

BOARD OF DAVIS COUNTY COMMISSIONERS MINUTES

Board of Davis County Commissioners - Work Session Minutes Tuesday, December 9, 2025

The Board of Davis County Commissioners met for a scheduled meeting at 9:00 AM on December 9, 2025, in room 306 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Required legal notice of this meeting was given.

All documents from this meeting are on file in the Davis County Clerk's Office. The agenda for this meeting is incorporated into the minutes as item headers.

Following the approved Davis County policy, artificial intelligence (AI) was utilized in the preliminary creation of these minutes. The final minutes were edited and completed by Davis County Clerk's Office staff.

ROLL CALL

Chair Lorene Kamalu	County Treasurer Matt Brady
Vice Chair John Crofts	Community and Economic Development (CED) Director Kent Andersen
Commissioner Bob Stevenson	CED Deputy Director, Tourism Jessica Merrill [arrived 9:05 AM]
County Clerk Brian McKenzie	CED Susie Jones
County Controller Scott Parke	CED Kristal Blessett
County Attorney Neal Geddes	Commission Office Carrie Batte
Information Systems Director Jeff Hassett	Commission Office Anthony Archuleta
Human Resources Deputy Director John Robinson [left 9:38 AM]	Deputy Clerk Solana Guest
Human Resources Deputy Director Ric Higbee [left 9:38 AM]	

AGENDA ITEM

- 1 9:00 - 9:30 AM
#2025-1279. A Work Session to Discuss HR Policy Revisions, Benefits, and Budget Related to 2026 - recommended by Ric Higbee, Deputy Director, Human Resources

Ric Higbee, Human Resources (HR) Deputy Director, introduced the six HR policy revisions, four of which are a direct result of the budget reductions for 2026. The strike-through version was previously provided for review to the Commissioners and other Administrative Officers.

[2:00] There were three proposed changes to Policy #140, "Leave Benefits" (see Attachment A1-15):

1. An Addition of Three Personal Preference Days Per Year: These days are considered floating holidays that are not accrued, do not carry over, and are not paid out—they are "use it or lose it" year to year.
2. Sick Leave Freezing: The balance of sick leave accrued by employees through December 31st of 2025 will be frozen. Employees may be eligible to receive a payout of one-third of that frozen sick-leave balance. As of 2026, no future sick leave will be added to that balance. If employees use their frozen sick-leave balance, they can earn it back, but the maximum payout they can receive is capped at their balance as of December 31st. New employees will not be eligible for this sick leave benefit.
3. Domestic Partner Inclusion: Domestic partner was added as an eligible reason for taking sick leave to ensure consistency with existing bereavement and healthcare policies.

Jeff Hassett, Director of Information Systems (IS), voiced his concern that a sick-leave payout acts as an incentive for employees to come to work even when they are sick. Deputy Director Higbee responded that the intent is for it to incentivize employees who do not need to use their sick leave. Commissioner Crofts asked how many other counties in Utah offer the same benefit. Deputy Director Higbee answered that while he doesn't know the exact number, he knows other counties are providing it. Director Hassett asked how the payout amount is estimated in the budget, since the County cannot predict how much money will go toward sick-leave payouts. Scott Parke, County Controller, explained that it is estimated by gathering averages from previous years.

Brian McKenzie, County Clerk, said it is common for employees to convert their sick leave to vacation days instead of accruing it for a payout, since it is all combined for Paid Time-Off (PTO). Deputy Director Higbee explained that HR didn't want to take away this "popular" benefit when so many others are being reduced. He estimated that for an employee making \$62,000.00 a year, the potential payout would be about \$1,000.00. Since this is paid out in November every year, some use it as a Christmas stipend to help with holiday expenses. This policy has been in place for about 30 years. Commissioner Crofts expressed interest in readdressing this policy in the future, and to see how many other counties offer the benefit.

[15:00] There were four proposed changes to Policy #150, "Insurance" (see Attachment A16-18):

1. Clarifying that Long-term Disability (LTD) benefits received are taxable income.
2. Paying a Partial Stipend for Employees on LTD: Documenting the current practice of paying a partial stipend to cover insurance for up to two years after an employee terminates to go on LTD.
3. County Puts 50% of Deductible into Employee HSA: Documenting the current practice where the County places 50% of the high-deductible insurance deductible (Star plan) into the employee's HSA.
4. Adding Pet Insurance to the Policy.

[16:57] There were three proposed changes to Policy #160, "Retirement" (see Attachment A19-20):

1. Tier 1 and Tier 2 Definitions and Qualifications.
2. County Will Match 401(k) at 2%: The County's matching 401(k) contribution was reduced from 4% to 2%.
3. New Employees Will be Auto-enrolled into the 401(k) Match: New employees will be automatically enrolled into the 2% 401k match, with the option to opt-out. Employees whose contributions are at 4% will remain unless HR is contacted to reduce their own contributions to 2%.

Deputy Director Higbee explained that the 2% reduction in match is offset by a 2% additional cost-of-living adjustment (COLA) to the employee's pay, allowing them to redirect that money to retirement if desired. If the employee is currently contributing 4% to their 401(k) and the County is matching at 4%, that is 8% of their pay going into the account. If they would like to, the employee can now put the additional 2% of pay coming in from the COLA adjustment towards their retirement account. This would now be a 6% contribution from the employee and 2% match from the County, but would maintain the 8% being put into the account.

[19:38] Director Hassett voiced his concern that the automatic enrollment would create extra workload for the HR Department, but Deputy Director Higbee reassured that his team is willing to do the process if someone chooses to opt out. Since this policy will only impact new employees, it will not be many people. He reiterated that this is a benefit to the employee. The auto-enrollment is encouraged by Utah Retirement Systems (URS), and an updated service agreement from URS will require the Commissioners' signature approval. Controller Parke explained that this practice is required by the legislature in the private sector.

[21:44] There was one proposed change to Policy #170, "Early Retirement Benefits" (see Attachment A21-22):

1. A Change to the Early Retirement Health Insurance Benefit: The policy content remained the same, but the first paragraph clarifies who the benefit is for and when it must be used. The benefit will not be offered to new employees hired after January 2, 2026, and can only be used within the next 10 years.

Director Hassett noted that due to this phase-out, 2035 is expected to be a busy retirement year, as employees adjust their plans to maintain coverage for themselves if younger than 65, or for a spouse not yet on Medicare.

[23:20] There were two proposed changes to Policy #260, "Performance Evaluations" (see Attachment A23-25):

1. Budget Change: The table that defines corresponding percentage increases based on performance evaluation scores was reduced by 1%. The maximum increase will be 2.5%, down from 3.5%.
2. Updated Terminology

Controller Parke said that the County currently budgets an average of a 3% raise per person; with this policy change, the County will now budget 2% per person. There were concerns expressed that supervisors might inflate their rating to accommodate the lowered scale, and Director Hassett suggested evaluating the policy change in six months to determine if it is saving the County money. It was deemed important that all supervisors are consistent with their ratings, and it was suggested that an HR standard be presented to all supervisors through targeted training. There was discussion about the annual management meeting and how they could improve the invitation and approach to ensure all County management is consistent with the new rating system. Brian Hatch, Director of the Health Department, suggested an improvement to the system to allow for more precise ratings, so the manager is not forced to grade higher or lower than what they believe to be fair. Commissioner Kamalu expressed interest in meeting with the new HR director, scheduled to start on Monday, to welcome her and discuss some items.

[30:35] There was one proposed change to Policy #300, "Anti-Discrimination, Harassment, & Retaliation" (see Attachment A26-30):

1. Revising Definitions and Reworking the Complaint and Investigation Process: The County is documenting the investigation process based on existing practices.

[32:15] Commissioner Crofts requested a revisit to the topic of adding a domestic partner to the sick-leave benefit. He asked if the State of Utah incorporated the change into their policy, since he didn't believe they did, and Deputy Director Higbee responded that while they were the main driver for the change, he is not sure what their policy is. Commissioner Crofts requested that it be looked into for educational purposes, and asked if there's a high demand for it in the County. John Robinson, HR Deputy Director, responded that while they have not seen it often, it is being added for consistency and to match the standard in Utah. He clarified that it does not add extra work for HR office staff.

[34:40] Discussion shifted to the administration of a potential hiring freeze. HR noted that the County does not currently have a policy on hiring freezes and needs direction on how to implement one (including timing and handling current openings) if it is pursued in the near future. Commissioner Kamalu noted this will be a timely conversation with the new HR director and other leadership.

[Deputy Directors Higbee and Robinson left the meeting.]

2 9:30 - 9:45 AM

#2025-1257. A Work Session to Present an Overview of the 2025 Discover Davis Events -
recommended by Jessica Merrill, Deputy Director, Community & Economic Development - Tourism

Commissioner Kamalu noted constituent interest in ensuring the County participates in the Utah America 250 event.

[36:58] Jessica Merrill, Deputy Director of Tourism (CED), introduced the first signature event, the Great Salt Lake Bird Festival (see Attachment B2-8). Deputy Director Merrill, Susie, and Kristal presented the highlights:

1. The 4-day event spans the Wasatch Front, and this was their 27th year holding the event.
2. In 2025, it sold almost 1,300 tickets and had 1,800 total participants, generating about \$61,000.00 in revenue, \$14,300.00 in cash sponsorships, and nearly \$4,000.00 in in-kind sponsorships.
3. The event brought in an estimated economic impact of about \$450,000.00.
4. It is designed to be a break-even event.
5. Attendees came from 20 different states and three foreign countries (Argentina, Spain, and Great Britain), drawn partly because the Great Salt Lake is a major migratory pathway from South America to Canada.
6. The festival includes about 80 events or tours.
7. It recently returned to Western Sports Park (outgrowing the Echo Wildlife Education Center), which allowed the return of the Wings and Things vendor fair with 45 vendors.
8. The larger venue also allowed for free workshops and educational classes, and the showcase of 900 entries in the student art contest.
9. The festival created a free Family Day to attract a younger demographic. Farmington High School hosts the only high school birding class in the entire country.
10. Due to conservation and protection efforts, some of the tours are capped at 10 people, making school field trips hard to incorporate.

11. The event installed a bird-friendly pollinator garden at Western Sports Park (WSP).
12. Tickets for 90% of the trips sell out quickly (within 30 minutes to an hour). WSP could handle an increase in trips, but it would need to be coordinated with volunteers.
13. The festival relies on about 80 volunteers from the birding community for support.

[50:55] The second signature event reviewed was the Animal by Moonlight Bike Ride (see Attachment B9-12):

1. 2025 was the 31st ride.
2. The event is a 24-mile out-and-back fun ride (not a race) held on Antelope Island in July, typically near the full moon. The 2025 theme was "Ride to Oz."
3. In 2025, the ride had just under 1,500 riders, revenue of just under \$50,000.00, \$8,500.00 in cash sponsorships, and just under \$17,000.00 from in-kind sponsorships. The economic impact was just under \$150,000.00.
4. The event includes a party beginning at 7:00 p.m. with vendors, food trucks, and a DJ. Riders not finished by 1:00 AM get picked up to close the event.
5. Just under 40% of riders are from Davis County, with 30% from Salt Lake County and 17% from Weber County. Participants are encouraged to decorate their bikes and dress up, with awards for best individual costume, best group costume, and best bike decorating.

[55:10] The County's tourism team also handled other major events (see Attachment B13-16), including the recent grand opening of the Western Sports Park, which featured 42 vendors, seven Utah sports partners, and over 200 attendees. Cosmo the Cougar was identified as the most popular mascot at the event.

[56:00] In closing, the Tourism team shared 2026 event dates (see Attachment B17) and noted that they support the Warrior and Rainyards Express events logistically, though the County does not host them. Kent Andersen, Director of CED, stated that the Warrior of the Wasatch will be leveraged to celebrate the America 250 event.

MEETING ADJOURNED

The meeting adjourned at 09:59 AM.

ATTACHMENTS

All publicly distributed materials associated with this meeting are noted as the following attachments:

1. A1-30 HR Policy Revisions
2. B1-17 2025 Discover Davis Events

MEETING ADJOURNED

The meeting adjourned at 09:59 AM.

Minutes Prepared by:

Solana Guest
Deputy Clerk



Brian McKenzie (Jan 6, 2026 16:03:52 MST)

Brian McKenzie
Davis County Clerk

Minutes Approved on:

01/06/2025



John Crofts (Jan 6, 2026 12:26:57 MST)

John V. Croft
Commission Chair



Davis County Human Resources Policies

Leave Benefits #140

TABLE OF CONTENTS: This policy provides guidance about the following types of paid and unpaid leave:

<u>Section</u>	<u>Topic</u>
3.0	General Guidelines
4.0	Holidays
5.0	Personal Preference Days
6.0	Vacation Leave
7.0	Sick Leave
8.0	Bereavement Leave
9.0	Catastrophic Sick Leave Bank
10.0	Jury and Witness Leave
11.0	Medical Leave Requests (Non-FML)
12.0	Military Leave
13.0	Miscellaneous Leave
14.0	Paid Administrative Leave
15.0	Relief Leave
16.0	Special Education/Training Leave
17.0	Parental Leave
18.0	Family Medical Leave

1.0 - PURPOSE: This policy explains the circumstances under which an eligible employee may use various types of paid and unpaid leave provided by Davis County.

Leave under the Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), and Workers' Compensation are covered under separate policies.

2.0 - DEFINITIONS: The following definitions are applicable to this policy:

Benefit-Eligible Employee – Employees hired into certain Davis County positions may be eligible for some or all County benefits. An employee who is eligible for health insurance solely under ACA regulations is not a Benefit-Eligible Employee. Benefit-Eligible positions are:

- Elected Officials
- Appointed Employee
- Full-Time Merit Employee
- Part-Time Merit Employee
- Limited-Funding or Limited-Duration Employee

Leave-Eligible Employee - An employee who has been hired or rehired into a Davis County position who is eligible to receive sick and vacation leave benefits. Seasonal, part-time, temporary, and elected officials do not receive sick or vacation leave benefits. Leave Eligible positions are: Appointed Employee; Full-Time Merit Employee; Full-Time Non-Merit Employee (Limited-Funding or Limited-Time Employee)

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3.0 - GENERAL GUIDELINES: The following guidelines apply to all types of leave unless otherwise noted in this policy:

3.1 Leave Use Increments - Leave accruals may be used in no less than 15-minute increments.

3.2 Leave Documentation - Davis County may require employees who utilize leave to furnish appropriate documentation supporting the need for the absence (i.e., military orders, medical documentation, obituary, etc).

3.3 Absent Without Leave - Employees may not exhaust their leave accounts and be absent without pay, unless such absence is FMLA leave, military leave, or leave otherwise required by law or approved by the Department Director. Other instances may result in disciplinary action.

4.0 – HOLIDAYS: The following days have been designated as holidays by the Davis County Commission. The Commission may designate other holidays as necessary.

Holiday Usual Day Observed

New Years' Day January 1

Martin Luther King Jr. Day 3rd Monday in January

Presidents' Day 3rd Monday of February

Memorial Day Last Monday of May

Juneteenth National Freedom Day June 19 *

Independence Day July 4

Pioneer Day July 24

Labor Day 1st Monday of September

Veterans' Day November 11

Thanksgiving Day 4th Thursday of November

Day after Thanksgiving Friday following Thanksgiving

Christmas Day December 25**

If a holiday falls on a Sunday, the following Monday will be observed as the holiday. If a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.

*Juneteenth is observed according to Utah Code 63G-1-301 (as amended in 2022 General Session legislation) and as noted on the County Holiday Calendar.

**When Christmas occurs on Tuesday, the preceding day (Monday, December 24) also will be observed as a holiday. When Christmas occurs on Thursday, the following day (Friday, December 26) will also be observed as a holiday.

4.1 Eligibility – Benefit-eligible employees are eligible for paid holidays. If an eligible employee is not scheduled to work on the day the holiday is recognized, the employee may take a different day off during the week, with the supervisor's approval.

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Full-time employees receive eight (8) hours of pay for each holiday. Eligible part-time merit employees receive six (6) hours of pay for each holiday. If a full-time employee is normally scheduled to work more than eight (8) hours each day, they must either work additional hours or claim vacation or comp-time hours during the week, in order to fulfill their forty (40) hour workweek.

4.2 Employees Required to Work Holidays – FLSA non-exempt employees who are required to work on a paid holiday, as defined above, will be paid for the hours worked and receive holiday pay at their straight-time rate of pay. FLSA exempt employees who are required to work on a holiday, as defined above, will be allowed to take future time off in lieu of the holiday. The time off must be taken within thirty (30) days from the holiday the employee was required to work. The time worked on the holiday and carried forward is not recorded or tracked, and must be taken on an hour-for-hour basis.

Exceptions to this may be allowed for Sheriff's Office exempt employees who are regularly scheduled to work on holidays. Time taken off must be scheduled and approved by the supervisor. Employees who work an overlapping shift that commences on a holiday and who work a full shift will be considered as having worked a holiday. The same rule applies to eligible part-time employees who work overlapping shifts.

5.0 - PERSONAL PREFERENCE DAYS: Employees who are eligible to receive paid holidays are eligible for Personal Preference Days. Full-time benefits-eligible employees receive three 8-hour days annually; Part-time benefits-eligible employees receive three 6-hour days. Employees may take Personal Preference Days at their discretion with supervisor approval. Preference days that are not used within each calendar year do not carry over and will be forfeited. Preference days that are not used upon employment termination are not paid out.

During the first year of employment, newly hired eligible employees will receive a prorated number of Preference days based on their month of hire:

January 1 through April 30 - receive 3 days

May 1 through August 31 - receive 2 days

September 1 through November 30 - receive 1 day

December 1-31 - receive 0 days

6.0 – VACATION: Paid vacation is a benefit provided to leave-eligible employees. Each eligible employee will accrue vacation leave on a pay-period basis as indicated in the table below. Vacation leave does not accrue when leave without pay is granted.

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Benefitted Years of Service	Hours Accrued Per Pay Period	Equivalent 8 hr Days Per Year
0 - 5 years (60 months)	4.00	13
6 - 10 years (120 months)	4.93	16
11 - 15 years (180 months)	5.85	19
16 years and over (> 180 months)	6.77	22

6.1 Rehires – Former employees rehired will assume the same eligibility for vacation hours accrual they had before their termination.

6.2 Maximum Accumulation – Unused vacation leave may accrue up to a maximum of 360 hours (45 days) at the end of each year. After the processing of the last paycheck of the calendar year, any accrued unused vacation leave in excess of 360 hours will be forfeited.

6.3 Utilization – Employees are allowed to use vacation leave any time after it has been accrued, with supervisor approval. Employees are not eligible to take vacation leave in advance of the actual pay period accrual. Approval of vacation leave is to be determined by the supervisor by balancing the employee's requests and the needs of the department and of the County. Saturdays, Sundays, and holidays occurring during a period in which leave has been granted will not be charged against accrued vacation leave, except if the employee was scheduled to work that day.

6.4 Change in Status – When employees transfer from one County department to another, their accrued vacation leave credit is not forfeited. Employees whose merit status changes to part-time, or another position that is ineligible for vacation leave will have their vacation accruals paid out and their accrual rate frozen. If the employee returns to a merit status eligible to accrue vacation leave, the accrual rate will be reinstated.

6.5 Termination – Employees terminating from County service will be paid for their remaining balance of vacation leave, calculated at their rate of pay upon termination.

6.6 Vacation Incentives

6.6.1 Recruitment Incentive. In some situations, the Commission may award an upfront one-time vacation allowance of up to 40 hours as a recruitment incentive. Any request for

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an upfront, one-time vacation allowance needs to be made-as part of the hiring process. Department Directors will contact their HR Business Partner for options and to initiate the approval process.

6.6.2 Senior Administrator Incentive Vacation Leave. Senior administrators, including Director, Deputy Director, Assistant Director, and Chief Deputy, may receive an annual contribution of 80 hours of incentive vacation leave. This leave must be used each year, and remaining balances do not carry forward at the end of each calendar year and are not paid out at termination.

7.0 - SICK LEAVE: Paid sick leave is a benefit afforded to eligible employees. Sick leave may be used under the following circumstances:

- When an employee is sick or disabled and cannot perform normal job duties
- For medical or dental appointments
- To care for the employee's child, parent, spouse, or domestic partner who is ill
- While on an approved FML absence

7.1 Accumulation – Eligible employees accrue sick leave at the rate of 3.70 hours each two-week pay period (equals 96 hours/year, at 12 eight-hour days). Sick leave hours may accumulate without a maximum. Sick leave will not accrue when leave without pay is granted.

7.2 Utilization – Employees are eligible to use sick leave any time after its accrual. However, in order to qualify for sick leave payments, employees must notify their supervisor no later than one (1) hour before normal starting time on each day of absence, unless circumstances surrounding the absence make such notification impossible. The supervisor should also be kept advised of the employee's progress and the expected date of return to duty. Any absence for illness that extends beyond accrued sick leave will result in the employee's vacation leave and then compensatory time, if applicable, being used before leave without pay. A total of twelve (12) weeks of FMLA leave for qualified absences is allowed. See Davis County FMLA Policy #155.

Department Directors or supervisors may direct an employee to leave the workplace if there is a concern for the health of the employee or for those with whom the employee may come in contact.

7.3 Change in Status – Employees whose eligibility to receive sick leave changes, i.e., from full-time to part-time or another status ineligible for sick leave, will have their sick leave balances maintained in their personnel records but shall not be eligible to use the leave. If the employee returns to a position that is eligible to accrue sick leave, their sick leave balances will be restored and available for use.

7.4 Sick Leave Incentive Program – Eligible employees who have a balance of at least 120 hours of sick leave at the beginning of the sick leave year are eligible to participate in the sick

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leave conversion program. Only those employees who maintain at least 120 hours of sick leave during the entire sick leave year will be eligible for a conversion of up to one-third of the sick leave accrued and not used during the sick leave year. Up to one-third of the unused sick leave accrued may be converted to a commensurate amount of pay, vacation, or contribution to a URS savings plan, or Health Savings Account (HSA). The conversion compensation shall be based upon the regular base pay of the employee's position and will not include premium pay and other temporary compensation.

For purposes of this program, the sick leave year begins in November, and the incentive will be paid on the payroll preceding Thanksgiving. HR will notify employees who are eligible for the incentive sick leave payout prior to the aforementioned pay period, and the employee shall inform HR of their choice by the specified deadline.

In calculating the conversion provided by this option, at the end of the sick leave year, only the unused portion of the sick leave hours accrued during the previous twelve (12) months is eligible. Sick leave hours accrued in previous years are not eligible for conversion. After subtracting the converted sick leave hours, the remaining unused annual sick leave will be carried forward for future use. The minimum amount eligible to convert is three (3) hours.

7.5 Sick Leave Accrual Payout – This payout feature of the Sick Leave benefit is being phased out beginning January 2, 2026, and new employees hired after this date will not be eligible.

Maximum Payout - Effective January 2, 2026, the current balance of accrued sick leave hours will be identified and tracked as the maximum hours available for a 1/3 payout. Additional sick leave hours accrued above the maximum payout hours are not included in the payout calculation. At termination, if the final balance of accrued sick leave is below the maximum January 2, 2026 balance, only the final balance is eligible for the 1/3 payout.

Upon eligible termination/retirement, an employee who wishes to receive a payout for accrued sick leave must notify HR before leaving employment. In order to be eligible, an employee must meet one of the following criteria:

7.5.1 Retirement Eligible - An employee who meets the retirement guidelines of the Utah State Retirement System (URS), who applies, and is approved to receive retirement payments, will be eligible to be paid for one-third (1/3) of their January 2, 2026, eligible accrued sick leave. The employee has the option to convert the leave to a commensurate amount of pay, a contribution to a URS savings plan, a Health Savings Account (HSA), or a County trust designated for retiree benefits.

7.5.2 Ten Consecutive Years of Service - Employees who terminate employment with ten (10) or more consecutive years of full-time service with Davis County will be eligible to be paid for one-third (1/3) of their January 2, 2026, eligible accrued sick leave. The employee has the option to convert the leave to a commensurate amount of pay, a contribution to a

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URS Savings plan, or a Health Savings Account (HSA).

7.5.3 Change in Status - Employees who change from full-time after ten (10) years of service, to part-time status, and remain employed will also be eligible for a Sick Leave Accrual Payout. Employees who are dismissed in accordance with the Corrective & Disciplinary Action Policy #250 are not eligible for this benefit.

8.0 - BEREAVEMENT LEAVE: Davis County may grant bereavement leave with pay to any leave-eligible employee who suffers the loss of a member of the immediate family, a relative, or a close friend. In the event of death in any of these instances, the County will provide an employee with paid leave for bereavement, including attendance at a funeral, memorial service, or related event(s). Bereavement Leave will not be paid, or additional days granted, for regular days off and holidays occurring during a period in which bereavement has been granted.

8.1 Immediate Family – The immediate family is defined as wife, husband, domestic partner, child (including miscarriage or stillbirth per Utah Code 17-33-5 as amended), mother, father, brother, sister, mother-in-law, father-in-law, grandmother, grandfather, grandchild, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepchild, stepmother, and stepfather.

8.1.1 Domestic partner – an unrelated or unmarried person who shares common living quarters with an employee and lives in a committed, intimate relationship that is not legally defined as marriage by the state of Utah.

8.2 Paid Leave – In the event of death, an eligible employee may be granted paid Bereavement Leave as follows:

8.2.1 Death in the immediate family – Full-time employees may take up to five (5) working days off and be compensated for the lesser of 40 hours or five working days for Bereavement Leave, from the time of death through the second working day following the funeral, memorial service, or related event. Part-time merit employees may be compensated for Bereavement Leave on a pro-rated (75%) basis. In most situations, leave should be used continuously; however, in extenuating circumstances, employees may be permitted to use Bereavement Leave in separate periods of time.

8.2.2 Death of other relatives or close friends – Paid Bereavement Leave time off for attending the funeral, memorial service, or related event for an aunt, uncle, niece, or nephew, may be allowed for one (1) day, or other relatives or close friends, for a maximum of three (3) hours.

9.0 - CATASTROPHIC SICK LEAVE BANK: The County manages a Catastrophic Sick Leave Bank from which eligible employees may draw leave under the conditions and restrictions outlined. Employees who wish to participate in the catastrophic sick leave bank program are required to contribute eight (8) hours of their available sick leave or vacation leave to the bank. Human resources will open up the bank for donations when the bank gets low on hours. Employees may be required to donate each open period in order to remain eligible for the bank.

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Any employee who did not previously participate in the bank but who desires to participate is required to donate eight (8) hours of accumulated sick or vacation leave to initiate eligibility by emailing their HR business partner or the benefits administrator.

9.1 Eligibility – Non-probationary employees who are leave eligible and who have contributed to the bank are eligible to request catastrophic sick leave, to be taken once they have depleted their accrued comp-time, sick leave, and vacation leave.

9.2 Requests for Use of the Bank – All requests for sick leave from the bank must be in writing and must be addressed to the Human Resources Director. Requests may be submitted and approved at any time after the required leave has been contributed. The requests must include the reasons for the request, written verification from the attending physician indicating the nature and severity of the illness or health problem, along with the projected recovery date, and the number of sick leave days requested. The Human Resources Director will make final decisions regarding the requests and reserves the right to approve requests, deny requests, or approve only a portion of the leave days requested.

9.3 Criteria for Consideration – Only severe extended illnesses, organ donations, and catastrophic medical problems of eligible employees will be considered for leave withdrawals from the bank. Requests will also be considered from eligible employees providing necessary care to their spouses, dependent children, or parents with catastrophic medical problems.

Injuries and illnesses that are compensable under the Workers' Compensation Act are not eligible for catastrophic sick leave. Illnesses or medical problems of a short-term nature will not be considered. Life-threatening illnesses, organ donations, or severe accidents requiring extended recovery periods will be given first priority.

9.4 Maximum Use – Withdrawals from the bank cannot exceed sixty (60) leave days per employee during any consecutive twelve (12) month period for the employee's own illness or injury. In addition, bank withdrawals cannot exceed this sixty (60) day maximum for the same illness, medical condition, or recovery. Catastrophic leave cannot be granted in situations where granting such leave would extend an employee's absence beyond the twelve (12) week limit provided in the County's Family and Medical Leave Policy #155.

Bank withdrawals cannot exceed ten (10) leave days per employee during any consecutive twelve (12) month period for providing care to the employee's spouse, dependent child, or parent.

9.5 Restrictions and Exclusions – When granted, catastrophic sick leave compensation will be based on base pay and excludes premium pay, shift differential pay, and other additional compensation. The catastrophic sick leave bank cannot be overdrawn. If insufficient days are available in the bank to cover withdrawal requests, the requests will be denied regardless of

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severity or need. Employees who cancel their participation in the bank are not eligible to withdraw the leave they have contributed to the bank. Employees who receive leave days from the bank based on falsified, untrue, or misleading requests and/or physician verifications may be subject to disciplinary action and will be required to reimburse the County for leave days granted and used.

10.0 - JURY AND WITNESS LEAVE: Every employee is entitled to be absent from work whenever, in obedience to a subpoena or direction by a proper authority, they appear as a witness or a juror for the Federal Government, State of Utah, or a political subdivision thereof. In addition, leave to appear as a witness may also be approved if the matter is related to employment. An employee who is absent from work for jury duty must notify their supervisor in advance. Travel time required for going to and returning from jury or witness duty is considered to be an approved absence.

10.1 Paid Leave – During such period of required absence, the employee will be eligible to receive County compensation and must turn over any pay or fee (excluding traveling expense allowance) received from services as a witness or juror while on County time. Any income earned and received from jury or witness duty while on County time shall be turned over to the Clerk/Auditor Office for reimbursement to Davis County. Davis County will not compensate employees for jury leave unless previous notification is given.

10.2 Unpaid Leave – Time absent by reason of subpoena for private litigation or by some party other than the Federal Government, State Government, or a political subdivision thereof, to testify not in an official capacity but as an individual and not in a work-related official capacity, must be taken as vacation leave, compensatory time, or leave without pay.

11.0 – NON-FML MEDICAL LEAVE REQUESTS: On occasion, the Human Resources Director may consider and approve employee requests for leave that do not meet the criteria for FML.

Requests may include leave for situations involving life-threatening medical conditions, severe extended illnesses, and recoveries of the employee, the employee's adult children, or the employee's grandchildren who require care. In these circumstances, the use of sick leave cannot exceed ten (10) days.

12.0 - MILITARY LEAVE: Davis County recognizes its responsibility to support employees who are also engaged in military service.

12.1 Paid Leave for Training – Merit employees will be granted leave with full pay for active service in the National Guard or Armed Forces Reserves for the purpose of fulfilling annual field training. Employees participating in this training must submit appropriate written orders as evidence of such duty to their Department Director. Military leave with pay will not exceed ten (10) working days (80 hours) in any one calendar year. All military leave taken must be reported on biweekly payroll time records.

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12.2 Unpaid Military Leave – Leave without pay will be granted to merit employees who voluntarily enlist, are drafted into, or are called into active service in any branch of the Federal armed forces. Employees granted such leave of absence retain reemployment rights and other statutory benefits specified in Federal and State statutes during the period of active military duty. Reemployment rights and other statutory benefits are not retained if the absence exceeds five years unless the employee is involuntarily retained in military service, including initial enlistments lasting more than five years, periodic training duty, involuntary active duty extensions and recalls, especially during a time of national emergency. Employees on active military service are deemed to be on a furlough or leave of absence and are entitled to the non-seniority rights accorded to other individuals on non-military leaves of absence.

12.3 Benefits – Employees on active military leave will receive retirement contributions and credit towards leave vacation accrual rate increases upon the employee's return to work. Employees on active military leave are not eligible for health insurance after 30 days. Family members can remain on health and life insurance if the employee's portion of the premium is paid. Vacation leave and compensatory time can be used to fund the employee's portion of benefit premiums. COBRA rights also apply to health and dental insurance. Employees are encouraged to meet with Human Resources prior to their leave to discuss plans and expectations.

12.4 Return from Military Leave – For service less than thirty-one (31) days, the employee must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period. For service of more than thirty (30) days but less than one hundred eighty-one (181) days, the employee must submit a written notice for reemployment within fourteen (14) days of release from service. For service of more than one hundred eighty (180) days, written notice for reemployment must be submitted within ninety (90) days of release from service.

Employees returning from active military leave will be:

- Restored to the same position or to an equivalent position
- Retain all accrued and unused leave to which the employee was entitled immediately prior to the commencement of active military service, less (minus) any leave used while on active military service, if any; and
- Receive and earn benefits and compensation at a level not less than that to which the employee would have been entitled had there been no absence due to active military service.
- If the employee's eligibility date passed while the employee was on active military leave, the rate of pay will be increased by the percentage corresponding to the last performance appraisal rating received before active military service.

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- A 401(k) match will be made if the employee contributes to a URS savings plan covering the period of absence. Employee 401(k) contributions can be made over three times the period of military service, but no longer than five (5) years.

Nothing in this policy will serve to extend a period of employment beyond that to which the employee was appointed. For example, if an employee is hired for a time-limited position, this policy does not extend the duration of the employment. If the employee declines two (2) consecutive offers for position vacancies, reinstatement rights may be canceled by the County Commission.

If, due to a service-connected disability or for some other reason, an employee is not qualified to perform all the duties of their former position, a reasonable effort will be made to place them in the closest comparable position for which they are qualified. Employees convalescing from injuries received during service or training may have up to two (2) years to return to their jobs.

12.5 Probationary Period – Employees on an initial probationary period must satisfy the probation upon return from military service to retain employment.

13.0 - MISCELLANEOUS LEAVE REQUESTS: Merit employees may request leaves of absence not to exceed one year for educational pursuits, travel, or for other reasons within the discretion of the Commission. Such leave will not be regarded as an acquired right by employees and will be considered only when County services will not be adversely affected.

13.1 Upon approval from the Human Resources Director, a Department Director may grant an employee leave without pay for a specified period of time. (This approval is not required for unpaid military leaves, which are governed under the preceding Military Leave provisions.) An employee who fails to report for work promptly at the expiration of such leave will be considered to have resigned.

13.2 Employees in leave without pay status for a period of time greater than thirty (30) days will have their eligibility date adjusted for the number of calendar days while in leave without pay status. An employee on leave without pay status will not receive any County benefits during such leave. However, employees desiring insurance coverage during a leave without pay period may receive such coverage if the necessary arrangements are made beforehand with the Human Resources Department. These employees must pay the entire insurance premium for the duration of leave without pay.

14.0 - PAID ADMINISTRATIVE LEAVE: Employees may be placed on paid administrative leave due to an investigation, discipline, or for organizational needs. The duration of paid administrative leave should be as short as possible. While on paid administrative leave, employees are expected to take no action or represent themselves as employees of Davis County. Employees are expected to be available for work and must respond to voice messages within 30 minutes and be able to respond to a designated location within two (2) hours.

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Employees are also expected to comply with the other terms of the paid administrative leave as outlined in the Administrative Leave Notification letter.

15.0 - RELIEF LEAVE: Relief leave may be granted when an employee is involved in an incident that may cause severe mental strain. These situations include the use of deadly force or other actions required by the employee's position. Department Directors seeking to relieve an employee of work should request approval of relief leave through the Human Resources Director. Employees relieved of duty will retain all rights of employment due them and will receive pay as if they had worked.

16.0 - SPECIAL EDUCATION/TRAINING: Upon authorization of the County Commission, an employee may be paid when approved to attend a specialized education/training session or to attend to official County business away from the County. The County Commission may authorize all necessary expenses to be paid by the County.

17.0 - PARENTAL LEAVE: The County provides up to four weeks (per rolling calendar year) of paid parental leave for full-time employees who have been employed for at least six months at the time of the birth of their child, or the placement of a child under the age of 18 in their care through adoption or foster care. This leave benefit excludes the adoption of a grandchild or a spouse's child unless an exception is authorized by the employee's Director and the Director of Human Resources.

Approved parental leave must be taken within one year of the birth, placement, or adoption. The leave time may be taken in intermittent daily intervals or in consecutive days/weeks. Parental leave time does not accrue balances, does not carry over, and is not paid out upon termination. This leave will run concurrently with any leave time taken pursuant to the Family and Medical Leave Act (FMLA leave).

18.0 FAMILY MEDICAL LEAVE: The Family and Medical Leave Act (FMLA) ensures eligible employees are provided job-protected leave for qualifying events and restored to the same or equivalent position upon return to work.

18.1 – DEFINITIONS: The following definitions apply to Family Medical Leave:

Covered Family Member – An employee may receive Family and Medical Leave (FML) to provide care for a family member, as follows:

- A. An employee's spouse, parent, or child under the age of eighteen (18) who has a serious health condition.
- B. The employee's son or daughter who is eighteen (18) or more years old and who is incapable of self-care due to a mental or physical disability that limits one or more "major life activities" as defined under the Americans with Disabilities Act.
- C. For military exigency leave if the employee is the spouse, parent, son, or daughter of a military service member in the Regular Armed Forces, National Guard, or Armed Forces

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Reserves on active duty or on notice of an impending call to active duty in support of a contingency operation deployed to a foreign country.

- D. For military caregivers, the employee is the spouse, parent, son, daughter, or “next-of-kin” of a covered military service member with a serious illness or injury received in the line of duty while on active duty, including a covered veteran who was discharged other than dishonorably at any time during the five-year period prior to the first day of FML.

Eligible Employee – An employee of Davis County who has met both of the following requirements:

- A. The employee must have worked for Davis County for at least 12 months. The 12 months need not be consecutive. Separate periods of employment will be counted if the employee’s break in service does not exceed 7 years. However, separate periods of employment will be counted if the break in service exceeds 7 years due to military service.
- B. The employee must have worked at least 1,250 hours during the 12-month period immediately before the requested leave date.

FML Year – The FML year is a rolling calendar year that will begin on the first day of FML and continue for 12 months.

FML Year – Military Caregiver Leave - The FMLA provides military caregiver leave for up to 26 weeks during a single 12-month period after the requested leave date. The single 12-month period during which leave can be taken begins on the first date of covered military caregiver leave and ends 12 months later, regardless of the date used to determine the employee’s 12 weeks of leave entitlement for other FMLA qualifying reasons.

Qualifying Events – Events that qualify an employee for FMLA leave include, but are not limited to, the following:

- A. The birth of a child, or to care for and/or bond with that child, within one year of birth.
- B. The placement of a child for adoption or foster care, or to care for and/or bond with the newly placed child, within 12 months of the event.
- C. The employee’s serious health condition makes the employee unable to perform the essential functions of their position.
- D. To care for a covered family member with a serious health condition.
- E. Qualifying exigency while the employee’s family member is on covered active duty or call to covered active duty status.
- F. To care for a covered service member with a serious injury or illness (military caregiver leave).

18.2 – Employee Responsibilities: An employee wishing to avail themselves of FMLA job protections must request the protected leave, as follows:

- A. Employees will notify HR when leave is needed for a potential qualifying FML event. Forms to request FML are available on the Davis County Human Resources (HR) intranet site at Human Resources/Forms/Family and Medical Leave. FML request forms shall be submitted to HR

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and must include the reason for the leave and the anticipated dates the leave will begin and end. In most instances, a completed healthcare provider certification form must also be submitted. The information of the health care provider must be submitted in a timely manner and before FML can be approved.

- B. Employees shall provide at least 30 days' notice if the leave is foreseeable. If the leave is not foreseeable, the employee or the employee's spokesperson must give notice as soon as possible.
- C. Davis County may designate leave as FML when it has enough information to confirm an employee's absence is for a qualifying event. If supervisors become aware of an employee's need for FML, the supervisor should contact HR.

18.3 – Supervisor Responsibilities: A supervisor who becomes aware of an employee's need for FML shall do the following:

- A. Ensure the employee knows how to find FML request forms on the Davis County intranet. Any questions about the process should be referred to HR.
- B. If supervisors become aware of an employee's need for FML or an employee's absence for a qualifying reason, they must notify HR.

18.4 – FML Entitlement: With the exception of military caregiver leave, FML shall not exceed twelve (12) weeks during an FML year. If two employees request FML for the same qualifying event and are both eligible, they may both take the full 12 weeks of FML.

18.5 – FML Entitlement – Military Caregiver Leave: The combined total of military caregiver leave and all other FML shall not exceed twenty-six (26) weeks for any employee during an FML year.

18.6 – Use of Paid Leave: Paid leave accruals, if available, will run concurrently with FML. Sick leave accruals will generally be used before vacation leave accruals. Employees may request to use accumulated compensatory time (comp time), to use their vacation before sick leave, and may request to preserve up to 2 weeks of vacation accruals and up to 2 weeks of sick accruals. Employees who qualify for FML but do not have accruals to cover any or all of their leave or have chosen to preserve vacation and/sick accruals may go into unpaid status. FLSA-exempt employees, with no leave accruals, may be reduced in pay while on FML without affecting FLSA status.

18.7 – Certification: As noted above, in most instances, the County will require medical certification(s) to support a request for leave. If the certification is not received within the requested time, the leave may be denied.

18.8 – Intermittent Leave: As outlined by the health care provider, FML may be taken intermittently or continuously based on the need for any approved FML qualifying event. When the need for intermittent or reduced schedule FML is foreseeable, the employee must make reasonable attempts to arrange the leave schedule so as not to unduly disrupt the County's operations. Employees using intermittent leave must follow established call-in or notification procedures for their work group. An employee taking intermittent FML may be required to transfer temporarily to an available alternative position for which the employee is qualified. FML for birth of a child, adoption, or placement of a child may be used intermittently.

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18.9 – Benefits While On Paid FML: The County will maintain an employee's health, dental, vision, and life insurance coverage at current participation levels during leave. The employee will be responsible for the employee's share of such benefits and must pay the premium as instructed. The County may deduct any such premium amounts from the employee's final compensation.

18.10 – Returning From FML:

- A. If FML is for the employee's serious health condition, the employee will be required to submit a release to return to work notice from their medical provider at the time they return to work. Failure to provide a release-to-work note may delay the employee's return to work until the release form is provided. Under some circumstances, as determined by Human Resources, a release to return to work is not needed
- B. Upon return from FML, the employee will return to the former position or an equivalent position in terms of pay, benefits, and working conditions. An equivalent position must have substantially similar duties, conditions, responsibilities, privileges, and status as the employee's original position.
- C. The County may take any personnel action/decision while the employee is on FML that would have occurred if the employee had continued to work. Examples of personnel actions/decisions include, but are not limited to the following: corrective or disciplinary action, workspace or location changes, or reduction-in-force. Depending on the circumstances, a supervisor may elect to postpone the personnel action/decision until the employee returns from FML.

18.11 – Domestic Partner Eligibility: Employees may take leave to care for a domestic partner's serious health condition. All eligibility requirements, entitlements, and protections will be treated the same as the eligibility requirements, entitlements, and protections found in section 18 of this policy.

Policy History:

- 1. Effective Date: December 16, 2025
- 2. Previous Version: May 1, 2013; February 5, 2019; March 29, 2022; August 29, 2023; November 28, 2023

INSURANCE #150

1.0 Purpose & Scope

To define and clarify County insurance offerings for qualifying full-time and part-time employees

1.1 Policy

Employees in a benefit-eligible merit status including full time, part-time working 24 to 29 hours a week, appointed, elected and chief deputy/administrative assistant and their qualifying dependents are eligible for benefits.

1.2 Definitions

See Definitions policy

1.3 Procedures

1. ELIGIBILITY. All benefit-eligible County employees as defined in Davis County Human Resources policy #175 Employment Categories, are eligible to participate in health, dental, life insurance programs, and certain other benefits.
 - a. Affordable Care Act (ACA) Employer Shared Responsibility Plan. Davis County is a large employer under the Employer Shared Responsibility (ESR) provisions of the ACA. Davis County offers health insurance to all full-time County employees that is minimal essential coverage, is affordable and meets minimum value, using applicable ACA safe harbor transition relief. The County has adopted a look-back measurement period to determine those employees who qualify for health insurance benefits under ACA guidelines. Employees will be measured in a standard measurement period for twenty-six (26) pay periods beginning in January, and if deemed eligible, offered coverage coinciding with the insurance plan year, which begins each January.
 - b. As required by ACA, newly hired employees, who are reasonably expected to be benefits eligible will be offered medical insurance coverage. An employee who has had a gap of more than thirteen (13) weeks with no work with the County will be treated as a newly hired County employee.
 - c. Newly hired employees considered full-time and/or benefit-eligible at hire shall be offered health insurance effective as of their date of hire. An eligible employee who changes status from full-time to part-time ineligible will be ineligible for employer paid health insurance coverage following the last day of the month they become ineligible. Upon employment termination, the insurance coverage paid by the County will conclude on the last day of the month in which the employee terminates.
 - d. For more detailed information regarding the measurement method, please reach out to the benefits team for the Measurement Method Policy.
2. HEALTH INSURANCE PREMIUMS. For full-time, benefits eligible employees, the County pays 90% of the premium cost of health insurance for the Star Plan, and the employee pays 10%. For the Traditional insurance plan, the County pays 80% of the premium cost, and the employee pays 20%. Premium reductions of County associated health insurance premiums may be authorized by the Commission. Part-time merit and part-time limited time & funding employees will pay part-time medical insurance premiums equal to 35% of the total premium costs.
3. HEALTH SAVINGS ACCOUNT CONTRIBUTIONS. The County will make an employer contribution into the HSA account for employees participating in the Star Plan. The annual amount contributed by the County will be 50% of the annual deductible rate established. This contribution will be made in 1/2 installments

semi-annually in January and July each year. New employees hired during the year will receive a prorated amount based on the month of hire.

3.a HEALTH SAVINGS ACCOUNT CONTRIBUTIONS FOR PART-TIME EMPLOYEES. The County will make an employer contribution into the HSA account for part-time employees participating in the Star Plan that is 60% of what is contributed for a full time employee. This contribution will be made in 1/2 installments semi-annually in January and July each year. New employees hired during the year will receive a prorated amount based on the month of hire.

4. STATUS CHANGE NOTIFICATION. Employees are responsible for notifying the Human Resources/Benefits office in a timely manner of changes in their family that may affect insurance eligibility. These changes or “qualifying events” include: birth or adoption of a child; death of child or spouse; employee marriage or divorce; marriage of a child/dependent; child/dependent’s reaching age twenty-six (26); or child/dependent’s obtaining or losing other insurance coverage. When these changes occur, employees must provide notification and submit required documentation to the Human Resources/Benefits office as soon as possible, but no later than sixty (60) calendar days following the qualifying event. In addition, employees must logon to the County insurance enrollment website and complete a “Life Event” change indicating the date and nature of the qualifying event and the required corresponding benefit change/s within 60 days of the event. When failure to comply with this requirement results in insurance premium overpayments, the full cost of the overpayments shall be deducted from the employee’s compensation.

5. DENTAL AND VISION INSURANCE. Benefits eligible employees may elect to enroll in the Dental and Vision insurance plan. The premiums paid for the coverages are paid partially by the County and shared by the employee.

6. LONG TERM DISABILITY INSURANCE. The County pays 100% for long term disability (LTD) insurance coverage. This plan provides a benefit for covered disabilities resulting from illness or injury that occur on or off the job. Eligible employees may qualify for LTD benefits following a 90 day elimination period, from the date of disability. Qualification for LTD benefits requires that active employment with the County is terminated. When an application for LTD benefits is approved by the insurance provider, the prior employee will receive 60% of their normal monthly earnings. The LTD benefits paid to the former employee are treated as taxable income and will be reported as earnings. LTD benefits will conclude when any one of the following occurs: the former employee is (1) no longer disabled; (2) qualifies for un-reduced URS retirement benefits; or (3) reaches the age for un-reduced social security benefits (Note: Any income will reduce the LTD benefit dollar-for-dollar).

7. RETIREMENT SERVICE CREDIT. Certain previous employees who qualify and receive monthly disability benefits (workers' comp or LTD) will receive continued retirement service credits with URS. Those previous employees who receive service credits while on LTD are: Tier I Public Safety, for both on-duty and off-duty disabilities; Tier I Public Employees, for both on-duty and off-duty disabilities; Tier II Public Safety, for on-duty disabilities; Tier II Public Employees, for on-duty disabilities. On-Duty or Line of Duty is defined as employees who are injured or ill due to external force or violence because of the performance of their employment duties.

8. MEDICAL INSURANCE ASSISTANCE. When a previous employee qualifies for the LTD benefit, the County will pay a stipend to assist participants with their medical insurance costs for up to two years (24 months) if no other health insurance is available (i.e. coverage through a spouse’s plan, Medicare. etc). During the first year, the stipend rate is equal to the employer portion paid for the plan which the employee was on at the time of separation from County employment. For the second year the stipend is 10% less than the employer rate paid. The stipend ends when any one of the following occurs: (1) Two

years (24 months) from the first month of coverage; (2) qualifies for un-reduced URS retirement benefits; or (3) the LTD benefit is terminated / ends

9. LIFE INSURANCE. Benefits eligible employees are provided with employer paid term life coverage provided through Utah Retirement Systems (URS), in the amount equivalent to 75% of the employee's annual wage. Also, benefits eligible employees may elect \$50,000 basic term life with accidental death and dismemberment (AD&D) insurance coverage, with premiums paid 50% by the employee and 50% by the County. Additional supplemental group term life insurance for employees and dependents is also available at group rates, paid by the employee.

9.a LINE OF DUTY LIFE INSURANCE. All merit peace and correctional officers enrolled in the Utah Retirement System are eligible for an insurance benefit which pays \$50,000 if the officer is killed while in the line of duty. The County pays 100% of the premium cost.

10. VOLUNTARY/ELECTIVE INSURANCE. Eligible employees may elect to enroll in certain voluntary benefits, paid 100% by the employee.

10.a SHORT TERM DISABILITY. Employees may elect to enroll in short term disability (STD) insurance coverage. Covered employees may qualify for the benefits when unable to work because of a covered disability, following a 14 day elimination period. When qualified for the STD benefits, the employee will receive 60% of their regular weekly earnings for up to 11 weeks. The weekly benefit amount paid to the employee is after taxes. Eligibility for the STD benefits is subject to a pre-existing condition period.

10.b SUPPLEMENTAL MEDICAL COVERAGE. These plans are designed to supplement medical insurance and provide additional protection to members in the event of serious health problems or accidents. The plans offered may cover specific situations including hospital confinement, accidents, or critical illness.

10.c LEGAL ASSISTANCE. A pre-paid legal assistance group plan may be offered, which provides certain legal assistance at a free or reduced cost to participating members. The plan may also include consultation and protections related to identity theft and credit monitoring.

10.d PET INSURANCE. Pet insurance can help reimburse employees for covered veterinarian visits, accidents/injuries, illness and more, for their covered pets. Pet insurance may be offered through the county's group plan, with premiums paid entirely by the employee, directly to the insurance provider.

11. EXPLANATION OF BENEFITS. Brochures and plan documents describing insurance benefits, limitations, employee rights, and premium costs are available in the Human Resources/Benefits Office, on the County intranet, and at the online insurance enrollment website.

RETIREMENT #160

1.0 Employees, at personal discretion, may choose to retire at any time in accordance with Utah Retirement System (URS) regulations. Employees anticipating retirement should notify their department director as far in advance as possible so that plans for replacements can be made. In addition, they should contact the Human Resources Office in advance to discuss the disposition of their benefits.

2.0 **SOCIAL SECURITY.** Davis County participates in the Social Security program as required by the United States Government. This includes payroll deductions and payments for Social Security and Medicare taxes.

3.0 **ELIGIBILITY.** All benefit-eligible employees who have not retired under the Utah Retirement System and who are authorized to work at least twenty-(20) hours each week are enrolled in the Utah Retirement System. All eligible employees shall be enrolled immediately upon hire. Tier 1 individuals in elected and appointed positions, in accordance with Utah Code, may request not to participate in the State Retirement System. Their required contributions will go to a 401(k) with URS. Tier 2 individuals in elected, appointment and merit exempt positions, in accordance with Utah Code, may elect to be exempt from the vesting period. The exempting election for both Tier 1 and Tier 2 must be made by the employee prior to any contributions being made to URS by Davis County. The number of individuals exercising this option shall not exceed thirty (30), and each exemption must be approved by the County Commission.

4.0 **MEMBERSHIP.** Eligible employees are enrolled in the Utah Retirement System in accordance with URS regulations. Eligible Correctional Officers and Peace Officers are enrolled in the URS Public Safety Retirement System. Employees who were hired into a URS qualifying position before July 1, 2011, are eligible to participate in the URS Tier 1 plan, and employees hired after July 1, 2011, participate in the Tier 2 system (for both Public Safety and Public Employees).

5.0 **CONTRIBUTION RATES.** Contribution rates for the public safety retirement systems are computed on eligible gross pay up to a maximum of eighty (80) hours per pay period (up to 81.75 hours per pay period for Corrections Division employees). Contribution rates for the public employees' retirement systems are computed on eligible gross pay.

5.1 **SALARY DEFERRAL AND IRA CONTRIBUTION MATCH.** For an eligible employee enrolled in the Utah Retirement System (URS), the County shall make a matching contribution of up to two percent (2%) of the employee's eligible salary when the employee makes a like contribution to a URS 401(k), 457 or Individual Retirement Account (IRA). Employees who have previously retired under the Utah Retirement System shall not be eligible for this benefit. Only salary deferrals and IRA contributions made through the Utah Retirement System (URS) shall be eligible for the matching contribution. The match will be made for all pay periods when a salary deferral or IRA contribution is made and will be deposited in the employee's URS 401(k) account.

Employees hired after January 2, 2026, will have 2% of their gross salary automatically deferred into the employee's URS 401(k) savings plan. The county will also contribute a matching 2% into its URS

401(k) savings plan. Employees can elect to stop, decrease, or increase these deferrals at any time by logging into their URS account. These deferrals and employer matching contributions are vested immediately and may only be withdrawn according to plan provisions.

Employees automatically enrolled in the plan may elect to opt out of the automatic arrangement and choose to make an in-service withdrawal of the elective deferral amounts. Such an election must be made no later than 90 days after the date of the participant's first elective deferral contribution. The amount of this withdrawal shall not be subject to the early distribution tax imposed by the IRS. Any related matching contributions from the county will be forfeited.

6.0 EARLY RETIREE INCENTIVE PROGRAM. The County may periodically offer an incentive to employees as an inducement for them to retire. The inducement shall be a written offer specifying the time limit to apply and the incentive offered. The offer will be constructed without regard to color, religion, sex, age, disability, national origin, or political affiliation.

DAVIS COUNTY PERSONNEL POLICIES AND PROCEDURES

EARLY RETIREMENT BENEFITS #170

NOTICE OF PHASE OUT: As of January 2, 2026, this benefit will not be offered for newly hired employees. Employees hired before 2026 will still be eligible for this benefit if they retire on or before January 1, 2036.

1.0 Employees and elected officials receiving health insurance and eligible to retire under Utah Retirement System (URS) regulations may apply for early retirement benefits, provided they have at least eight (8) years of total employment experience with Davis County. Employees and elected officials in “post-retirement” or “retirement-exempt” status under URS regulations are also eligible to apply if the requirements of retirement would be met except for such status, and if they have at least eight (8) years of total County employment experience. Employees who are dismissed for cause or who resign in lieu of dismissal for cause shall not be eligible for early retirement benefits. Employees and elected officials shall not be eligible to receive Davis County early retirement benefits more than once. Application for these benefits indicates agreement with this policy. Employees shall apply for these benefits before ending employment. Elected officials shall apply for these benefits before the end of their term of office. Employees who do not apply for benefits before retiring and elected officials who do not apply for benefits before the end of the term shall be treated in compliance with COBRA insurance laws and shall be responsible for the entire premium. There is an Early Retiree Plan for retirees under age 65 and a Medicare Supplement Plan for retirees 65 years and older.

2.0 **EARLY RETIREE PREMIUM.** Employees retiring from County employment before 65 years of age may enroll in the Early Retiree Plan. The County will pay, for a maximum of five (5) years, a percentage of the health insurance premium cost that is five (5) percent less than the percentage paid for active employees with the same coverage and merit status. The portion of the premium paid by the County will be based on the premium charged to active employees. The retiree must pay the balance of the premium in accordance with directions from the Office of Personnel Management. In addition, the Public Employees Health Plan (PEHP) charges retirees an additional amount (currently approximately 35 percent of total premium cost) beginning eighteen (18) months after retirement. This cost increase is paid by the retiree. Employees and spouses retiring under this paragraph will be moved to the Medicare Supplement Plan when they turn 65 years of age.

2.1 **MEDICARE SUPPLEMENT PREMIUM.** Employees retiring from County employment at age 65 or older may enroll only in the Medicare Supplement Plan. The County will pay, for a maximum of five (5) years, a percentage of the Medicare Supplement premium cost that is five (5) percent less than the percentage paid for active employees with the same merit status. The portion of the premium paid by the County will be based on the premium charged to retirees. Spouses and dependent children of retirees under age 65 may remain on the early retiree plan(s) for the remainder of the five (5) years, or until they turn 65 years of age, or until they no longer qualify for coverage -- whichever occurs first. Spouses turning age 65 may enroll in the Medicare Supplement at that time. The County’s contribution for the combination of Medicare Supplement premiums and Early Retiree premiums shall not exceed the amount allowed in Paragraph 2.0.

DAVIS COUNTY PERSONNEL POLICIES AND PROCEDURES

2.2 ELECTED OFFICIAL PREMIUM. The County will pay, for a maximum of five (5) years, a percentage of the total health insurance premium that is five (5) percent less than the percentage paid for active elected officials with the same coverage. The portion of the premium paid by the County shall be based on the total premium charged to retired elected officials. The retiree must pay the balance of the premium in accordance with directions from the Office of Personnel Management.

3.0 If a retiree dies within five (5) years of retirement, their spouse may continue receiving the benefit for the remainder of five (5) years as long as the spouse continues premium payments.

3.1 Retirees may maintain coverage at their own expense after five years by paying the total premium as prescribed by the Office of Personnel Management. Usually, retirees in these circumstances will pay premiums directly to the insurance carrier and be subject to the rules and policies of the insurance carrier with regard to premiums, eligibility, and related matters.

4.0 Retirees are allowed to leave all or a portion of accrued and unused vacation balances on deposit with the County to pay their portion of the premium. In addition, retirees with ten (10) or more consecutive years of County service in positions earning paid leave benefits are allowed to leave up to one-third of their accrued and unused sick leave balances on deposit with the County to pay their portion of the premium. Any interest resulting from balances will accrue only to the County. If the retiree terminates coverage, all unspent balances will be refunded, and the proceeds will be reported to the IRS as taxable income. The County shall not incur any liability for taxes, retirement, or other matters arising from refunds.

5.0 Retirees choosing not to leave balances on deposit with the County, and those eligible employees without leave balances can remain on County insurance by paying premiums as prescribed by the Office of Personnel Management.

6.0 Any retiree failing to remit premiums to the County as instructed will forfeit this benefit, and their insurance shall be canceled. Any accrued and unused leave balances will not be returned to the retiree in this situation.

7.0 If a retiree receiving benefits under this policy terminates coverage, they will not be allowed to reapply for early retirement benefits.

PERFORMANCE EVALUATIONS #260

1.0 Purpose & Scope: To establish a performance evaluation system that provides merit and non-merit employees with an equitable evaluation of their knowledge, skills, abilities, and behaviors relevant to their positions. This policy does not apply to seasonal employees, temporary employees, or elected officials.

1.1 Policy: Supervisors will evaluate employee performance and conduct performance evaluations on an annual basis to provide meaningful feedback and guidance to employees and to determine pay increases. Supervisors will use the approved Human Resources performance evaluation program to complete the performance evaluation process. Additionally, performance evaluations may be used to provide a basis for decisions on promotional processes, salary advancements, corrective & disciplinary actions, appeals, grievances, and reduction-in-force decisions.

1.2 Definitions

Eligibility Date: The date a merit or non-merit employee is eligible to receive a performance evaluation. The eligibility date is the first day after completion of the probationary period or initial employment period and annually thereafter.

Performance Evaluation: An assessment of an employee's performance in relation to approved competencies and weights that have been assigned by the department and approved by Human Resources. The assessment is based on the performance of the duties as described in the employee's job description.

Merit Increase: A merit-based increase is either an increase in the hourly pay rate, a lump sum payment given as a result of a performance evaluation rating, or a combination of an increase in the hourly pay rate to range maximum, with the balance issued as a lump sum payment. Seasonal or temporary and elected officials are not eligible to receive performance pay. Available performance pay increases:

Probationary/Initial Employment Period Increase: Salary increase for successful completion of the probationary period (merit employees) or the initial employment period (non-merit employees).

Merit Increase: Salary increase based on the performance evaluation rating, beginning on the anniversary of an employee's eligibility date (merit & non-merit employees) and annually thereafter.

Merit Increase Lump Sum: Payment made in lieu of an increase to the pay rate for employees who have reached the range maximum. The equivalent of the percent increase on the current pay rate multiplied by 2080 hours (for full-time employees, prorated for part-time employees) in one payment.

Range Maximum: The highest level of pay in a job classification grade.

Supervisor: An employee's direct supervisor, second-level supervisor, or other individual designated by the Administrative Officer who completes the performance evaluation processes outlined in this policy and procedure. The current and previous supervisor(s) of an employee who has transferred or changed supervisors within the evaluation year may work together on the employee's evaluation.

1.3 Procedures

1. Eligibility Date Procedures

- a. Merit (non-sworn) eligibility date: Six (6) months from date of hire and annually thereafter unless the probationary period has been extended.
- b. Sworn law enforcement and correctional employees: Twelve (12) months from the date of hire, unless the probationary period has been extended.
- c. Non-merit eligibility date: Six (6) months from the date of hire and annually thereafter, unless the initial employment period has been extended
- d. Probationary period/initial employment period extension: When the probationary period is extended under Human Resources Policy & Procedure Employment Categories, the eligibility date is the date the employee successfully completed the extended probationary period. The initial employment period for non-merit employees may be extended at the supervisor's discretion.
- e. Non-merit to merit: The eligibility date of a non-merit employee who moves into a merit position will be adjusted upon successful completion of the probationary period.
- f. The following conditions do not impact the eligibility date:
 - i. Internal or external promotion or transfer to a different job classification.
 - ii. Pay adjustment resulting from salary surveys.
 - iii. Reclassification.
 - iv. Scheduled career ladder increase.
 - v. A period of paid leave.
 - vi. Leave without pay for fewer than thirty (30) days.
 - vii. Family Medical Leave (FML) or other legally protected paid or unpaid leave.
 - viii. Military leave without pay due to draft, reserve, or call up due to a national emergency.

2. Merit Increase Procedures

- a. Merit Increase: Employees are eligible to receive a merit increase based on the total score of their performance evaluation ratings and the merit increase amounts established in section 1.3.3 of this procedure.
- b. Pay rate increase and lump sum payments: Employees are eligible to receive hourly pay rate increases until their hourly pay rate equals the range maximum.
 - i. Employees at the range maximum will receive a lump sum payment in lieu of an hourly pay rate increase. Appropriate taxes will be withheld, and county contributions to retirement and 401(k) accounts will be adjusted.
 - ii. Employees near the range maximum may receive a combination of an increase in their hourly pay rate to bring them to the range maximum, with the balance issued as a lump sum payment.

- c. Probationary period/initial employment period increase: Employees who successfully complete their probationary period (merit employees) or initial employment period (non-merit employees) will be eligible to receive a 2% hourly wage rate increase.
- d. Effective date: The merit pay increase is effective on the first day of the pay period in which the eligibility date occurs. A personnel action must be submitted to process the increase in hourly pay or lump sum payment. Appropriate taxes will be withheld, and county contributions to retirement and 401(k) accounts will be made.
- e. Unsatisfactory rating: Employees who receive a performance evaluation total score below 200 will not be eligible for a merit increase. When this occurs, supervisors should contact Human Resources to discuss possible corrective or disciplinary action options.

3. Merit Increase Amounts:

- a. Probationary/Initial Employment Period Increase

Performance Rating	Increase
200 or higher	2.0%
< 200	No increase

- b. Performance Evaluation Increase Amount

Performance Rating	Increase
375 - 400	2.50%
350 - 374	2.00%
325 - 349	1.50%
300 - 324	1.00%
200 - 299	0.50%
< 200	No increase

4. Interim Evaluations:

- a. Supervisors may conduct interim evaluations at any time during the evaluation period. Interim evaluations are for evaluation purposes only, do not impact performance pay, and are not submitted through the approved Human Resources performance evaluation program.
- b. Interim evaluations are encouraged in the following situations:
 - i. Employee transfer/Supervisor change—shared with new supervisor
 - ii. As a part of a performance improvement plan
 - iii. Changes in goals/job duties
 - iv. During the probationary period or initial employment period

Davis County Human Resources Policies

Anti-Discrimination, Harassment, & Retaliation #300

1.0 Purpose & Scope

To define discrimination, harassment, and retaliation and establish complaint, response, and training procedures. This policy applies to employees, applicants, and volunteers.

1.1 Policy

Davis County employees are entitled to a work environment free from discrimination, harassment, or retaliation. Discrimination, harassment, and retaliation, as defined in this policy, are strictly prohibited as defined by applicable law, specifically [Title VII of the Civil Rights Act of 1964](#), as amended, and [Utah Code 34A-5-106](#). Employees who violate this policy may be subject to corrective or disciplinary action up to and including termination of employment.

1.2 Definitions

Complaint. A verbal or written statement that describes allegations of discrimination, harassment, or retaliation and includes the name(s) of the accused, relevant dates, and details of the alleged behaviors.

Complainant. The individual who has made a complaint of harassment, discrimination, or retaliation, or who is the subject of a complaint that has been filed on their behalf.

Consent. Affirmative, unambiguous, and voluntary agreement.

Discrimination. Unfair treatment of an employee or applicant because of their inclusion in a protected class.

Harassment. Unwelcome conduct based on a protected class where 1) enduring the conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Harassing behaviors can occur in the workplace, outside of the workplace, at work-related events, and outside of work when the behaviors disrupt the workplace.

Behaviors that may constitute harassment include but are not limited to: joking remarks, abusive conduct (including verbal, non-verbal or physical conduct), demeaning remarks, name-calling, hostility, epithets, slurs, derogatory comments, intimidation, negative stereotyping, threats, assaults, or physical interference with an employee's work which is directed at the individual employee, or their family, friends, and associates. Harassment may also include written, email, or graphic material that is displayed or circulated in work or work-related settings, which demeans or demonstrates aversion to an individual or group based on the characteristics of a protected class.

Harassment does not include: petty slights, annoyances, one-time occurrences unless severe, or a supervisor's critical remarks about an employee's performance, provided the remarks are not based on the employee's inclusion in a protected class.

Davis County Human Resources Policies

Protected Class. A group of people protected by law from unlawful discrimination on the basis of a shared characteristic. Federal law and state code recognize the following protected classes: race, color, national origin, religion, age (40 and older), disability, veteran/military status, sex, pregnancy (including childbirth and pregnancy-related conditions), genetic information, sexual orientation, gender identity, and any other legally defined class.

Protected Activity. An employee exercising their rights to inquire about their pay, hours of work, working conditions or other employment rights; asserting their worker rights under the Fair Labor Standards Act, the Family and Medical Leave Act, the Employee Polygraph Protection Act, and the Americans with Disabilities Act; filing a complaint about their employment or worker rights; or cooperating with an EEO investigation.

Respondent. The person who is alleged to have engaged in prohibited discrimination, harassment, and/or retaliation.

Retaliation. An adverse employment action taken against an individual because they participated in a protected activity.

Sexual Harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of the person's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that person's employment;
- Such conduct has the purpose or effect of interfering with an individual's employment or creating an intimidating, hostile, or offensive environment for the individual's employment.

Behaviors that may constitute sexual harassment include but are not limited to the following: Unwelcome sexual advances, requests for sexual favors, making repeated attempts to establish an unwanted relationship, making offensive comments, asking questions about someone's sexual history, sharing sexually inappropriate images or videos, sending suggestive letters, notes, texts, or emails or displaying inappropriate sexual images in the workplace, telling lewd jokes or sharing sexual anecdotes, making inappropriate sexual gestures, staring in a sexually suggestive or offensive manner, inappropriate whistling, making sexual comments about appearance, clothing, or body parts, inappropriate touching including pinching, patting, rubbing, kissing, grabbing, unwelcome hugging, and purposefully brushing up against another person.

Third-Party Harassment. Harassment of an employee by someone who conducts business with the County, including, but not limited to, patrons, vendors, contractors, consultants, and visitors.

Davis County Human Resources Policies

1.3 Procedures

1. Complaint Process. A complaint of alleged misconduct may be filed by an individual who believes they have been subjected to discrimination, harassment, and/or retaliation in the workplace.

- a. Reporting. Concerns should be reported as soon as possible to any of the following:
 - i. All employees with supervisory responsibilities
 - ii. HR Business Partner
 - iii. HR Director or Deputy Director
- b. Reporting options. The complainant or a bystander acting on their behalf may file a harassment, discrimination, or retaliation complaint in person, verbally over the phone, or in written form, and it may be submitted anonymously. Additionally, complaints can be submitted by using the complaint intake form found here: [Intake Form](#)
- c. Complaint deadline. Complaints should be filed within 180 days of the last alleged behavior in question. Complaints received after 180 days will be reviewed and investigated at the discretion of the HR Director or designee.
- d. False reports. It is a violation of this policy to file false or frivolous complaints.
- e. Duty to notify. Supervisors must notify Human Resources within 48 hours when they are made aware of a potential discrimination, harassment, or retaliation issue. A supervisor who knows, or should have known, that a violation of this policy has occurred and fails to report this knowledge appropriately has violated this policy and may be subject to corrective or disciplinary action.
- f. Confidentiality. The privacy of all parties involved in a complaint or investigation process will be respected insofar as it does not interfere with Davis County's legal obligation to investigate allegations of misconduct, to take appropriate corrective measures, to participate effectively in a potential appeal, or as otherwise provided by law.
- g. Complaint Retaliation. This policy prohibits retaliation against individuals who file complaints about violations of this policy or against anyone who participates in any manner in a subsequent investigation.

2. Complaint Response.

- a. Intake. A complaint of alleged acts of discrimination, harassment, or retaliation will be reviewed for timeliness and to determine if the complaint constitutes a violation of this policy. During the intake process, investigators will determine whether an investigation or an alternative to an investigation is appropriate.
- b. Investigation.
 - i. Assignment. Investigators are assigned by the HR Director or designee. If, in consultation with the Civil Attorney's Office, the HR Director determines a conflict exists for HR staff to conduct an investigation, the HR Director may appoint a qualified external entity to conduct the investigation.
 - ii. Investigation process. An investigation may include, but is not limited to, interviews with the complainant, respondent, and witnesses, and a review of complaint-related materials. Interviews will be conducted in person where possible and in a professional, respectful, and non-threatening manner. Third-party participation in interviews is

Davis County Human Resources Policies

- prohibited in most circumstances, with limited exceptions that can be made by the HR Director or designee. Interviews may be recorded at the investigator's discretion.
- iii. Investigation completion. Investigations will be conducted in a timely manner. The length of an investigation will vary based on the complexity of the complaint, the number of witnesses and interviews, the schedule coordination between investigators and interviewees, and other mitigating circumstances.
 - c. Investigation alternatives. When investigators determine that an investigation is not warranted, they will proceed with one of the following alternatives:
 - i. Complaint Dismissal. A complaint may be dismissed after an initial review by investigators for failure to state a claim, for complaints that don't meet the definitions of harassment, discrimination, or retaliation, or if the complaint is too old to be effectively investigated.
 - i. HR Review. Investigators will review the information provided to them, conduct an informal review of available information, and provide suggestions for resolution.
 - ii. Supervisor Review. If the complaint does not meet the criteria for an investigation and consists of behaviors that fall within the supervisor's responsibilities, it will be turned over to the supervisor to conduct a review. HR will assist the supervisor(s) in determining corrective measures as appropriate.
 - iii. Mediation & Facilitation. If the complainant wishes to resolve their complaint through mediation or a facilitated meeting, investigators will make appropriate arrangements. Mediation requires both parties to agree to mediate.
 - d. Report. Upon completion of the investigation, investigators will create a report of the findings. The report will be reviewed by the Civil Attorney's office and distributed to the relevant administrative officer(s) and supervisor(s).
 - e. Notifications. Both the complaining and responding parties will be notified of the findings; other parties involved in the investigation may be notified at the investigator's discretion.
 - f. Corrective measures. When the investigation findings indicate a policy violation, the administrative officer or designee from the responding party's department will consult with their HR Business Partner on corrective measures. Corrective measures include, but are not limited to: training, informal corrective action, formal corrective action, and disciplinary action. Administrative officers are responsible for ensuring corrective measures are carried out and that they adequately resolve the identified policy violations.
 - g. Employee participation. Employees who are invited to participate in an investigation are required to cooperate with investigators and shall make a good-faith effort to provide factual and complete information. Employees who refuse or fail to cooperate with the investigators, provide false or misleading statements, misrepresent the truth, or intentionally omit material information have violated the Standards of Conduct policy and may be subject to corrective or disciplinary action.
 - h. Working hours. The time an employee spends participating in an investigation is considered work time and will be appropriately compensated.

Davis County Human Resources Policies

3. Required Training. As a condition of employment, new employees will receive training on discrimination, harassment, and retaliation in the workplace during New Employee Orientation. Additionally, all employees must participate in subsequent training on the subject every two years. Failure to participate in the required training may result in corrective or disciplinary action.

1.4. Policy History:

1. Effective Date: 12/16/2025
2. Previous Revisions: 9/20/2022; 2/25/2019; 08/04/2009;



2025 Events

An overview of the Great Salt Lake Bird Festival, Antelope by Moonlight Bike Ride, and Western Sports Park's Grand Opening



1,300+ tickets sold

\$14,300 cash sponsorships

\$61,000 total revenue

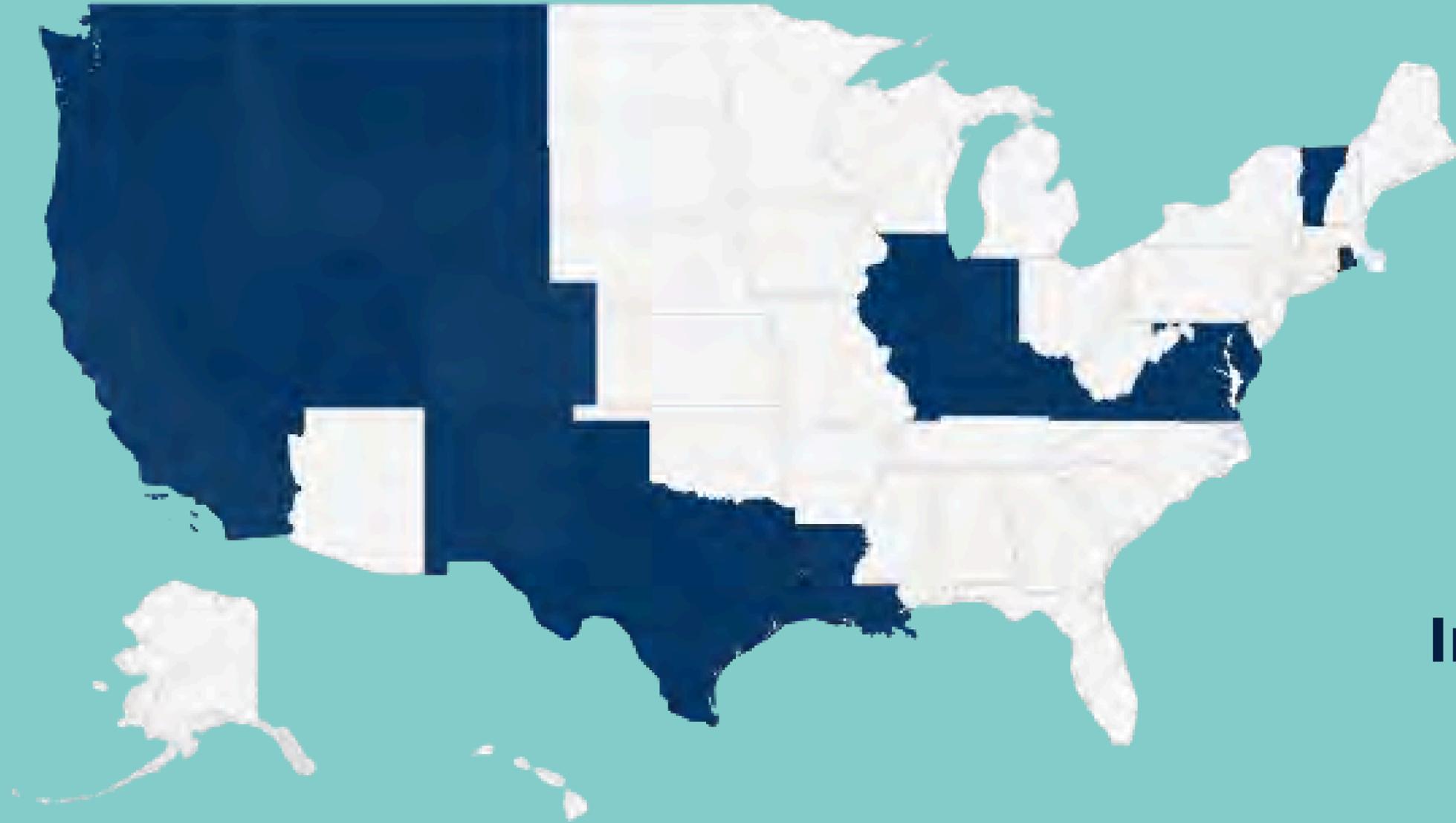
\$4,000 in-kind sponsorships

\$448,196 economic impact

1,800 total participants



Registered Attendees Represented by State



**Visitors from 20 states
and 3 foreign countries**

International Representation



Argentina



Spain



Great Britain





Over 80 successful birding tours conducted

19 new field trips 188 bird species seen
100+ total events



New in 2025

Wings & Things Vendor Fair with 45 vendors

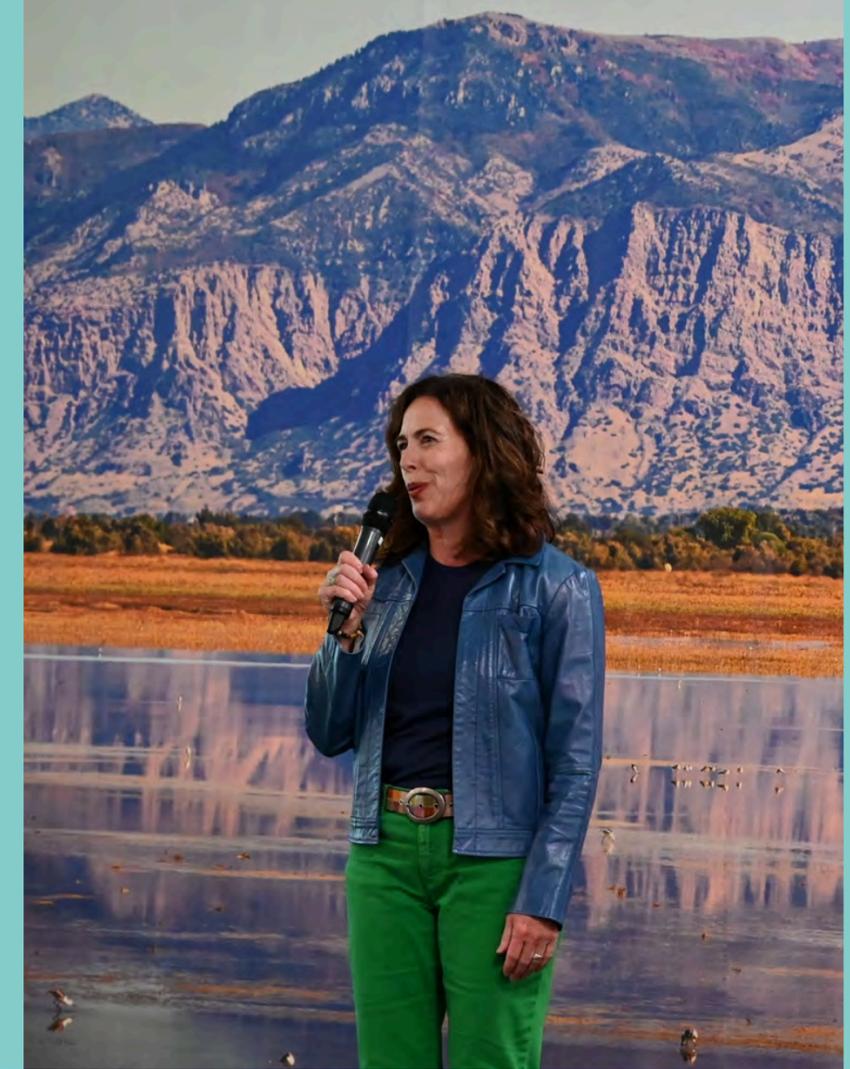




15 free workshops and educational classes

Over 900 entries in Student Art Contest

Keynote dinner for 150 guests





GSLBF gives back - New bird friendly pollinator garden installed at WSP

Free art classes



Hundreds of smiling faces at Family Day





**ANTELOPE
BY MOONLIGHT**



1,487 registered riders

17 vendors

\$49,000 total revenue

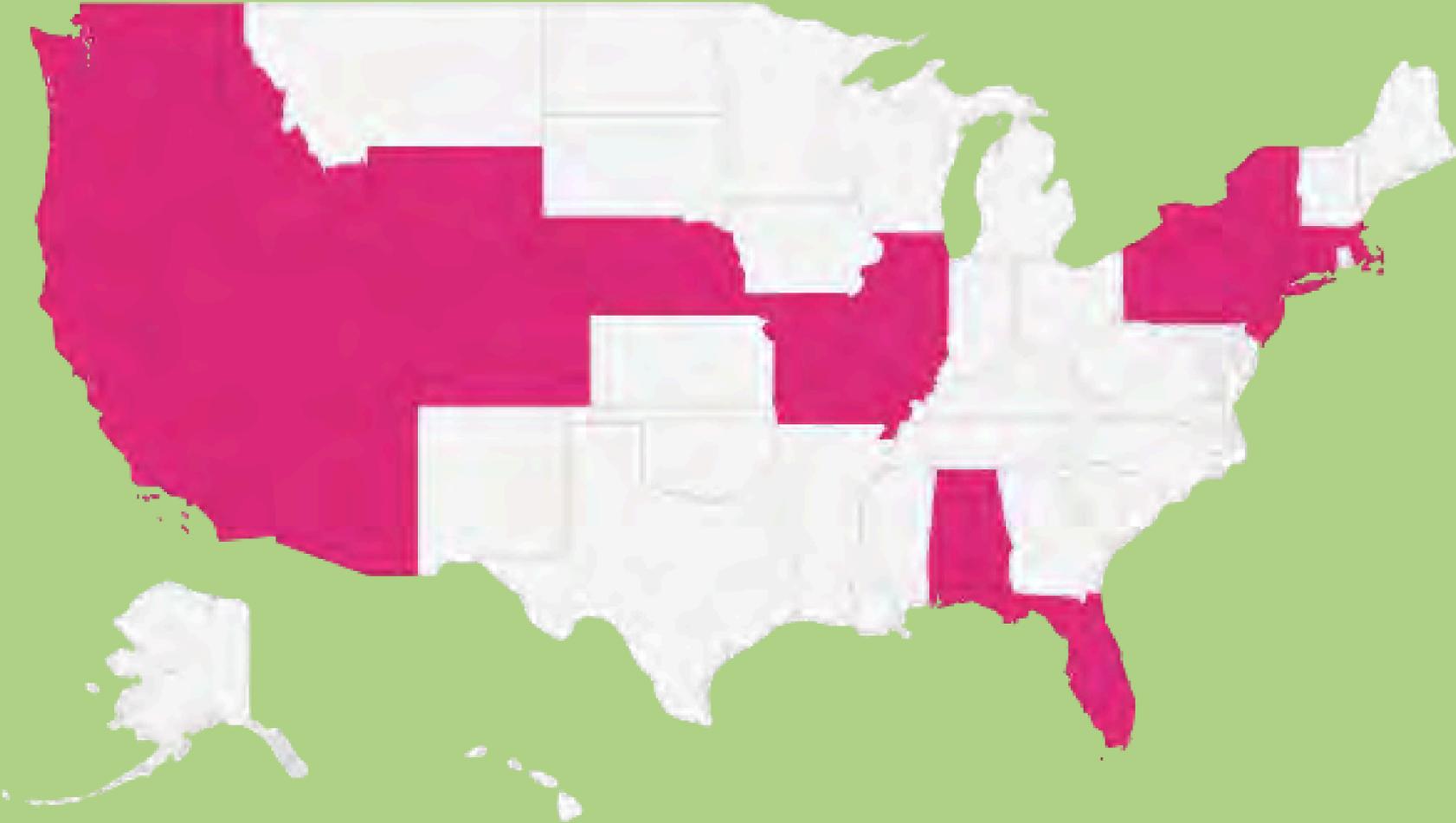
\$16,944 in-kind sponsorships

\$144,629 economic impact

\$8,500 cash sponsorships

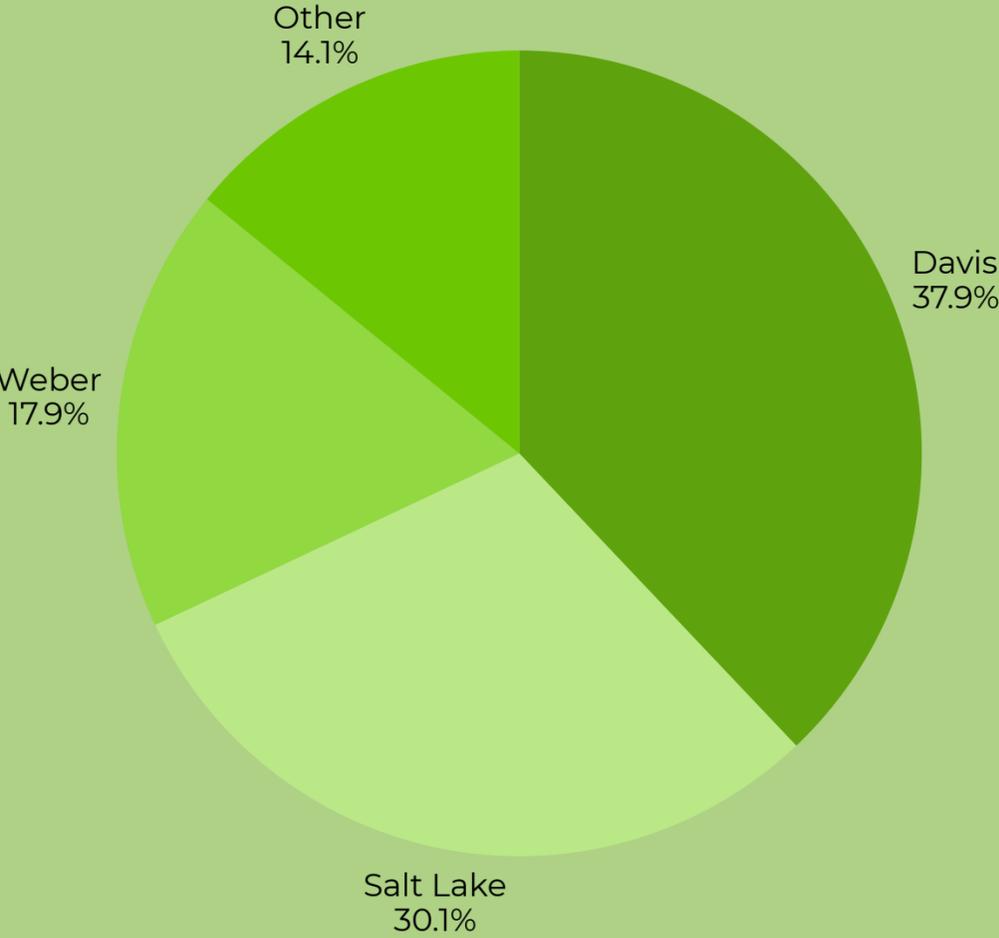


Registered Riders Represented by State



RIDERS FROM 19 STATES

Utah Riders by County



WICKED FUN NIGHT!





WESTERN SPORTS PARK



2,500 attendees

42 vendors & partners

7 Utah sports partners



Two Day Celebration

Day 1 - Ribbon Cutting and VIP Event Partnership with Common Spirit





Day 2 - Community Open House



Looking Ahead

**28th Great Salt Lake Bird Festival
May 14-17, 2026**

***Warriors Over the Wasatch
Air Show
June 27-28, 2026**

**32nd Antelope by Moonlight Bike Ride
July 31, 2026**

***Reindeer Express
December 12, 2026**

