

GRANTSVILLE CITY

Human Resources

WORKFORCE AT A GLANCE

A snapshot of Grantsville City's dedicated team — serving residents across 7 departments

99

Total Employees

City workforce

73

Full-Time

72% of workforce

26

Part-Time

Includes seasonal

3.5 yrs

Avg. Tenure

42 months average

39

New Hires

Since May 2025

26

Separations

Since May 2025

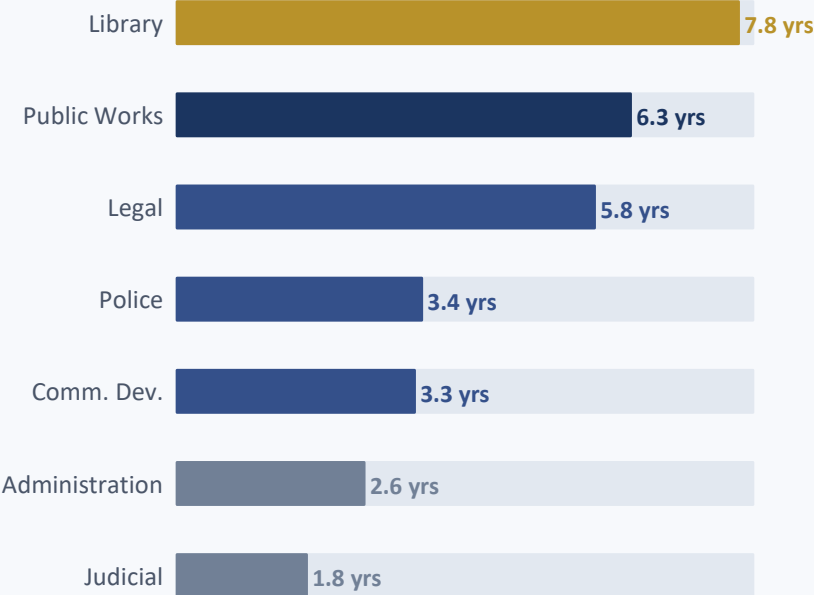
Net Workforce Change: +13

Total headcount of 99 includes 73 full-time, 26 part-time/seasonal. Net growth of +13 since May 2025 reflects continued investment in services as Grantsville grows. Active retention work — improved onboarding, competitive benefits, and flexible scheduling — is offsetting turnover.

TENURE ANALYSIS

Workforce stability is a competitive advantage — our team brings deep institutional knowledge

Avg. Tenure by Department



Long-Service Highlights

Our longest-serving employees embody the dedication and institutional knowledge that make Grantsville great.

 **38 yrs 2 mo**
1

Public Works

 **21 yrs 10 mo**
2

Public Works

 **13 yrs 1 mo**
3

Library

Avg. Citywide Tenure: 3.5 years | Total Combined Service: 290+ years

LABOR COST INSIGHTS — YTD 2026

January 9 – April 17, 2026 | 9 pay periods | Source: Paylocity Labor Cost Trends

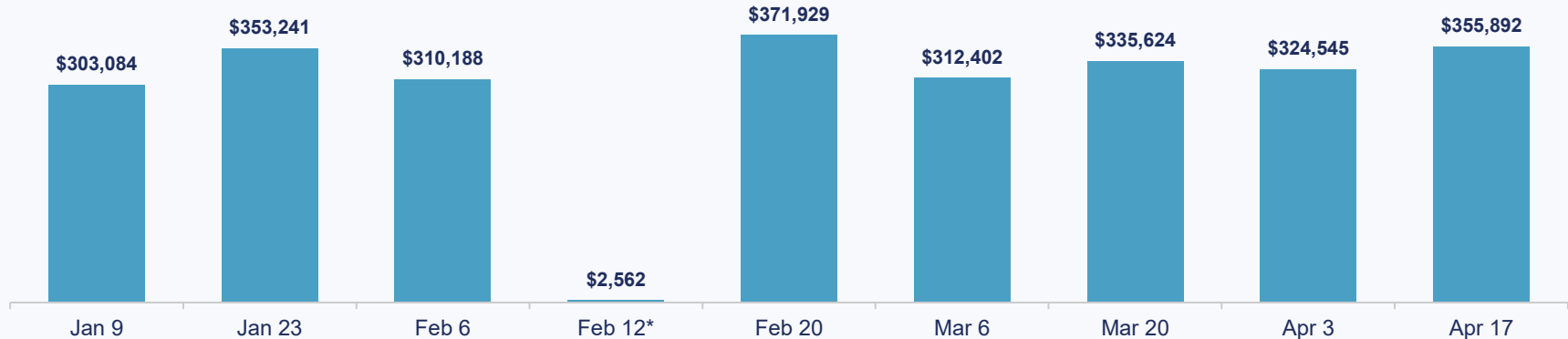
\$2.8M
LABOR COSTS

YTD through Apr 17

44,500
LABOR HOURS

YTD through Apr 17

BIWEEKLY LABOR COSTS — PAY PERIOD ENDING



YTD TAKEAWAY: Biweekly costs hold steady in the \$300,000–\$370,000
The Feb 12 spike-down (\$2,562) is an off-cycle supplemental pay run, not a payroll gap.
YTD spend through April 17 is \$2.8M across 9 pay periods,

BENEFIT RATES

Transparent reporting on the cost of the City's comprehensive benefits package

Plan	Coverage	FY2026	FY2027	Emp. Biweekly	Change
Health Advantage	Single	\$822.18	\$863.28	\$64.75	+5.00%
Health Advantage	Double	\$1,701.90	\$1,787.00	\$134.03	+5.00%
Health Advantage	Family	\$2,302.09	\$2,417.20	\$181.29	+5.00%
Dental Preferred	Double	\$70.90	\$73.66	\$5.52	+3.89%
Dental Preferred	Family	\$110.42	\$114.72	\$8.60	+3.89%
Dental Traditional	Single	\$38.60	\$39.72	\$2.98	+2.90%
Dental Traditional	Family	\$120.10	\$123.58	\$9.27	+2.90%
Vision	Single	\$7.61	\$7.36	\$0.55	-3.29%
Vision	Double	\$12.17	\$11.50	\$0.86	-5.51%
Vision	Family	\$16.70	\$15.82	\$1.19	-5.27%

\$122,684

FY2027 Monthly

\$5,648

Monthly Increase

\$67,776

Annual Increase

WHAT GRANTSVILLE CITY DOES FOR ITS EMPLOYEES

A comprehensive total rewards package that goes well beyond the paycheck

Health Coverage

- PEHP Health Advantage (Summit & Advantage networks)
- \$250 single / \$500 family deductible
- The City covers 85% of all premiums

Dental & Vision

- Preferred Dental (no waiting period) OR Traditional
- EyeMed vision — \$10 copay exam, \$100 frame allowance
- Vision rates decreased 3–5% this year

Life & Disability

- \$50,000 life insurance — 100% City-paid
- \$50,000 Line-of-Duty death benefit (free)
- LTD and STD

Retirement (URS)

- Utah Retirement System — City-paid contributions
- 401K with 3% employer match
- 457 plan + Roth IRA options available

Wellness & Growth

- \$9.23/paycheck gym membership reimbursement
- Tuition reimbursement up to \$4,500/yr
- Blomquist Hale EAP — free, confidential, 24/7
- Traliant professional development training

PAID TIME OFF — VACATION, SICK LEAVE, HOLIDAYS & COMP TIME

Grantsville City invests in employee well-being through comprehensive leave benefits

VACATION LEAVE

Accrual by Years of Service

0 – 5 Years **12 days**

6 – 10 Years **15 days**

11 plus Years **18 days**

Eligible immediately upon full time hire

Max carry over **240 hours**

Cash out **Yes**

SICK LEAVE

Accrual & Key Details

Accrual Rate **12 days**

Eligible immediately upon full time hire

Cash out **No**

FUNERAL LEAVE

Up to 24 hours of Leave

COMP TIME

Compensatory Time Details

Who Qualifies **Non-exempt hourly staff**

Rate **1.5x for hours over 40/wk**

Max Accrual **Up to 240 hours**

Payout Option **Cash out or time off at employee choice**

Salaried Staff **Not eligible**

PAID HOLIDAY

Paid Holiday – FT employee only **15 days**

ADDITIONAL EMPLOYEE BENEFITS

Gym Membership Reimbursement

\$9.23

per paycheck
reimbursed

- ✓ Eligibility: All full-time employees currently employed with Grantsville City
- 💰 Reimbursed \$9.23 per paycheck — directly in your bi-weekly pay
- 📄 Requirement: Must hold a current monthly or annual gym membership
- 💰 Annualized value: ~\$240/year per eligible employee

Paid Parental Leave Policy

6 WEEKS

paid leave
for new parents

- 👨👩 Applies to birth, adoption, or foster care placement
- 📅 Begins on birth date or date of placement in the home
- 🔄 Available during probationary period; probation extended by leave taken
- 👤 Runs concurrently with FMLA
- 📄 Limited to 6 weeks per 12-month rolling period

HIRING, ONBOARDING, OFFBOARDING & LABOR COST STRATEGY

A complete lifecycle approach — from first interview to respectful departure

ONBOARDING — 6-Step Process

- 1 Offer & Screening**
Offer letter, background, drug screen
- 2 System Setup**
Paylocity, IT, building access, key card
- 3 Pre-Start Paperwork**
I-9, W-4, URS/PEHP certification, benefits enrollment
- 4 Week 1 Training**
Dept. intro, Traliant, safety review
- 5 30-Day Check-In**
Supervisor 1-on-1, early goals clarified
- 6 6-Month Review**
Probationary review, Year 1 goals set

OFFBOARDING — 6-Step Process

- 1 Resignation & Notice**
Written notice, 2-wk minimum, checklist initiated
- 2 Knowledge Transfer**
Transition docs, cross-training, project handoffs
- 3 Exit Interview**
Voluntary, confidential, data used for retention
- 4 Benefits & Final Pay**
COBRA notice, final check w/in 1 workday (Utah law)
- 5 Asset Recovery**
Equipment, keys, cards, IT access deactivated
- 6 Records & Compliance**
File finalized, reference policy communicated

Initiatives & Cost Strategy

- Buddy Program:**
New hires paired with mentor for 90 days
- Digital Packets:**
Paperless — sent before Day 1
- Culture Briefing:**
WE ASPIRE values introduced at orientation
- Comp Time Priority:**
Move to OT to save with cash out
- Paylocity Reporting:**
Monthly trend reports, HR & Finance joint review
- Poor Onboarding:**
About half decide to leave within 45 days
- Strong Retention:**
Lower cost/employee + better service to residents

WHY THIS LIFECYCLE MATTERS

Every hire is an investment

Structured onboarding protects that investment

Every exit is a cost

26 separations since May 2025 — each costs the City time, money, and institutional knowledge

Process = Protection

Documented procedures reduce legal liability and ensure consistency

Data drives decisions

Exit interview insights are now informing retention and management coaching strategy

WORKFORCE GROWTH — PREPARING FOR THE FUTURE

Proactive HR planning ensures City services scale with community growth

⚡ Grantsville is growing. Tooele County is one of Utah's fastest-growing regions. The City must proactively plan its HR infrastructure NOW — before growth demands outpace our capacity to hire, train, and retain qualified employees.

Hiring at Scale

- Maintain updated job descriptions for all positions — ready to post on short notice
- Establish hiring timelines: target 30 days offer-to-start for most positions
- Build a pre-qualified candidate pipeline for high-turnover roles (police, public works)
- Expand onboarding capacity — HR cannot be a bottleneck to rapid staffing
- Compensation classification study

Training & Development

- Build cross-training into every role — no single points of failure
- Create a Supervisor Development Track for internal promotions
- Document all procedures so new hires can perform critical functions faster
- Partner with USU, Snow College for professional cert. reimbursement
- Expand Traliant library — compliance, safety, and leadership modules
- Annual skills-gap analysis aligned to City's 5-year strategic plan

Infrastructure & Systems

- Review IT system
- Upgrade document management: Revver for all HR records
- Move remaining manual processes to digital — no paper-dependent workflows
- Ensure PEHP and URS enrollment capacity scales with headcount
- Automate benefit enrollment reminders, timesheet alerts, and compliance notices

Rapid Growth Risks

- Culture dilution — rapid hiring can erode Grantsville's WE ASPIRE values
- Housing availability — employees may not be able to live within City limits
- Manager overload — supervisors cannot coach if span-of-control exceeds 8–10 reports
- Succession gaps deepen if institutional knowledge isn't captured NOW

EMPLOYEE HANDBOOK

In Progress with Legal • Targeted Completion: Q3 2026

A clear, easy-to-follow resource for every Grantsville City employee — from Day 1 through their entire career.



City Mission & Values

Purpose, vision and core organizational values



Employment Policies

Hiring, classification and employment at-will



Compensation & Pay

Pay schedules, overtime and comp time rules



Leave & Time Off

Vacation, sick, parental, FMLA and holidays



Benefits Summary

PEHP health, dental, vision, URS & gym



Work Schedule Policy

4/10 schedule, hours and attendance



Code of Conduct

Ethics, conflict of interest and standards



Safety & Compliance

Workplace safety, OSHA and reporting

CELEBRATING OUR EMPLOYEES

The people behind every service, every permit, every safe street — and every resident interaction.



They Show Up Every Day

Rain or shine, our team keeps Grantsville running — maintaining roads, processing permits, shelving books, patrolling streets, and answering every call for service.



They Serve with Integrity

Our employees uphold the City's values in every interaction — respectful, professional, and committed to doing what's right for our residents and community.



They Grow with the City

With average tenure of 3.5 years and growing, our employees invest in long careers at Grantsville — building the institutional continuity residents depend on.

"The strength of this city is the people who serve it." — Grantsville City Human Resources

THANK YOU

*Grantsville City Corporation
Human Resources Department*

Serving Grantsville
since 1867

*A City Achieving
Community Excellence*