

**Resolution No. 2026-03**

**RESOLUTION OF WILLARD CITY AUTHORIZING AMENDING THE WILLARD CITY PERSONNEL POLICIES AND PROCEDURES MANUAL; AUTHORIZING THE MAYOR TO SIGN THIS RESOLUTION.**

**SECTION I – RECITALS:**

WHEREAS, the City Council of Willard City (herein "City") is a municipal corporation duly organized and existing under the laws of the State of Utah; and,

WHEREAS, in conformance with the provisions of UCA § 10-3-717, the governing body of the City may exercise all administrative powers by resolution including, but not limited to adoption of policies and procedures for certain boards and organizations of the City; and,

WHEREAS, the City Council has adopted the Willard City Personnel Policies and Procedures Manual ("Personnel Manual") for the employees; and

WHEREAS, since the original adoption of the Personnel Manual, the staff has found certain sections of the Personnel Manual that need to be amended and updated;

WHEREAS, the City Council wishes to have an updated Personnel Manual to best help ensure compliance with the outlined rules and procedures by management and help meet the needs of the employees; and

WHEREAS, after reviewing the proposed amendments by staff, the City Council believes that in order to be able to work towards the goal of having an updated Personnel Manual, the Council needs to adopt the proposed new language for the Personnel Manual; and

WHEREAS, the City Council finds that adopting these amendments to the Personnel Manual will help ensure compliance with these rules and procedures through a process consistent with the best interests of the City and its employees; and

WHEREAS, at this time, the City Council wishes to adopt the proposed amendments to the Personnel Manual, which are attached as Attachment "A", to achieve this goal; and

WHEREAS, the City finds that the public convenience and necessity require the actions herein contemplated,

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

1. The Willard City Personnel Policies and Procedures Manual language shall be amended as shown in red and attached as Attachment "A"; is fully incorporated by this reference; and is approved and adopted by the City Council.
2. The Mayor is authorized to sign this Resolution.

**ATTACHMENT "A"**

**Attached to Resolution 2026 - 03**

**AMENDMENT TO WILLARD CITY PERSONNEL POLICIES AND  
PROCEDURES MANUAL**

## ARTICLE 14 - On-Call/Call Out

- A. Certain positions within Willard City require employees to be on-call as a normal and inherent part of their job duties. Employees assigned to on-call status must remain reachable and able to respond within the timeframes established by their department.
- B. On-call time may or may not constitute compensable time under the Fair Labor Standards Act depending on the degree to which the employee is restricted in personal activities. The City will evaluate on-call arrangements consistent with FLSA standards to determine whether such time is compensable.
- C. The City Manager, in consultation with the Department Head, will determine which positions require on-call status and the schedule for such assignments.
- D. Employees assigned to on-call status will receive a flat on-call stipend or hourly on-call rate as approved by the City Council in the annual budget. On-call compensation is paid regardless of whether the employee is called out during the on-call period.
- E. Employees assigned to on-call status will receive on-call compensation for each day they are scheduled to be on-call. On-call compensation is paid regardless of whether the employee is called out during the on-call period and does not count as hours worked.
- F. On-call compensation shall be paid as follows:
  - 1. Weekdays (Monday–Friday): a. Employees assigned to on-call status will receive two (2) hours of pay per day.
  - 2. Weekends (Saturday–Sunday):
    - a. Employees assigned to on-call status will receive three (3) hours of pay per day.
  - 3. Seasonal or Special Assignments:
    - a. When employees are assigned to specific seasonal duties that require daily evening checks or lock-up responsibilities (such as summer restroom closures), the City may authorize three (3) hours of on-call pay per day for the duration of the assignment, in recognition of the increased likelihood of call-outs and the daily nature of the responsibility.
  - 4. Budget Authority:
    - a. On-call compensation rates shall be approved by the City Council as part of the annual budget. The City Manager may adjust on-call assignments or schedules to remain within budgeted amounts.
- G. When an on-call employee is required to report to work outside their regular schedule, the following applies:
  - 1. Employees will receive a minimum of three (3) hours of pay for each call-out event.
  - 2. If the actual time worked exceeds three (3) hours, employees will be paid for all hours worked.
  - 3. Overtime at time-and-one-half is paid only for actual hours worked. If call-out hours cause the employee to exceed forty (40) hours in the workweek, those hours will be paid at time-and-one-half in accordance with overtime rules.
  - 4. Travel time to and from the worksite is included as part of the call-out period.
- H. If an employee is called out multiple times within the same on-call period, each call-

out event qualifies for the three-hour minimum unless the events occur within the same three-hour window.

- I. **Police Department Exception:** Willard City Police Department assigned to on-call status will receive one (1) hour of pay per day they are scheduled to be on-call. This rate is paid regardless of whether the employee is called out during the on-call period and does not count as hours worked. Police Department employees are generally subject to FLSA Section 7(k) partial overtime exemption for law enforcement personnel, using an extended work period (e.g., up to 171 hours in a 28-day period before overtime). All other provisions of this policy (including FLSA evaluation, call-out minimums, overtime rules, and multiple call-out handling) continue to apply to Police Department personnel unless otherwise specified.
  1. Willard City Police Department will receive a minimum of one (1) hour of pay (at their regular rate) for each call-out/call-in event. If the actual time worked exceeds one (1) hour, employees will be paid for all hours actually worked. Travel time to and from the worksite is included as part of the call-out period.

3. The foregoing recitals are fully incorporated herein.

**SECTION III. PRIOR ORDINANCES AND RESOLUTIONS:**

The body and substance of any and all prior Resolutions, together with their specific provisions, where not otherwise in conflict with this Resolution, are hereby reaffirmed and readopted.

**SECTION IV. REPEALER OF CONFLICTING ENACTMENTS:**

All orders, and Resolutions with respect to the changes herein enacted and adopted which have heretofore been adopted by the City, or parts thereof, which are in conflict with any of the provisions of this Resolution, are, to the extent of such conflict, hereby repealed, except that this repeal shall not be construed to revive any act, order, or resolution, or part thereof, heretofore repealed.

**SECTION V - SAVINGS CLAUSE:**

If any provision of this Resolution shall be held or deemed to be or shall, in fact, be invalid, inoperative, or unenforceable for any reason, such reason shall not have the effect of rendering any other provision or provisions hereof invalid, inoperative, or unenforceable to any extent whatever, this Resolution and the provisions of this Resolution being deemed to be the separate independent and severable act of the City Council of Willard City.

**SECTION VI. DATE OF EFFECT**

This Resolution shall be effective immediately upon its passage on the \_\_\_ day of April 2026.

PASSED AND ADOPTED BY THE CITY COUNCIL OF WILLARD CITY, STATE OF UTAH, on this \_\_\_ day of April 2026.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Jacob Bodily	<u>✓</u>	_____	_____	_____
Rod Mund	<u>✓</u>	_____	_____	_____
Mike Braegger	<u>✓</u>	_____	_____	_____
Rex Christensen	<u>✓</u>	_____	_____	_____
Jordon Husley	<u>✓</u>	_____	_____	_____

WILLARD CITY

Travis Mote Mayor Pro Temp  
Mayor Travis Mote

ATTEST:  
Diana Mund  
Diana Mund, City Recorder