

**SCOFIELD TOWN
ORDINANCE 2026-9-9**

AN ORDINANCE of the town of Scofield Utah, establishing an annual Christmas Bonus for eligible town employees; providing eligibility requirements; authorizing payment from appropriated municipal funds; and providing an effective date.

WHEREAS, the Town Council of the Town of Scofield, Utah, recognizes the dedication, service, and contributions of Town employees, Mayor, and Town Council members during the year; and

WHEREAS the Town Council has determined that providing a Christmas bonus of Three Hundred Dollars (\$300.00) is appropriate, subject to applicable law and available Town funds;

WHEREAS Utah law permits a municipality to establish employee compensation and recognizes a budgeted bonus or budgeted incentive pay as compensation; and

WHEREAS, the Town Council desires to establish a uniform, transparent, and fiscally responsible policy governing such payments;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SCOFIELD, UTAH, AS FOLLOWS:

SECTION 1. CHRISTMAS BONUS

Scofield Town shall provide a yearly Christmas Bonus in the amount of Three Hundred Dollars (\$300.00) to each eligible Town employee, the Town Mayor, and each Town Council member.

SECTION 2. ELIGIBILITY

The Christmas bonus shall be available to all Town employees, the Town Mayor, and Town Council members who are serving in their respective positions at the time the bonus is authorized and paid, subject to applicable federal and state law. And the employee has completed at least six months of continuous employment prior to the Christmas bonus payment date. An employee who has not satisfied the minimum service requirement shall not be eligible for that year's bonus.

SECTION 3. PAYMENT

The bonuses shall be paid through the Town's regular payroll and shall be subject to all applicable federal and state withholding, reporting, and tax.

SECTION 4. FUNDING

Payment of the Christmas bonus shall be made from legally appropriated Town funds and shall be subject to the availability of the funds in the applicable Town budget.

SECTION 5. EMPLOYEES HIRED DURING THE YEAR

An employee hired during the calendar year who satisfies the minimum service requirement established in Section 2 shall receive:

The full Christmas bonus;

SECTION 6. LEAVE AND EMPLOYMENT STATUS

Approved vacation, sick leave, family leave, military leave, or other authorized leave shall not, by itself, disqualify and otherwise not actively employed on the payment date shall be subject to eligibility requirements established by the Town Council or Town's personnel policies.

SECTION 7. APPROPRIATION AND FUNDING

Payment of Christmas bonuses under this Ordinance is expressly subject to:

1. Lawful appropriation by the Town Council;
2. Availability of funds in the applicable fiscal-year budget;
3. Compliance with all applicable budgetary requirements; and
4. Compliance with applicable federal and state payroll, tax and employment requirements.

Nothing in this Ordinance shall be construed to require the Town to make a Christmas bonuses payment in any year in which the Town Council has not approved.

SECTION 8. ANNUAL REVIEW

The Town Council may review the amount, eligibility requirements, and administration of the Christmas bonus annually as part of the Town's budget and compensation process. Any further adjustments for Christmas Bonuses can be made by resolution by town council.

The Christmas bonus shall not be construed as creating permanent

entitlement to a bonus in future years unless expressly authorized by subsequent legislative action and appropriation.

SECTION 9. OPT OUT FOR EMPLOYEES

If any employees would like to refuse the yearly Christmas bonus, they will be required to sign a refusal letter with the Town Clerk and will not receive any Christmas bonus.

SECTION 10. EFFECTIVE DATE

This Ordinance shall take effect upon its passage, approval, and publication or posting as required by Utah law.

PASSED, APPROVED, AND ADOPTED by the Town Council for the Town of Scofield, Utah, this _____ day of _____ 2026.
TOWN OF SCOFIELD, UTAH

By: _____
Mayor: Jim Levanger

By: _____
Town Council Member: Brad Peacock

By: _____
Town Council Member: Kim Erkkila

By: _____
Town Council Member: Ralph Brinkerhoff

By: _____
Town Council Member: Meliss Holloway

Attest: _____
Scofield Town Clerk