lost, stolen or damaged cell phone or smartphone. The employee is responsible for all costs associated with purchasing accessories for the phone.
- ii. City Issued Cell Phone: The City Manager determines when a City provided cell phone is in the best interest of the City. The City will pay 100% of the cost of the City issued cell phone and will determine the service plan level and related options/accessories for the employee.
 - A. Normal wear and tear of this type of equipment is expected. If the City determines the equipment needs repair or replacement due to negligence, the employee may need to assume the cost of repair or replacement.
 - B. The primary purpose of the City issued cell phone is for city related business. Minimal personal use of the cell phone is permitted, however.



- C. If your City issues cell phone is lost, stolen, damaged or needs replacement, contact the City Recorder/Purchasing Manager.

General Use Conditions:

- i. To observe safe vehicle operations, whenever practical and safely possible, the employee shall pull over to a safe off the roadway location to initiate or to continue any non-emergency call.
- ii. Employees who receive a city issued cell phone, or who receive a cell phone allowance are aware that all voice calls, data, emails and texts and any other form of communication conducted on the phone are public records and subject to GRAMA.
- iii. City issued cell phones are to be used by the assigned employee(s) only. Allowing family members, friends, or others to use City equipment is prohibited.

3-03 (15) Uniforms – The City will provide employee uniforms for permanent park employees including a coat, gloves, and boots to fulfill job responsibilities, which may be taxable consistent with City-wide policies. The City will provide all employees with one City shirt per year. Uniforms will be maintained and worn in accordance with City and Department policies.

3-03 (16) City Service Award Program – It is the intent of the City to recognize those employees whose loyalty and dedication to public service are reflected in their length of service to the City. The City expresses this recognition and attempts to show a measure of its appreciation through an Employee Service Awards Program. As part of the Employee Service Awards program, the City presents employees with awards based upon the total number of years of service in five-year increments.

<u>Years of Service</u>	<u>Gift Certificate Amount</u>
5 Years	\$250
10 Years	\$500
15 Years	\$750
20 Years	\$1000
25 Years	\$1250
30 Years	\$1500

SECTION 4 EMPLOYEE CONDUCT



4.01 CODE OF CONDUCT

- 4-01 (1) Professionalism – The City of Holladay is a public entity whose purpose, among others, is to provide professional services to its citizens. City employees must adhere to high standards of public service that emphasize professionalism and courtesy. City employees shall conduct themselves in a way that will bring trust and respect to themselves and the City.
- 4-01 (2) Conflict of Interest
- a. In order to avoid potential conflicts of interest prohibited by state law and City Code, all new employees will file an “Officer and Employee Disclosure Statement” with the City Recorder.
 - b. If the value of an employee’s interest in an entity that does business with the City is significantly increased, the employee is required to file an updated “Officer and Employee Disclosure Form.”
 - c. Additionally, each Elected Official, Appointed Official, or employee promoted to or acting in the position of the following, is required to submit an “Officer and Employee Disclosure Form” annually.
 - i. Department Directors
 - ii. Other employees as designated by the City Manager
 - d. All employees will comply with all conflict of interest requirements of the City Code.
- 4-01 (3) Honesty – Employees shall be honest in word and conduct and never use their position to benefit themselves or another party through the disclosure of, or by acting on, confidential information, award of work, procurement of supplies, or use of City facilities, equipment, or resources.
- 4-01 (4) Confidentiality – Employees shall not disclose, or willfully allow to be disclosed, any information gained by reason of their position, for any reason other than its official or authorized purpose. Employees will comply with the confidentiality requirements of state law and the City Code, including restrictions against disclosing or using private, protected, or controlled information acquired by reason of a member’s official position for the employee’s or another’s private gain or benefit.
- 4-01 (5) Gifts & Gratuities – Employees are prohibited from knowingly receiving, accepting, taking, seeking, or soliciting, directly or indirectly any gift of substantial value or a substantial economic benefit which would tend to improperly influence a reasonable person in the



person's position to depart from the faithful and impartial discharge of the person's public duties. This section does not apply to the following:

- a. an occasional non-pecuniary (not cash) gift having a value of less than \$50;
- b. an award publicly presented;
- c. any bona fide loan made in the ordinary course of business; or
- d. political campaign contributions if the contribution is actually used in a political campaign.

4-01 (6) Attendance – All employees shall meet attendance and punctuality requirements in accordance with department and supervisory guidelines.

4-01 (7) Appearance – In order to maintain a professional atmosphere and appearance, all employees including those who wear uniforms, shall maintain the following minimum standards:

- a. Employees must maintain a high standard of personal hygiene. Employees must appear neat and clean and have no offensive odors. An employee's hair must be clean and groomed.
- b. Employees' dress appearance must be appropriate to their employment. Appropriateness may vary, depending upon the nature of work performed, safety concerns, and the degree of public contact.
- c. Employees must wear clothing that is clean and neat, and not torn or frayed. Employees must avoid clothing that is unduly revealing, immodest, or otherwise inappropriate for a professional office setting or other work environment.

4-01 (8) Personal Use of City Equipment – Except as otherwise authorized by the Employee Handbook, personal use of City equipment can only be authorized by the City Manager.

4-01 (9) Personal Use of Public Property

- a. Purpose – City public servants are responsible to protect and conserve City-owned, leased, held, operated, or managed equipment, vehicles, office supplies, devices, tools, facilities, and other City-owned personal and real property. The purpose of this section is to clarify what may constitute a misuse of City property and to authorize the personal use of City property under certain circumstances ("City Property").



- b. Background – In 2019, the Utah Legislature adopted, and the Governor signed into law, H.B. 163, which amended Section 76-8-402 of the Utah Criminal Code to clarify the circumstances under which an individual may be prosecuted for misusing public money or public property, and to allow for the incidental use of public property by a public servant under certain limited circumstances.
- c. Scope – This policy applies to all City public servants, which includes elected officials, appointed officials, employees, consultants, and independent contractors of the City. A person becomes a public servant upon the person's election, appointment, contracting, or other selection, regardless of whether the person has begun to officially occupy the position of public servant.
- d. Personal Use of Public Property – In most circumstances, the City prohibits its public servants from using City Property for personal purposes. As provided in Utah Code Ann. § 76-8-402(1), a public servant may use City Property for a personal matter and personal use of City Property is allowed when:
 - i. the public servant is authorized to use or possess the City Property to fulfill the public servant's duties owed to the City;
 - ii. the primary purpose of the public servant using or possessing the City Property is to fulfill the public servant's duties to the City;
 - iii. the personal use is in accordance with this policy; and
 - iv. the public servant uses and possesses the City Property in a lawful manner in accordance with this policy; or
 - v. the personal use of City Property is incidental, such as when
 - A. the value provided to the City by the public servant's use or possession of the City Property for a public purpose substantially outweighs the personal benefit received by the public servant's personal incidental use; and
 - B. the incidental use is not prohibited by an applicable state or federal law.

Any lawful personal use of City Property by a public servant that is not prohibited by applicable state or federal law is specifically authorized and allowed by this policy.



The City recognizes that third parties may benefit indirectly or directly from a public servant's personal use, or official use, of City Property, which benefit is specifically condoned and authorized by this policy so long as and to the extent that the benefit does not otherwise violate an applicable law, rule, or ordinance, including but not limited to state statutory law and rules and ordinances of the City.

- e. Limitations on Incidental Use – Notwithstanding subsection 4-09.d. the incidental use of City Property by public servants shall be limited to de minimis activities that involve only negligible expense (such as electricity, ink, small amounts of paper or fuels, or ordinary wear and tear). Incidental personal use does not include any use that
 - i. significantly interferes with the mission or operations of a City initiative, program, or service;
 - ii. significantly interferes with the performance of the public servant's or any other public servant's official duties;
 - iii. significantly compromises the integrity of City Property; or
 - iv. is for private financial gain, including but not limited to conducting outside business, employment, or other income-generating activities.
- f. Devices – Communication and other devices, such as mobile phones, landline phones, and computers, that are owned by the City may be used by a public servant for occasional, incidental personal activities such as calling home, making other personal calls during a break or when off duty, accepting occasional incoming personal calls, etc., provided that such personal usage is not excessive. Similarly, City owned computers and smart phones may be used for personal text messaging, e-mails, and other personal uses, provided that such use is limited, as much as reasonably possible, to break periods, or periods when the employee is not on duty, and is not excessive.
- g. Physical Facilities – Personal activities by public servants at City-owned, leased, managed, and/or maintained facilities, such as meeting family members or friends for short periods of time, are allowed, provided they do not become excessive or disruptive.
- h. Office Supplies, etc. – Office supplies, shop supplies, and other City-owned supplies and items of personal property are intended for uses that directly benefit the City. Incidental personal use of the same by public servants is allowed, such as the use of District-owned office supplies including pens, pencils, and paper, provided that such incidental personal use is not excessive.



Public servants may make a few copies on City-owned or leased copiers but must pay for the consumables used at the rate of \$0.02 per copy. If the public servant provides paper, small amounts of copies can be made without cost.

Public servants may use small tools only when the use is incidental to a City activity. Examples include the use of a tool in a City vehicle while the public servant is off duty. Whenever a small tool is used, it should never be left at the public servant's home and should be returned the next workday.

Because of their large capital cost, large tools and equipment are not allowed to be used for personal benefit.

- i. Vehicle Use – Vehicle Use is subject to the restrictions and limitations outlined in Section 7, which prohibits the personal use of City vehicles except for incidental local use such as taking breaks or meal periods, or completing a personal errand (e.g., stopping at the grocery store) that does not require indirect travel.
- j. No Expectation of Privacy – Public servants do not have a right to nor should they have an expectation of privacy while using City Property at any time, including when they are accessing the internet, using email, sending electronic or text messages, or using City-owned telephones or mobile phones. Employees who wish for their personal activities to be private should not conduct such activities using City Property.
- k. Miscellaneous – Any City Property that does not fall under any of the above classifications may nevertheless be utilized by a public servant for incidental personal uses, subject to the restrictions and limitations of this section.
- l. Policy Not Exhaustive – The City reserves the right to add to, delete from, or change this policy at any time. The policy state above is not necessarily inclusive because, among other reasons, unanticipated circumstances may arise, and other rules or ordinances of the City may apply. The City may vary from the policy, subject to the application of applicable state or federal laws, if the circumstances so justify.
- m. Higher Law to Control – In the event of any conflict between the Policy and any applicable federal or state law, rule or regulation, the law, rule, or regulation, including amendments and modifications thereto, shall control to the extent of such inconsistency.
- n. Personal Social Media Participation



Employees should carefully consider intermingling shared City social posts with their own personal activities, particularly if their social media includes mention of their City role and title. If employees choose to share such posts, employees are responsible for making clear that their personal page is a City page or site.

An employee who participates in social networking sites for personal purposes shall not:

- i. claim to represent the position of the City, including any Department or other organizational sub-unit; or
- ii. use any City logo or trademark; or
- iii. post any private, protected, or controlled information or record not obtained through GRAMA; copyrighted information, confidential information received from City clients, or any City-created or issued documents including those documents creating by the employee for City or personal use, without permission of the City; or
- iv. discriminate against, harass, or otherwise threaten a City employee or any person doing business with the City.
- v. Access their personal social media sites using City equipment or devices.

4-01 (10) Outside Activities – City employee shall not use City-owned property or work time in support of outside interests and activities, except as authorized by Department Director.

4-01 (11) Political Activity Of Regular Full-Time Employee:

- a. No regular full-time employee shall be an officer of a political party. No City employee or official shall solicit orally, or by letter, or be in any other manner concerned in obtaining any assessments, contributions, or services for any political party from any employee in the career service.
- b. Nothing contained in this subsection shall be construed to restrict the right of the employee to hold membership in, and support a political party, to vote as he chooses, to express privately his opinions on all political subjects and candidates, to maintain political neutrality, and to attend political meetings after working hours.
- c. Any regular part time employee who wishes to seek election to a local elected municipal office shall request and obtain a leave of absence from City employment no later than the day following the primary election for such office. (Ord. 04-08, 9-2-2004)



- d. City employees shall not use City-owned property, work time, or influence of position over other employees while engaging in any political activity.

4-01 (12) Secondary Employment

- a. Employment with the City as a full-time employee shall be an employee's primary employment. City employees are permitted to engage in secondary employment upon completion and approval of an employee's Request for Approval of Secondary Employment form. Secondary employment includes any sole proprietorship, partnership, or other self-employment.
- b. Employees are not authorized to work any secondary employment without prior approval by an employee's Department Director. Such approval may include an agreement between the Department Director and the employee based on the job duties of the specific secondary employment approval requested. The agreement will be noted on the form and may cover conditions including but not limited to: total hours permitted to be worked in a given time period, restrictions when on-call for the City, and rest periods between ending secondary employment and reporting for regularly City work hours.
- c. Employees will submit a new Notice of Secondary Employment annually as part of Open Enrollment.
- d. Consistent with other sections of the Employee Handbook and applicable law, the City may restrict or limit secondary employment during administrative leave, sick leave, worker's compensation, transitional duty, FMLA leave, leave without pay, or as part of a corrective action plan related to a disciplinary action.
- e. All other City employees are required to annually submit a Notice of Other Employment. A Department Director may rely on such notice in determining if and how to act upon an actual or perceived conflict of interest.
- f. Completed secondary employment forms shall be filed with Human Resources.



g.

4 -01 (13) Child and Vulnerable Adult Protection

- a. The City of Holladay adheres to all Federal and Utah State laws regarding the protection of children and vulnerable adults. City Officials, Staff and/or Volunteers shall not be in one-on-one and/or no-visibility situations with children or vulnerable adults. City staff who meet the definition of a child or vulnerable adult are subject to the City's Employee Handbook.
- b. Definitions
 - i. Child or Children: Individual(s) less than 18 years of age.
 - ii. Vulnerable Adult: Individual aged 18 or over whose ability to protect themselves from violence, abuse or neglect is significantly impaired through physical or mental disability, illness, advanced age or otherwise.
 - iii. City Officials/Staff: Elected officials or employees of the City who have contact with children and/or vulnerable adults in connection with their work responsibilities.
 - iv. Volunteers: Individuals who have regular contact with children and/or vulnerable adults in connection with their volunteer activities sponsored by the City.
- c. Zero Tolerance for Abuse. The City of Holladay has zero tolerance for abuse in City programs and activities.
- d. Reporting Suspicious or Inappropriate Behaviors. To maintain a safe environment for everyone, City employees and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. Employees and volunteers are required to report any such behavior to a Supervisor, Division Manager, Department Director, Human Resources, Police Department, City Manager or Mayor.
- e. Protection of Personal Details. A legal caregiver must provide explicit, written permission before any personal details can be published or distributed – including names, addresses, phone numbers, photographs, video recordings and e-mail addresses. Written consent must be obtained before using photographs or video recordings of children and/or vulnerable adults on a website, social media or otherwise.
- f. Training. All City Officials, Staff and Volunteers will receive a written copy of this policy.
- g. Background Checks. City Officials, Staff and Volunteers as defined within this section of City Policy will be subject to background checks before performing any work or volunteer work for or in behalf of the City or any City program or event.

4-02 HARASSMENT, DISCRIMINATION, & RETALIATION

- 4-02 (1) General Policy – The City of Holladay is committed to providing a work environment that is free of harassment or any other type of discrimination with regard to race; color; religion; sex; pregnancy, childbirth, or pregnancy-related conditions; age; national origin; disability; sexual orientation; gender identity, or any other legally protected status. The City has a zero-tolerance policy towards any form of unlawful harassment or discrimination by or to

Employee Handbook

Effective Date: ~~January~~ 2020

updated Nov. 2021

Updated Feb. 2022 (added Sect 3-01 (16&17)

updated May 5, 2022 – added Juneteenth, eliminated floating holiday



any employee or retaliation against any employee protected under this policy.

Misconduct identified in this policy is unacceptable behavior and is prohibited. The City will make reasonable efforts to prevent the conduct identified in this policy and will promptly investigate all complaints of violation of this policy. An employee's violation of



this policy, whether legally constituting sexual harassment, harassment, discrimination, or retaliation, will result in disciplinary action up to and including termination.

4-02 (2)

Prohibited Conduct – The City of Holladay prohibits conduct that includes, but is not limited to:

- a. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when:
 - i. submission to such conduct is made whether explicitly or implicitly a term of the condition of an individual's employment;
 - ii. submission to rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
 - iii. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- b. Other inappropriate conduct, such as:
 - i. derogatory comments, insults, suggestive remarks, or jokes involving sexual activity, or a person's race, color, religion, sex, pregnancy, childbirth, pregnancy-related conditions, age, national origin, disability, sexual orientation, gender identity, or any other legally protected status;
 - ii. display of photographs, drawings, cartoons, written material, objects, or use of electronic communication devices that would offend a reasonable person;
 - iii. inappropriate physical contact, such as patting or pinching;
 - iv. intentionally brushing against another person's body;
 - v. stating, implying, or joking that an individual's job performance is attributable to that person's race, color, religion, sex, pregnancy, childbirth, or pregnancy-related condition, age, national origin, disability, sexual orientation, gender, identify, or any legally protected status;
 - vi. giving or unsolicited or inappropriate gifts of a personal and private nature; or
 - vii. sexual assault of any kind.



- c. Pervasive, unwelcome, demeaning, ridiculing, derisive, or coercive conduct towards another person based on race, color, religion, sex, pregnancy, childbirth, or pregnancy-related condition, age, national origin, disability, sexual orientation, gender identify, or any legally protected status that
 - i. creates an intimidating, hostile, or offensive work environment;
 - ii. unreasonably interferes with a person's work performance; or
 - iii. otherwise adversely and unreasonably affects an employee's employment.
- d. Retaliation against any employee for reporting, filing a complaint, or assisting the City in its investigation of a complaint under this policy, even if such underlying complaint is determined to be unfounded. Retaliation may be deemed a separate violation of this policy and may subject the perpetrator to disciplinary action. Examples of retaliation include:
 - i. taking disciplinary action in bad faith;
 - ii. unwarrantedly changing the terms of an employee's employment;
 - iii. spreading rumors about the employee;
 - iv. encouraging hostility toward that employee from a co-worker; or
 - v. escalating the harassment.
- e. Disclosing confidential information with regards to an investigation being conducted under this policy, including disclosing that there is an investigation and/or any details of an investigation with any City employee except those conducting the investigation.

4-02 (3) Personal Employee Relationships

- a. Each City employee in a non-spousal romantic, dating, and/or sexual relationship with another City employee must promptly notify their Department Director upon beginning or ending such relationship or if the relationship results in marriage. The Department Director is responsible for notifying the City Manager.
- b. Supervisors are prohibited from having a romantic, dating, and/or sexual relationship with a subordinate employee who they supervise in the chain-of-command.



4-02 (4) Employee Obligations

- a. Employees are obligated to comply with this policy and avoid any prohibited conduct.
- b. Employees are obligated to report violations of this policy.
- c. Employees are obligated to fully cooperate in any investigation of an alleged violation of this policy, including the obligation to provide truthful and complete evidence and testimony in any investigation or proceeding.
- d. Employees are obligated to refrain from making any bad faith or known false complaints or violation of this policy.
- e. Employees are obligated to avoid retaliation against any person who files a complaint, or who participates or provides evidence or testimony in any investigation or proceeding under this policy.

4-02 (5) Reporting Violations of this Policy

- a. All employees are required to report all incidents that they reasonably believe to be violations of the City's Harassment, Discrimination, & Retaliation Policy. These reports shall be made when the employee first believes they or someone else has been harassed, subjected to inappropriate conduct, discriminated against, or retaliated against. Employees must make such report with one of the following: a supervisor, Department Director; City Manager, City Attorney or Human Resources.
- b. Any supervisor or manager who reasonably becomes aware of potential discrimination, harassment, or retaliation shall immediately advise Human Resources, the City Attorney and/or the City Manager. Any supervisor who knew or should have known of a potential offense and did not report the matter shall be subject to disciplinary action. In the event a claim of harassment, discrimination or retaliation alleges conduct of the City Manager, the City Attorney shall be advised.

4-02 (6) Investigation – The City of Holladay shall investigate all complaints, regardless of whether they are written or verbal, as expeditiously and professionally as possible. Confidentiality of the complaint will be maintained to the extent it is practical but cannot be guaranteed.

- a. Human Resources, the City Attorney's Office, and the involved department will coordinate the investigation.



- b. The assigned investigator(s) will take all appropriate action to fully investigate all allegations and will document his or her findings.
- c. The assigned investigator(s) are responsible for moving the investigation forward, ensuring adequate documentation, and making recommendations.
- d. The appropriate Department Directors are responsible for accepting, modifying, or rejecting recommendations and, when appropriate, initiating disciplinary action.
- e. Disciplinary action placed in any personnel file will not include the name of any victim.
- f. Records of an investigation determined to be unfounded will not be placed in any individual's personnel file, but it will be retained as an investigative file. Access will be limited to Human Resources, City Attorney and the City Manager.
- g. Appeals about the conclusions of the investigation will be handled as follows:
 - i. Disciplinary actions arising from the investigation will be handled consistent with the Employee Discipline section in this chapter and may be appealed in accordance with that section.
 - ii. An employee may appeal the conclusion of an investigation. However, the basis of an appeal is limited to the employee's concerns with the adequacy of the investigation, such as the investigators' failure to interview a key witness or consider a crucial piece of evidence. An employee cannot appeal based solely on his or her disagreement with the outcome of the investigation.
 - iii. An appeal will begin directly at Step Three of the Employee Grievance Procedure (Appeal to the City Manager).

4-03 ALCOHOL DRUG-FREE WORKPLACE

- 4-03 (1) Federal Drug-Free Workplace Requirement – The City of Holladay complies with the Federal Drug-Free Workplace Act of 1988.



- 4-03 (2) Drug-Free Awareness Program – All new employees will receive a copy of this policy and information about the City’s Employee Assistance Program.
- 4-03 (3) Employee Responsibilities
- a. No employee shall unlawfully manufacture, possess, use, or distribute any controlled substance or alcohol in a City workplace.
 - b. Any employee convicted under any criminal drug statute shall notify his or her supervisor and Department Director within three days after the conviction.
 - c. No employee shall consume alcoholic beverages during work hours, during breaks or meal periods, or for at least eight (8) hours before coming to work.
 - d. No employee shall be impaired by alcohol, medication, or illegal drugs, or have any detectable trace amount of illegal drugs or blood-alcohol level of .02 or higher in their system during work hours, or while representing the City in an official capacity.
- 4-03 (4) Drug/Alcohol Testing Policy
All employees and prospective employees are required to participate in drug testing as a condition of hire or continued employment. Failing or refusing to take a test or a confirmed, positive drug and/or alcohol test result, shall be deemed a violation of this policy. The types of drugs or metabolites and cut-off levels shall be determined by the City Manager, except as mandated or limited by federal regulations.
- 4-03 (5) Pre-Employment Testing
- a. All prospective employees shall be tested for drug usage.
 - b. All job applicants shall be informed of the policy during conditional job offers. A copy of this policy shall be available for their review.
 - c. All applicants shall be required, prior to being hired for the City, to sign an acknowledgement form agreeing to abide by the terms of this policy.
 - d. The City will exclude from employment any job applicant who refuses to abide by the terms of this policy.
 - e. An employment application from an applicant with a confirmed positive drug test will not be processed by the City for one (1) year from the date of such result.
- 4-03 (6) Reasonable Suspicion (For Cause) Testing
- a. An employee may be required to submit to a drug and/or alcohol test when reasonable suspicion arises and the employee’s supervisor, manager, or Department Director concur that reasonable suspicion exists. Suspicion must be



based upon specific contemporaneous, articulable observations concerning appearance, behavior, speech or body odors of the employee. Reasonable suspicion testing may include re-tests or follow-up tests as may be necessary to protect the integrity of the testing protocols, such as newly discovered evidence that the employee tampered with a previous drug test.

- b. In accordance with Section 26-61a-111(2)(b) of the Utah Code, an employee with a medical cannabis card is not subject to adverse action for failing a drug test due to marijuana or tetrahydrocannabinol without evidence that the employee was impaired or otherwise adversely affected in the employee's job performance due to the use of medical cannabis.
- c. A written record shall be made of observations leading to an alcohol or controlled substances reasonable suspicion test and signed by the supervisor or Department Director who made the observations, within 24 hours of the observed behavior or before the results of the alcohol or controlled substance tests are released, whichever is earlier. The written record must be provided to Human Resources.
- d. Once the authorized supervisors have determined that reasonable suspicion exists, testing shall be done as soon as practical.
- e. If an employee is sent to an outside clinic for a reasonable suspicion test, the employee shall be driven to the facility by the supervisor or his or her designee.
 - i. The employee shall then be put on paid administrative leave until the results of the test are available.
 - ii. The supervisor shall make arrangements or help the employee make arrangements to get home without driving him or herself.

4-03 (7) Rehabilitation Testing – If the City returns an employee to work after he or she has enrolled in a rehabilitation program for drug or alcohol abuse and has successfully completed the rehabilitation program, such employee may be entered into a program of unannounced drug and alcohol testing for a predetermined period of time at the sole discretion of the City.

4-03 (8) Post-Incident Testing

- a. Post-incident testing will be conducted on employees involved in the following incidents:
 - i. any on-the-job accident where the employee(s) engaged in conduct that caused bodily injury to anyone or that resulted in property damage or loss;



- ii. any equipment or vehicle accident, or collision with any pedestrian or person on a non-motorized device; whether or not it resulted in bodily injury or property damage; and
 - iii. any other event or incident where the City reasonably believes that alcohol or drugs were involved.
- b. Such testing will occur as soon as practical after the accident. The employee may return to work after completion of the testing, unless the testing is based on reasonable suspicion.
 - c. The employee's immediate supervisor and the City Manager shall be immediately notified of all such incidents.

4-03 (9)

Testing Protocols

- a. All drug testing will be carried out in compliance with Utah Code Annotated §34-41-1.
- b. Any drug or alcohol testing shall occur just before, during, or immediately after the regular work period of current employees and shall be deemed time worked for purposes of compensation and benefits for current employees.
- c. The City shall pay all costs of testing associated with a test required by the City.
- d. For both non-DOT and DOT tests, if the MRO informs the City that a negative test was diluted, the result will be accepted as a negative if the creatinine concentration is 5 mg/dL or greater.
- e. For a DOT test, if the MRO directs that a re-collection must take place under direct observation (i.e. because the creatinine concentration was equal or greater than 2 mg/dL, but less than equal to 5 mg/dL) the City will contact the donor immediately. Failure of the donor to submit for this re-collection will be classified as a refusal to test.
- f. For a non-DOT test, if the MRO directs that a re-collection must take place (i.e. because the creatinine concentration was equal or greater than 2 mg/dL, but less than or equal to 5 mg/dL) the City will contact the donor immediately. Failure of the donor to submit for this re-collection will be classified as a refusal to test.

4-03 (10)

Drug Testing Information

- a. The information received from drug testing shall be the property of the City.



- b. Upon City receipt of the test results, the person tested shall be notified by telephone or email, of negative results. Positive tests results shall be made by personal notification.
- c. If the test results are positive, the person tested will be advised of the option to have the split sample tested, the expense to be equally divided between the donor and the City. The option must be exercised within 72 hours of the notification to the employee.

4-03 (11) Disciplinary Action – Because of the serious nature of illegal use or abuse of alcohol, illegal drugs or medication, appropriate employee disciplinary action will be taken, which may include termination.

4-03 (12) Voluntary Substance Abuse Counseling & Rehabilitation

- a. The City encourages employees who have a determined need to enroll in a counseling or rehabilitation program.
- b. The employee shall immediately contact his or her supervisor and the City Manager to coordinate leave status and benefits.

4-03 (13) Employee Questions About This Policy

Questions about this policy may be directed to Human Resources.

4-04 TOBACCO-FREE WORKPLACE

4-04 (1) General Policy – The City of Holladay is subject to and enforces the Utah Indoor Clean Air Act and is committed to providing a safe and healthy work environment.

4-04 (2) Employee Responsibility – All employees are prohibited from use of tobacco products (including chewing tobacco, vape, and e-cigarettes) throughout the workplace, including all City buildings, vehicles, and equipment. Use of tobacco products (including chewing tobacco, vape, and e-cigarettes) is also prohibited within 25 feet of any entrance way, exit, open window, or air intake of City buildings.

4-05 VIOLENCE-FREE WORKPLACE



4-05 (1) General Policy – The City of Holladay is committed to maintaining a safe and efficient working environment where employees and the public are free from the threat of workplace violence.

4-05 (2) Employee Obligations

- a. Employees are obligated not to engage in violence or behavior that carries the potential for violence including, but not limited to, assault, fighting, or foul, abusive, or threatening language or gestures.
- b. Any possession of firearms or other weapons on City property, including City vehicles, or while conducting City business shall be in compliance with federal and state laws and City Code.
- c. Employees must immediately report all incidents of violation of this policy to their supervisor or Department Director.

4-06 EMPLOYEE DISCIPLINE

4-06 (1) General Policy – It is the responsibility of all employees to observe rules of conduct necessary for the proper operation of City government. Administrative procedures have been established for the handling of disciplinary measures when required.

4-06 (2) Causes for Disciplinary Action – Causes for disciplinary action, up to and including termination, may include, but are not limited to the following:

- a. Violation of the laws of the United States, the State of Utah, or ordinances of the City of Holladay or any other jurisdiction determined to be job-related.
 - i. A conviction (including a plea and abeyance or no contest) for the violation of any criminal law shall be prima facie evidence (accepted as true) in any City hearing process.
 - ii. Violation may also be established in any City hearing process under an administrative standard of whether the evidence shows more likely than not the violation occurred regardless of the pendency or dismissal of criminal charges.
- b. Violation of the code of conduct.
- c. Conduct that endangers the peace and safety of others or poses a threat to the public interest.



- d. Any behavior by an employee deemed inappropriate or disruptive to the work environment that affects or may affect the ability of other employees to perform effectively.
- e. Misconduct.
- f. Malfeasance. (The performance of an act which is legally unjustified or conflicts with the law or City-policy).
- g. Misfeasance. (The wrongful performance of a normally lawful act.)
- h. Nonfeasance. (The omission of some act which ought to have been performed.)
- i. Incompetence.
- j. Negligence.
- k. Insubordination.
- l. Inadequate performance of duties.
- m. Inappropriate conduct with or towards the public.
- n. Unauthorized or excessive absence or tardiness.
- o. Falsification or unauthorized alteration of records.
- p. Violation of City or department policies.
- q. Falsification of employment application.
- r. Discrimination.
- s. Sexual harassment or prohibited sexual conduct.
- t. Retaliation.
- u. Misrepresentation (making false statements or knowingly allowing false statements or false impressions to be accepted as valid in the course of the employee's job-related duties.)



- v. Theft or removal of any City property, or the property of any employee from the work premises without proper authorization.
- w. Gambling or engaging in a lottery on City property.
- x. Inability to perform essential job duties, with or without reasonable accommodations.
- y. Interference with any type of City investigation, including discussing any aspect of the investigation or the mere existence of an investigation with any other City employee.

4-06 (3) Disciplinary Action – Disciplinary records are those official notices, letters, warnings and other records provided to an employee informing the employee of disciplinary action. All disciplinary action must be reported to the City Manager. The following are not to be deemed a progressive disciplinary scheme or system:

- a. Verbal Warning – A verbally communicated warning to an employee by a supervisor for a work performance deficiency, which is documented in the employee's personnel file.
- b. Written Reprimand – A formal written notice to an employee by a supervisor for disciplinary purposes that outlines work performance deficiencies and required corrective action, and which is documented in the employee's personnel file.
- c. Suspension – An employee may be suspended from work without pay for up to 30 days (240 hours) by a Department director. For any suspension of more than two days, the City shall first conduct a pre-disciplinary hearing as outlined in 4-06(4), except for appointed, at-will, and probationary employees.
- d. Demotion – An employee may be demoted by a Department Director to a lower-grade position with or without a reduction in pay or with an in-grade pay reduction. If the demotion is also an involuntary transfer to a position with less remuneration, the City shall first conduct a pre-disciplinary hearing as outlined in 4-06(4), except if the employee is appointed, at-will, or probationary, or if the transfer is the result of a layoff or reorganization.
- e. Transfer – An employee may be transferred to another position within a department by a Department Director. An employee may be transferred to another position in a different department within the City with approval of the City Manager. If the transfer is an involuntary transfer to a position with less remuneration, the City shall first conduct a pre-disciplinary hearing as outlined in 4-06(4), except if



the employee is appointed, at-will, or probationary, or if the transfer is the result of a layoff or reorganization.

- f. Termination – An employee may be terminated by the City Manager. The City Manager may consult with Human Resources, the City Attorney, and the employee's supervisor. The City shall first conduct a pre-disciplinary hearing as outlined in 4-06(4), except if the employee is appointed, at-will, or probationary, or if the termination is the result of a layoff or reorganization.
- g. Employees whose conduct constitutes grounds for discipline may be subject to one or more of the foregoing disciplinary actions depending on the severity of the improper conduct. The City reserves the right to impose disciplinary action, up to and including termination, on a first offense, depending on the nature and severity of the improper conduct.

4-06 (4) Pre-Disciplinary Hearing – Where required by state law, when an employee is subject to possible suspension without pay for more than two days, demotion or involuntary transfer from one position to another with less remuneration, or termination (except as a result of a layoff or reorganization), a pre-disciplinary hearing shall be held prior to imposing disciplinary action.

- a. The employee shall be given written notice of the hearing prior to the hearing, which will include an explanation of the charges against the employee and notice that discipline, up to and including termination, will be considered.
- b. The pre-disciplinary hearing should be conducted by the employee's Department Director or designee for the purpose of allowing the employee to respond to the charges and present information the employee believes is relevant to the decision.
- c. A decision as to the disciplinary action to be taken, if any, shall be made by the Department Director or if termination is recommended by the Department Director, the City Manager and the employee will be notified in writing within five working days after the hearing. This written notification shall include:
 - i. The grounds for the disciplinary action.
 - ii. Any disciplinary action to be imposed.
 - iii. The effective date and duration of the disciplinary action.
 - iv. Any required corrective action necessary for the employee to avoid further disciplinary action.



- v. Notice and a copy of the post-disciplinary hearing process outlined in 4-06 (5), if the imposed disciplinary action is termination, a suspension of more than two days, or demotion or involuntary transfer from one position to another with less remuneration.

- d. Waiver of Pre-Disciplinary Hearing

An employee may waive the right to a pre-disciplinary hearing. Such waiver must be in writing, signed by the employee, and specifically acknowledge that the employee has received a copy and read the requirements of 4-06, accepts the proposed discipline, and acknowledges that the waiver also applies to the right to appeal to the Appeal Officer.

4-06 (5) Appeal Officer (pursuant to Utah Code Annotated § 10-3-1106)

- a. A full-time employee who is not appointed, at-will, or probationary employee, may use the post-disciplinary hearing process. Appeals to the Appeal Officer shall be taken by filing written notice of the appeal with the City Recorder within ten calendar days of receipt of the notice of the imposition of qualifying discipline (suspension of more than two days, demotion or involuntary transfer from one position to another with less remuneration, or termination, except if the action is the result of a layoff or reorganization).
- b. Appeals shall be heard by a hearing officer.
- c. Exhaustion of Internal Grievance Procedures
 - i. The City designates the Appeal Officer as the only internal post-disciplinary appeal procedure for terminations, suspensions without pay for more than two days (16 hours), demotions or an involuntary transfer from one position to another with less remuneration.
- d. Appeal Hearing Process
 - i. The employee shall be entitled to appear in person before the Appeal Officer and to be represented by counsel (at the employee's expense), to have a hearing open to the public, to confront the witnesses whose testimony is to be considered, and to examine the evidence to be considered by the Appeal Officer.
 - ii. An employee may request the hearing to be open to the public.



- iii. The Appeal Officer determines the admissibility of evidence and its use. Further, the Appeal Officer is not bound strictly by the rules of evidence and may consider any evidence it determines relevant to the matter.
 - iv. The City Recorder records and takes minutes of each session, except for the Appeal Officer's deliberations.
 - v. The City Attorney or designee represents the City's interests.
 - vi. The standard of review is substantial evidence. The City has the burden of establishing the factual basis underlying the disciplinary decision and the reasonableness of that decision. The appellant challenging an action has the burden of demonstrating its impropriety.
 - vii. The Appeal Officer may establish hearing procedures consistent with Utah Code Annotated §10-3-1106 and may modify those procedures at the hearing as may be equitable and conducive to a determination of the issues.
- e. Decision of Appeal Board Hearing
- i. Each decision of the Appeal Board shall be certified to the City Recorder no later than 15 days after the day on which the hearing is held; however, for good cause, the Appeal Board may extend the 15-day period to a maximum of 60 calendar days, if the employee and the City both consent.
 - ii. Upon reaching a decision, the Appeal Board shall issue the decision. A decision is issued when it is signed and dated by all members of the Board and certified with the City Recorder. The City Recorder shall distribute the certified decision to the employee, the City Manager, the Human Resource Director, the City Attorney, and the Department Director.
 - iii. If the Board does not uphold the suspension, demotion, or termination, the Board shall provide in its order:
 - A. the employee shall receive the employee's salary for the period of time during which the employee was discharged or suspended without pay less any amounts the employee earned from other employment during this period of time; or
 - B. the employee is paid any deficiency in salary for the period during which the employee was demoted or involuntarily transferred to a position of less remuneration.



- iv. Any final action or order of the Board may be submitted for review by either the employee or the City to the Utah Court of Appeals by filing a petition for review no later than 30 days from the date of the issuance of the final action or order of the Appeals Board by filing with that court a petition for review.

4-07 EMPLOYEE GRIEVANCE PROCEDURES

4-07 (1) General Policy – A grievance is defined as a complaint made by a City employee of a decision or action taken by the City that affects an employee’s working conditions, except disciplinary actions. For example, a grievance may be filed regarding such decisions or actions such as a performance evaluation, a job task reassignment, a change in schedule or a health/safety concern. All employees have the right to file a grievance.

Disciplinary action appeals shall be handled consistent with the Employee Discipline policy (4-06).

4-07 (2) Grievance Process – The following process shall be followed in processing grievances made by City employees. If at any Step the City fails to respond within the allotted time period, such failure shall constitute a denial and the employee may move to the next Step in the process.

- a. Step One – An employee wishing to grieve an incident or action must submit the grievance in writing to his/her immediate supervisor within 10 business days of the decision or action being grieved. The written grievance should include, at a minimum, the date, description of the decision or action in question, and the remedy sought. The employee’s immediate supervisor shall respond to the employee’s grievance in writing, detailing the decision and including a copy of this policy, within 10 business days of receipt of the grievance.
- b. Step Two – If the employee is not satisfied with the response of the immediate supervisor, the employee may submit a written grievance to his/her Department Director within 10 business days of the immediate supervisor’s response. The Department Director shall respond to the employee’s grievance in writing, detailing the decision and including a copy of this policy, within 10 business days of receipt of the grievance.
- c. Step Three – If the employee is not satisfied with the response of the Department Director, the employee may submit a written request to the City Manager within 10 business days of receipt of the Department Director’s response.



The City Manager or designee shall respond to the employee's grievance in writing, detailing the decision, within 10 business days of receipt of the grievance.

The decision of the City Manager is final and not appealable.

4-07 (3) Representation – An employee may not be represented at any Step One grievance discussion with the supervisor. The employee may be represented by legal counsel at any Step Two or Step Three discussion, subject to any conditions imposed by the Department Director, City Manager, or the City Manager's designee.

4-07 (4) Documentation – Copies of all grievances and responses shall be forwarded to Human Resources for filing upon receipt of issuance.

SECTION 5 FINANCIAL POLICIES AND PROCEDURES

5-01 PURCHASING

5-01 (1) General Policy – Employees shall comply with all applicable federal and state laws and regulations, and City ordinances and resolutions regarding procurement of goods, services, and contracts. A complete copy of the City's Purchasing Policy is available on the City's website under the Municipal Code Title 2.11.

5-01 (2) Credit Cards – City credit cards shall be used for official City business only and all use shall comply with the City's Purchasing Policy.

5-02 TRAVEL POLICY

5-02 (1) General Policy – All travel for City business outside of a 50-mile radius of City Hall shall be requested on a travel request form and be pre-authorized by an employee's Department Director.

- a. City vehicles may be used for travel associated with City business.
- b. An employee who uses his or her personal vehicle for City business will be reimbursed for mileage in accordance with the following:
 - i. The employee must keep a mileage log that details the reason for the trip and the number of miles driven to and from the travel destination. Mileage reimbursement requests must be signed by the employee's Department Director and submitted to the Finance Department.



- ii. Mileage will be reimbursed at the rate currently authorized by the Internal Revenue Service.
 - c. Travel-related incidentals are not reimbursable.
 - d. If an employee chooses to drive or fly for travel, the City will reimburse the employee based on the least expensive option.
- 5-02 (2) Per Diem – Employees shall be paid per diem for City-related travel outside the 50-mile radius of City Hall in accordance with the State of Utah travel policy. Per diem for premium cities will be paid at the reimbursable rate published by the State in the out-of-state section of the travel policy. The State of Utah travel policy is located at <https://rules.utah.gov/publicat/code/r025/r025-007.htm>

SECTION 6 RISK MANAGEMENT

6-01 RISK MANAGEMENT PHILOSOPHY

- 6-01 (1) General Policy – It is the philosophy of the City of Holladay to reduce the potential for loss from exposures through sound risk management practices in all City, department, and individual employee activities. Within the constraints of the budget and the City's obligation to provide certain public services, City risk management and safety practices will reflect a strong consideration for the safety of employees and the public
- 6-01 (2) Individual Responsibility for Risk Management and Safety – Individual employees shall take responsibility for their own safety as well as the safety of other employees, citizens, and property. Employees shall abide by reasonable safety precautions and exercise due care while on the job. Adequate training, appropriate supervision, reasonable scheduling, proper equipment and other management tools should be utilized by the department and followed by each individual employee to create a safe working environment. Individual employees are responsible to immediately report to their supervisor any potential hazards likely to cause an accident and should be forthcoming in identifying and bringing to the attention of supervisors and their Department Director safety concerns that cannot be addressed and resolved by the individual employee.

6-02 WORKERS' COMPENSATION

- 6-02 (1) Workers' Compensation Program Overview
- a. Program Oversight and Administration – City employees injured during the performance of their job duties are covered by the City's workers' compensation program ("the Program"), which provides medical reimbursement and indemnity



benefits, as required by state law. Claims administration is provided by a contract workers' compensation program administrator ("the Program Administrator"). Transitional duty is coordinated by the Department Director and the City Manager.

- b. Designated Medical Care Provider – The City designates a medical care provider ("Medical Provider") to care for employees with work-related injuries. Except in the case of life or limb threatening injuries, the City does not pay other medical providers or facilities for the treatment of worker's compensation injuries, even if the injury is work-related, unless the Medical Provider refers the employee and the referral is approved by Human Resources or the Program Administrator prior to the treatment.
- c. Employee Discipline – Failure by an employee to follow program reporting protocol, treatment policies, transitional duty requirements, or any other law, policy, or procedure related to the program in a timely and complete manner, shall result in employee disciplinary action up to and including termination.

6-02 (2)

Treating and Reporting an Injury

- a. Medical Treatment – When injured, the employee shall immediately obtain necessary medical treatment from the Medical Provider. If the condition is life threatening, the employee should call 911. Life threatening conditions include conditions such as unconsciousness, uncontrolled bleeding, severe respiratory distress, major burns, spinal cord injury, shock, or poisoning. Once initial emergency medical treatment is given and the employee is physically able, the employee shall report to the Medical Provider for follow-up treatment. The employee must advise the emergency medical provider that the City will not be financially responsible for any follow-up treatment by such emergency medical provider or by providers referred by the emergency medical provider unless the follow-up treatment or referral is previously approved by the City's Medical Provider and the City Manager.
- b. Reporting an Injury – As soon as practicable after the employee suspects that he or she has a work-related illness or injury, however minor, or following emergency medical treatment, the employee must report the injury to the employee's supervisor and to the City Manager. Although initial notice of the injury to the City Manager may be by telephone recording, a claim is not deemed "reported" until the appropriate injury report required is completed. The employee must follow up with the City Manager to ensure that all details of the injury are reported. If an injury is so severe as to render the employee physically incapable of following the reporting process as required, the employee's supervisor must ensure that the required reporting is completed.



6-02 (3)

Return to Work; Mandatory Transitional Duty

- a. Return to Full Duty Allowed by Medical Provider – Immediately following initial treatment for a work-related injury, the employee shall obtain a written return to work release (“Work Release”) from the Medical Provider and shall contact the City Manager before returning to the employee’s regular place of work. The employee shall return to work for regular full duty (“Full Duty”) unless directed otherwise by the treating Medical Provider. An employee shall not return to the work site following a work-related injury without delivering to the City Manager a Work Release signed by the employee’s Medical Provider. The employee’s supervisor shall verify that the employee has contacted the City Manager before allowing the employee to return to the work site.
- b. Return to Duty Not Allowed by Medical Provider – If an employee is directed by the Medical Provider to not return immediately to Full Duty, the employee shall immediately notify the employee’s supervisor and the City Manager of the following:
 - i. that the Medical Provider has directed the employee to not return to Full Duty;
 - ii. the reasons for such direction and the prognosis of the injury;
 - iii. the expected date and time the employee will be released by the Medical Provider to Transitional Duty and ultimately Full Duty; and
 - iv. the work restrictions the Medical Provider has placed on the employee.
- c. Secondary Employment – An employee on workers’ compensation leave or transitional duty shall not engage in any secondary employment except as first authorized by the City Manager.
- d. Mandatory Transitional Duty – The City has an aggressive return to work policy. Temporary modified duty (“Transitional Duty”) is mandatory on the part of the employee when determined practicable by the City Manager. Transitional Duty will be made available to all injured employees who, based on Medical Provider’s opinion, are unable to return to Full Duty immediately following an injury. An injured employee shall be required to return to Transitional Duty immediately upon release to do so by the Medical Provider. The following are the responsibility of the injured employee:



- i. to notify any and all medical providers or specialists who provide treatment for the work-related injury that Transitional Duty for the employee is available and mandatory;
 - ii. to provide a complete and accurate description of the employee's job description and regular work tasks to the medical provider or specialist to enable such provider or specialist to determine whether the employee will return to Full Duty or to Transitional Duty; and
 - iii. to ensure that if return to Full Duty immediately following the work-related injury is not approved by the Medical Provider, that written work restrictions ("Work Restrictions") are prepared by the Medical Provider in consultation with the employee and the City, and that such restrictions are provided to the City Manager.
- e. Employee to Report to City Manager with Work Release and Written Work Restrictions – Upon release to work by the Medical Provider for either Transitional Duty or Full Duty, the employee shall immediately report to the City Manager with a work release and any work restrictions from the Medical Provider. The employee shall not return to the work site prior to contacting the City Manager. The employee's supervisor shall verify that the employee has reported to the City Manager, shall confirm any Work Restrictions placed on the employee, and shall review any work restrictions with the employee before allowing the employee to return to the work site.
- f. Transitional Duty Assignments – In consultation with the employee's department director and other department directors, the City Manager shall determine the employee's mandatory Transitional Duty until the employee is released to Full Duty, in writing, by the Medical Provider.

6-02 (4) Workers' Compensation Wage Replacement ("Indemnity Benefits")

- a. Wage Replacement Amount (Indemnity Benefit) – If a workers' compensation injury or illness causes total temporary disability (i.e. the employee cannot perform ANY work tasks for the City) as determined by the Medical Provider and confirmed by the City Manager, the employee receives weekly wage replacement ("Indemnity Benefits") equal to 66 2/3 percent of the employee's weekly wages at the time of the injury, up to a maximum of the state weekly average, adjusted for eligible dependents. The Indemnity Benefit continues until the employee is released by the Medical Provider to Transitional or Full Duty.
- b. First Three Calendar Days After Injury Not Compensated – An injured employee does not receive Indemnity Benefits for the first three days after the injury occurs, unless the period of total temporary disability lasts more than 14 days.



- c. Supplement to Indemnity Benefit – Employees may receive supplemental Indemnity Benefits on a taxable basis up to 100% of employee's regular wages where an employee has accrued sick leave, compensatory time, and/or vacation leave. No employee may receive more than the equivalent of 100% of his or her regular wages, adjusted for taxes and deductions. Any Supplemental Indemnity Benefit must be surrendered to the City in order to receive a regular paycheck. The employee will be provided a regular pay check for the employee's full salary by the City consistent with this paragraph.
- d. Transitional Duty Wages and Benefits – Employees who return to work in a Transitional Duty capacity receive 100% of their normal wages and benefits.

6-02 (5) Failure to Follow Applicable Law, Policies and Procedures

- a. Questions Concerning Program Requirements - Employees are strongly encouraged to contact Human Resources if questions should arise regarding the reporting, treatment, or processing of workers' compensation claims. Additional details pertaining to the City's program may be obtained by contacting Human Resources.
- b. Loss of Benefits – Failure by an employee to follow procedures for reporting and processing workers' compensation claims as required by State law and the Utah Labor commission may result in the denial of a claim and/or in the loss of benefits by the employee.

SECTION 7 VEHICLE USE

7-01 VEHICLE USE

- 7-01 (1) Authorization to Drive – To be authorized to drive a City-owned vehicle, an employee or volunteer must possess a valid Utah driver's license for the type of vehicle he or she is operating.
- 7-01 (2) Verification of Driver's License Status – The City will ensure that the driver's license status of all employees required to drive as part of their job description is reviewed monthly by the Insurer.
- 7-01 (3) Pool Vehicle Use – Pool vehicles are authorized for use by authorized employees or volunteers who do not have a City vehicle assigned to them and need transportation to conduct City business, subject to availability. All pool vehicle users must have a current valid motor vehicle record.



- 7-01 (4) Personal Use – Personal use of City vehicles is prohibited, except for incidental local use such as taking breaks or meal periods or completing a personal errand that does not require indirect travel.
- 7-01 (5) Permitted Passengers – Only authorized employees and volunteers are allowed to ride in City vehicles, except for the purpose of conducting City business or as otherwise authorized by policy.
- 7-01 (6) Occasional Approved Use – Department Directors may grant occasional overnight take home use due to an isolated incident of need because of the lateness of the hour or other circumstances where it is impractical for the user to return a City vehicle at the end of a duty shift.

7-02 DRIVER/OPERATOR DUTIES AND RESPONSIBILITIES

- 7-02 (1) Responsibility - Drivers are responsible for the care and general maintenance of City vehicles under their control or assigned to them. This includes frequent checking of the oil and other fluids, lubrication levels, tire pressure, and prompt reporting of problems.
- 7-02 (2) Cleanliness – Drivers shall maintain a high degree of cleanliness of both the interior and exterior of assigned vehicles.
- 7-02 (3) Mileage – Each time a City vehicle is refueled using a gas card, the driver/operator will accurately enter odometer/hour meter readings.
- 7-02 (4) Pool Vehicle Inspection Checklist – Each City employee using a pool City vehicle must complete a written vehicle inspection checklist. This checklist shows that the vehicle appears to be in good condition and is safe to drive. On the inspection checklist, the employee shall note any defects, deficiencies, problems, exterior damage, etc. If a problem makes the vehicle unsafe or risk mechanical damage, the employee will report the vehicle to the supervisor.
- 7-02 (5) Compliance with Laws – City employees shall drive and park in accordance with all state and local laws. Any citation received shall be the responsibility of the driver.
- 7-02 (6) Revoked License Notification – City employees who are authorized to use a City vehicle shall immediately report to the City Manager if his or her driver's license is revoked or suspended.
- 7-02 (7) Cell Phone Use – City employees shall not use a cell phone for any purpose while operating a City vehicle, unless engaged in a "hands-free" mode.



- 7-02 (8) Idling and Air Quality Consideration – Drivers will not allow their vehicle to idle excessively, except as required for safety reasons or operation of auxiliary equipment. Emergency vehicles are exempt during emergency situations. Additionally, drivers will be conscientious of air quality, plan the most efficient route, and whenever possible, will limit trips and combine trips to grouping appointments and errands together.
- 7-02 (9) Locking Vehicles – Unattended City vehicles shall be locked at all times.
- 7-02 (10) Abuse or Neglect of Vehicles – Drivers will not abuse or neglect City vehicles. Abuse or neglect includes but is not limited to:
- a. misusing vehicles;
 - b. exceeding a vehicle's capacity;
 - c. operating vehicles without adequate training;
 - d. allowing others to operate vehicles without adequate training;
 - e. being reckless, careless, irresponsible, or not paying attention while operating vehicles;
 - f. operating with an overheated engine;
 - g. failure to properly observe instrument panel indicator;
 - h. operating with flat or under-inflated tires;
 - i. failure to report defects and needed repairs;
 - j. driving a vehicle that is in need of repairs;
 - k. failure to inspect equipment properly before and after use; and
 - l. failure to have a vehicle serviced after receiving notification.
- 7-02 (11) Supervisor Responsibility – Supervisors will know the condition of the vehicles under their direct responsibility. Supervisors will keep in close touch with operators to make sure all equipment is properly cared for and maintained. Supervisors are responsible for:
- a. Periodic audits of inspection reports to make sure the inspections are timely and accurate;



- b. Quarterly inspections of the conditions of vehicles under his/her supervision; and
- c. Keeping a separate inspection report documenting any vehicle problems for audit purposes. The supervisor will discuss any discrepancies with any person who completed an inconsistent report.

7-03 USE OF PERSONAL VEHICLES FOR CITY BUSINESS

- 7-03 (1) When using a personal vehicle for City business, all relevant City policies and ordinances apply, such as training, idling, accident reporting, and compliance with legal requirements.
- 7-03 (2) Mileage reimbursement is available at the current IRS rate for authorized personal vehicle use, upon submission of the appropriate form.
- 7-03 (3) Employees and volunteers using personal vehicles for City business are subject to post-accident and reasonable suspicion drug testing.

7-04 GENERAL LIABILITY PROVISIONS

- 7-04 (1) City Vehicles
 - a. City vehicles are insured by the City.
 - b. Third-party claims are handled by the City's insurer to the policy limits.
 - c. Injuries to City employees and volunteers will be handled on worker's compensation claims.
- 7-04 (2) Vehicle Allowance for Vehicles Operated on City Business
 - a. The City is responsible for the first- and third-party claims of a personal vehicle being operated on City business by City employees receiving a vehicle allowance.
 - b. Any injury to City employees and volunteers will be handled as a worker's compensation claim.
- 7-04 (3) Personal Vehicles
 - a. Personal vehicles shall be insured by the owner.



- i. As part of the hiring process, all employees and volunteers will certify in writing their acknowledgement of their legal obligation to have state-mandated minimum liability coverage on any personal vehicle they may be authorized to drive on City business.
 - ii. Employees are encouraged to review the merits of additional “business use” or higher liability coverage with their insurer.
 - iii. Any injury to City employees and volunteers will be handled as a worker’s compensation claim.
 - b. Personal Vehicle Used With City Mileage Reimbursement
The employee is responsible for all deductibles, first party, and third- party claims.
 - c. Incidental Use of Personal Vehicle for City Business Without City Mileage Reimbursement
 - i. Third-party claims will be handled by the City’s insurer to the policy limits, except for the owner’s deductible.
 - ii. Property damage to the personal vehicle is covered by the City to the limit of the City’s deductible.
- 7-04 (4) Rental Vehicles – Employees that rent vehicles for the City’s use are required to purchase the full liability insurance offered by the car rental company.
- 7-04 (5) Limitation of Liability – The City reserves the right to limit insurance coverage and/or worker’s compensation as provided by law, such as actions “outside the scope of an employee’s employment.”