

UPDATE

Human Resources &
City Recorder's Office



CURRENT STAFF



STAFF CREDENTIALS

Executive

- International City Manager's Association
- Utah City Manager's Association
- Institute of International Municipal Clerk's Association
- Utah Municipal Clerk's Association
- Utah Business License Association
- Utah Parks & Cemeteries Association
- Public Sector Human Resources Association
- Utah Fair & Events Assoc.
- **Certifications:**
 - Master Municipal Clerk
 - Utah Certified Clerk
 - Certified Record's Officer
 - Certified HR Professional

Community Development / Engineering

- American Planning Association
- Utah Code Officer's Association
- Utah City Engineer's Association
- American Public Works Association
- **Certifications:**
 - Professional Engineer
 - American Institute of Certified Planners
 - Storm Water Inspector
 - Asphalt Inspector

Administrative Services

- Utah Government Finance Officers Association
- Utah Association of Public Treasurers
- Association of Public Treasurers of the US & Canada
- **Certifications:**
 - GFOA
 - Notary Public

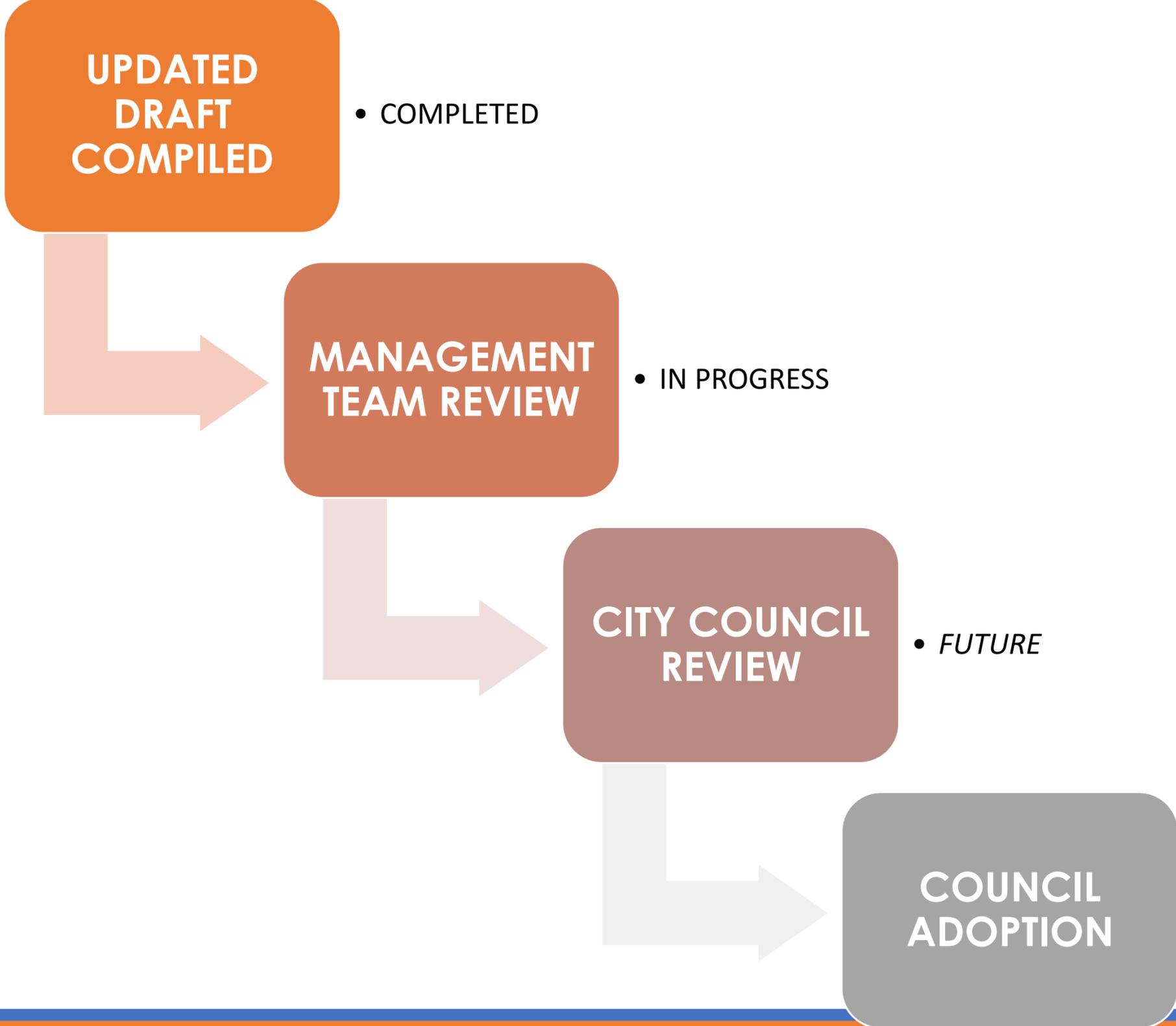
Public Works

- American Public Works Association
- Utah Rural Water Association
- Utah Parks & Cemeteries Association
- **Certifications:**
 - Utah Drinking Water Operator Certification (Levels 2,4)
 - Utah Wastewater Operator Certification (Levels II, IV)
 - Utah Pesticide Applicator License

Recreation

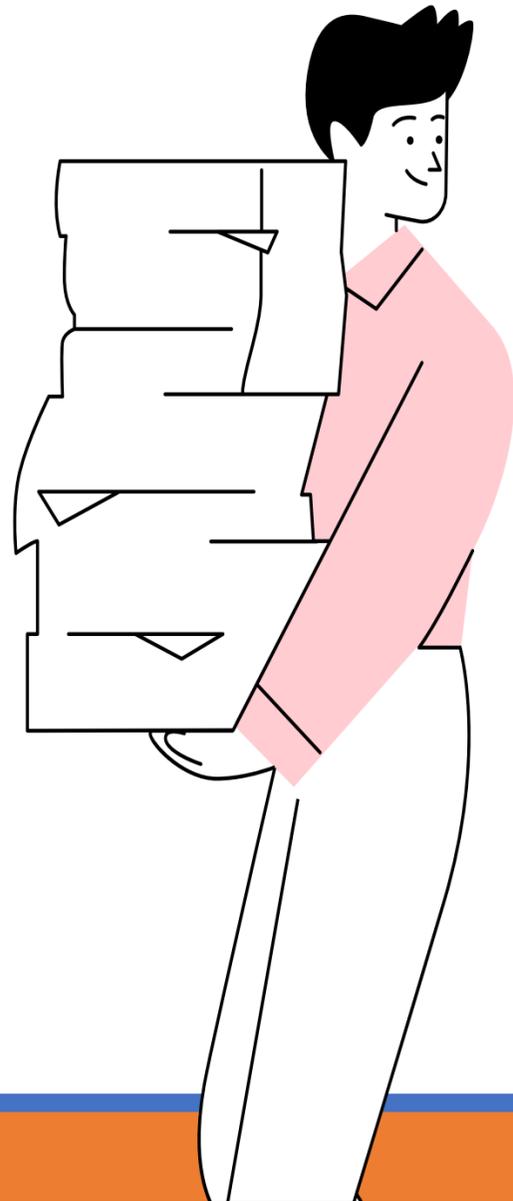
- Utah Recreation and Parks Association
- Northern Utah Recreation and Parks Association
- National Alliance for Youth Sports
- **Certifications:**
 - Certified Youth Sports Administrators

PROJECT: PERSONNEL POLICIES & PROCEDURES UPDATE



PP&P UPDATE: KEY ELEMENTS

<https://acrobat.adobe.com/id/urn:aaid:sc:US:2f6769bf-ddc7-41f1-b62b-f62b>



FORMAT & STRUCTURE

- Expanded from loosely compiled policy set to a true employee handbook and operational guide.
- Consistent formatting and logical progression

UPDATED

- Aligns policies with current operations, updated legislation and best practices to reduce risk

COMPREHENSIVE

- Includes sections on all aspects of personnel and policies – hiring, ethics, technology, purchasing, discipline, health & safety, etc., etc.

USABILITY

- Usable, interactive manual for ease of use, updating & dispersing

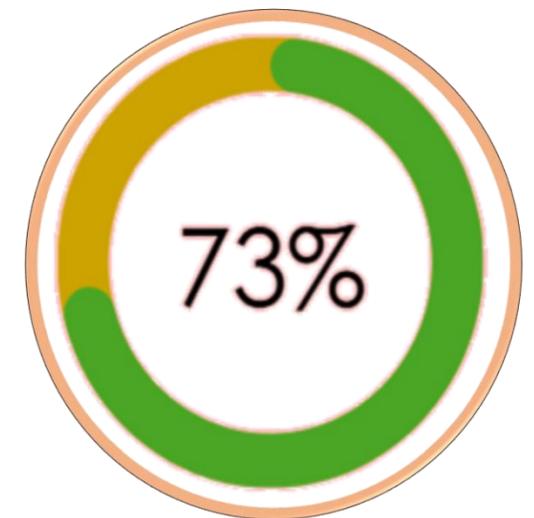
PP&P UPDATE - STATUS

PERSONNEL POLICIES & PROCEDURES UPDATE			
REVIEW STATUS			
Section	Title	Page	MANAGEMENT TEAM REVIEW STATUS
1	OVERVIEW OF WEST POINT CITY	9	Complete
1.1	CITY MISSION STATEMENT	9	Complete
1.2	CITY HALL	9	Complete
1.3	CITY WEBSITE/SOCIAL MEDIA	9	Complete
1.4	CITY PARKS	10	Complete
1.5	CITY CEMETERY	10	Complete
1.6	CITY SERVICES	10	Complete
1.7	POLICE & FIRE SERVICES	11	Complete
1.8	ANIMAL CONTROL	11	Complete
1.9	RECREATION PROGRAMS	11	Complete
1.1	CITY EVENTS	11	Complete
2	CITY ORGANIZATIONAL STRUCTURE	12	Complete
2.1	GOVERNING BODY	13	Complete
	PLANNING COMMISSION	13	Complete
2.2	CITY ADMINISTRATION	13	Complete
	EXECUTIVE DEPARTMENT	13	Complete
	ADMINISTRATIVE SERVICES DEPARTMENT	15	Complete
	COMMUNITY DEVELOPMENT DEPARTMENT	16	Complete
	PUBLIC WORKS DEPARTMENT	17	Complete
	RECREATION DEPARTMENT	18	Complete
2.3	CITY OFFICIALS & STAFF RELATIONS	19	Complete
3	EMPLOYMENT PRACTICES & RECRUITMENT	21	Complete
3.1	GENERAL POLICY	21	Complete
3.1.1	EMPLOYMENT OF RELATIVES	21	Complete
3.1.2	EMPLOYMENT OF MINORS	21	Complete
3.1.3	EQUAL EMPLOYMENT OPPORTUNITY	21	Complete
3.2	JOB OPENINGS & POSTINGS	21	Complete
3.3	APPLICATION REQUIREMENTS	21	Complete
3.4	SELECTION PROCEDURES	22	Complete
3.5	CONDITIONAL OFFER OF EMPLOYMENT	22	Complete
4	EMPLOYMENT STATUS	23	Complete
4.1	EMPLOYEE STATUS	23	Complete
4.1.1	FULL-TIME/REGULAR:	23	Complete
4.1.2	PART-TIME/REGULAR:	23	Complete
4.1.3	SEASONAL/TEMPORARY/INTERN:	23	Complete
4.1.4	VOLUNTEER:	23	Complete
4.1.5	ELECTED/APPOINTED OFFICIAL	23	Complete
4.2	EMPLOYEE CLASSIFICATION	23	Complete

Section	Title	Page	MANAGEMENT TEAM REVIEW STATUS
5	COMPENSATION, LEAVE & BREAKS	25	
5.1	COMPENSATION	25	
5.1.1	WORK HOURS	25	
5.1.2	COMPENSATION PLAN	25	
5.1.3	PAYROLL	25	
5.1.4	MERIT INCREASES	26	
5.1.5	MARKET ADJUSTMENTS/C.O.L.A.	26	
5.1.6	OVERTIME PROVISIONS	26	
5.1.7	COMPENSATORY TIME PROVISIONS	26	
5.1.8	CALL BACK COMPENSATIONS	27	
5.1.9	ON-CALL COMPENSATIONS	27	
5.1.10	WORKERS COMPENSATION	27	
5.2	LEAVES	29	Complete
5.2.1	VACATION LEAVE	29	Complete
5.2.2	SICK LEAVE	29	Complete
5.2.3	DONATED LEAVE	30	Complete
5.2.4	HOLIDAY LEAVE	30	Complete
5.2.5	BEREAVEMENT/FUNERAL LEAVE	31	Complete
5.2.6	MILITARY LEAVE	32	Complete
5.2.7	JURY OR WITNESS DUTY	32	Complete
5.2.8	ADMINISTRATIVE LEAVE	32	Complete
5.2.9	LEAVE WITHOUT PAY	33	Complete
5.2.10	FAMILY AND MEDICAL LEAVE ACT POLICY (FMLA)	33	
5.2.11	OTHER LEAVE	35	
5.3	MEAL PERIODS, BREAKS, & WELLNESS PROGRAMS	35	Complete
5.3.1	MEAL PERIODS	35	Complete
5.3.2	BREAKS AND EXERCISE	35	Complete
5.3.3	WELLNESS PROGRAM	35	Complete
6	TERMINATION OF EMPLOYMENT	37	Complete
6.1	VOLUNTARY TERMINATIONS	37	Complete
6.2	INVOLUNTARY TERMINATIONS	37	Complete
6.3	EXIT INTERVIEWS	37	Complete
6.4	EMPLOYEE REDUCTION IN FORCE (RIF)	37	Complete
6.5	JOB ABANDONMENT	38	Complete
7	EMPLOYEE MANAGEMENT	39	
8	EMPLOYEE BENEFITS	46	
9	EMPLOYEE CONDUCT STANDARDS	51	Complete
9.1	EMPLOYEE CODE OF ETHICS	51	Complete
9.2	INFORMATION REGARDING ACTUAL OR PENDING	52	Complete
9.3	POLITICAL ACTIVITY	52	Complete
9.3.1	CANDIDACY	53	Complete
9.3.2	ELECTED OFFICIALS	53	Complete

Section	Title	Page	MANAGEMENT TEAM REVIEW STATUS
9.4	OUTSIDE EMPLOYMENT	53	Complete
9.5	ACCEPTANCE OF GRATUITIES/GIFT	53	Complete
9.6	APPEARANCE AND HYGIENE	54	Complete
9.6.1	APPEARANCE	55	Complete
9.6.2	HYGIENE	55	Complete
9.7	EMPLOYEE USE OF SOCIAL MEDIA	55	Complete
9.7.1	EMPLOYEE USE OF SOCIAL MEDIA FOR PERSONAL USE	56	Complete
9.7.2	EMPLOYEE USE OF SOCIAL MEDIA FOR CITY-OWNED ITEMS	56	Complete
10	EMPLOYEE USE OF CITY-OWNED ITEMS	58	In Progress
10.1	CELL PHONE & ELECTRONICS POLICY	58	Complete
10.1.1	CITY-ISSUED PCD's	58	Complete
10.1.2	PERSONAL USE OF A CITY-ISSUED PCD	59	Complete
10.1.3	PERSONALLY-OWNED PCD's	59	Complete
10.1.4	USE OF PCD's	60	Complete
10.2	COMPUTER USE POLICY	60	Complete
10.2.1	DEFINITIONS	60	Complete
10.2.2	PRIVACY & MONITORING	61	Complete
10.2.3	LICENSES & EQUIPMENT	61	Complete
10.2.4	OPERATION & USE	61	Complete
10.2.5	PERSONAL USE	62	Complete
10.2.6	PROHIBITED USE	62	Complete
10.2.7	INTERNET	62	Complete
10.2.8	EMAIL	63	Complete
10.2.9	REMOTE USE	63	Complete
10.3	CITY VEHICLE USE POLICY	64	In Progress
10.3.1	OPERATION AND USE	64	In Progress
10.3.2	TAKE-HOME VEHICLES	65	In Progress
10.4	HANDLING OF PUBLIC RECORDS	66	Complete
10.4.1	WHAT IS A RECORD	66	Complete
10.4.2	CITY RECORDS OFFICER	66	Complete
10.4.3	EMPLOYEE RESPONSIBILITIES	66	Complete
10.4.4	REQUESTS FOR RECORDS	66	Complete
11	EMPLOYEE MISCONDUCT	67	Complete
11.1	MISCONDUCT	67	Complete
11.2	INCOMPETENCY	67	Complete
11.3	FAILURE TO PERFORM DUTY	67	Complete
12	WORKPLACE POLICIES	68	In Progress
12.1	SMOKE-FREE WORKPLACE	68	
12.2	WORKPLACE RELATIONSHIPS	68	
12.3	WORKPLACE VIOLENCE	69	
12.4	SUBSTANCE-FREE WORKPLACE POLICY	70	
12.5	ANTI-HARASSMENT & NON-DISCRIMINATION POLICY	75	

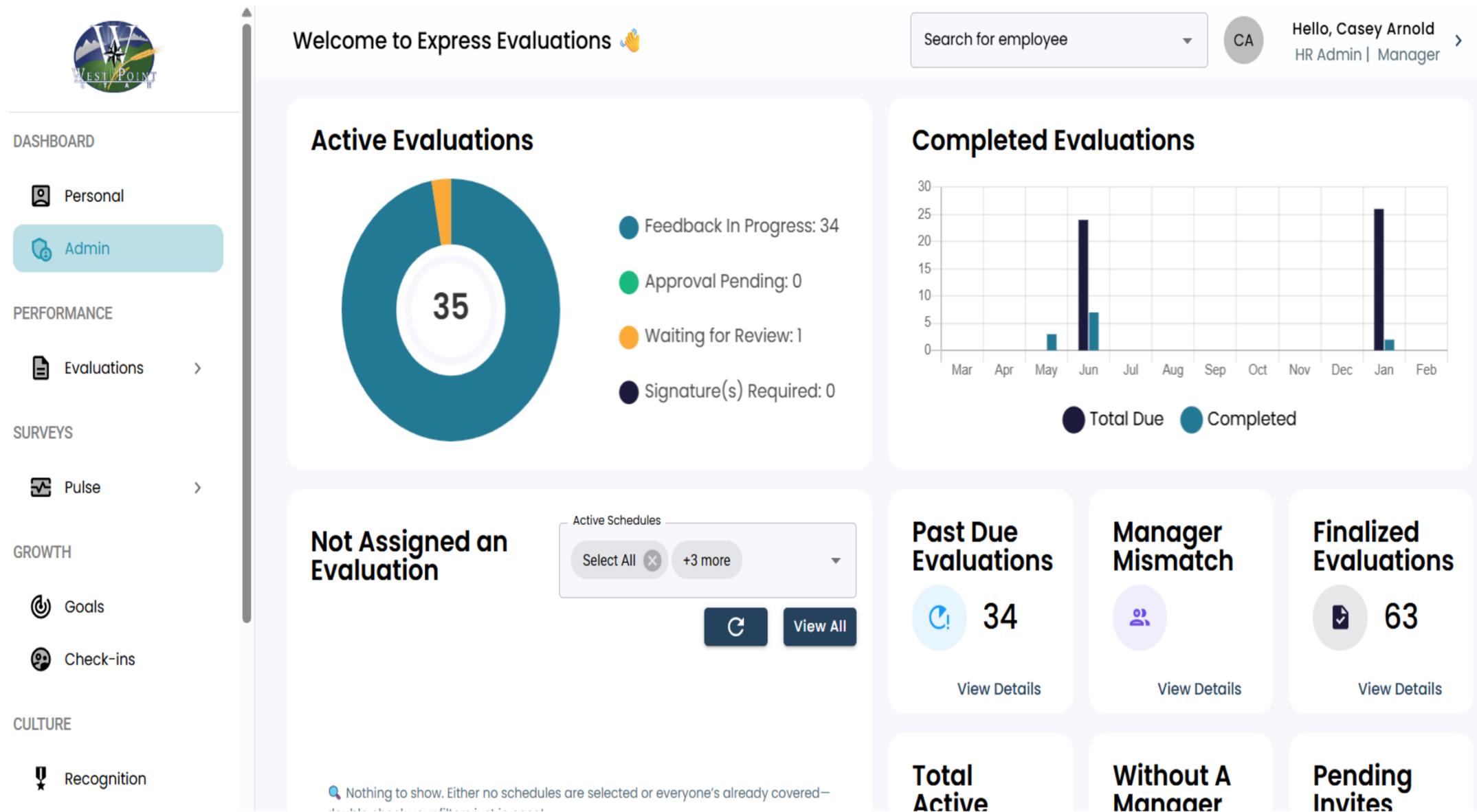
Section	Title	Page	MANAGEMENT TEAM REVIEW STATUS
12.6	REPORTING FRAUD & ABUSE POLICY	80	In Progress
13	EMPLOYEE DISCIPLINE	83	
14	VOLUNTEERS POLICY	87	
15	PURCHASING/PROCUREMENT POLICY	89	Complete
16	SOCIAL MEDIA POLICY	90	
17	EMPLOYEE SAFETY POLICIES & PROCEDURES	99	
18	OPERATIONAL PROCEDURES APPENDIX	120	
18.1	FINANCIAL	120	
18.2	CITY SERVICES	120	
18.3	PARKS & FACILITIES	120	
18.4	PUBLIC WORKS	120	
19	APPENDIX	121	
19.1	Material Safety Data Sheets	121	
19.2	Bomb Threat Fact Sheet	121	
19.3	Driver Qualification Standards	121	Complete
19.4	Report of Injury	121	



STATUS OF MANAGEMENT TEAM REVIEW

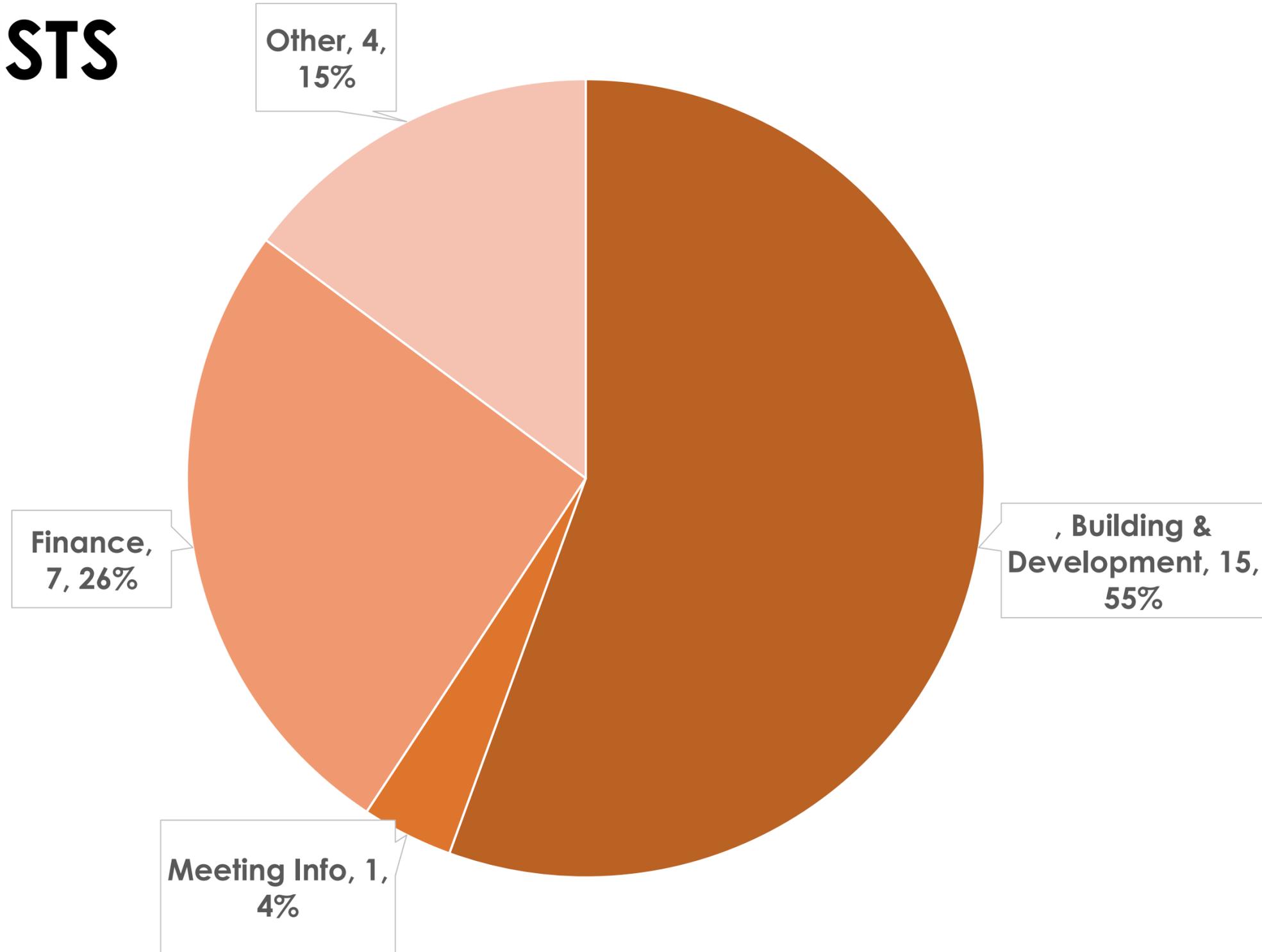
PERSONNEL EVALUATIONS

- New Program:
- EXPRESS EVALUATIONS
 - a performance management software to track growth and progress, review employee progress during evaluations, and create goals.
 - Mid-Year Check-In
 - Year-End Evaluation
 - Goal Creation & Tracking



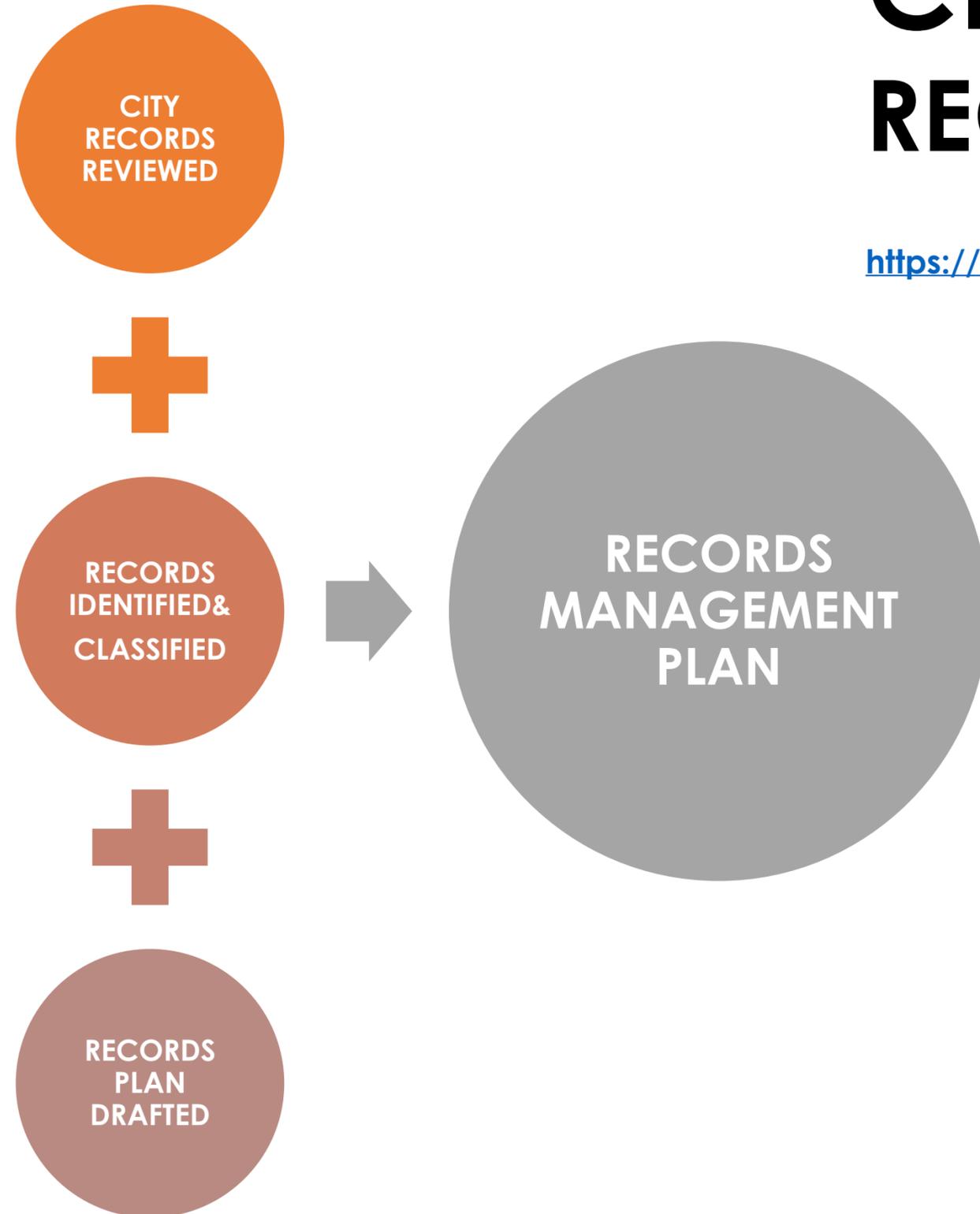
CITY RECORDER'S OFFICE: 2025 RECORDS REQUESTS

Total: 27



CITY RECORDER'S OFFICE: RECORDS MANAGEMENT PLAN

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Next Steps:

Annual Department-Specific Training