ROLL CALL VOTING:	YES	NO
Mayor Benjamin Hillyard (tie only)	[ ]	[ ]
Council Member Brian Hutchings	[X]	[ ]
Council Member Steve Johns	[X]	[ ]
Council Member Janet Lunt	[X]	[ ]
Council Member Kari Malkovich	[X]	[ ]
Council Member Dan Roden excused	[ ]	[ ]

I move that this Resolution be adopted.

Council Member Lunt

I second the foregoing motion.

Council Member Johns

RESOLUTION NO. 2026-48

A RESOLUTION AMENDING THE CITY OF WOODLAND HILLS EMPLOYEE HANDBOOK AS SET FORTH IN EXHIBIT A AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Woodland Hills has adopted an Employee Handbook establishing personnel policies and procedures for City employees; and

WHEREAS, Utah Code Section 10-3-717 authorizes the City Council to establish personnel policies and guidelines by resolution; and

WHEREAS, the City Council desires to amend the Employee Handbook as set forth in Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, the City Council finds that adopting these amendments is in the best interests of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland Hills, Utah, as follows:

Section 1. Adoption of Amendments.
The amendments to the City's Employee Handbook set forth in Exhibit A are hereby approved and adopted. Exhibit A is incorporated into this Resolution by reference.

Section 2. Continuing Effect.
Except as expressly amended by this Resolution and Exhibit A, all other provisions of the Employee Handbook remain in full force and effect.

Section 3. Implementation.
The City Recorder is directed to incorporate the adopted amendments into the City's official Employee Handbook and make the updated handbook available to City employees.

Section 4. Effective Date.
This Resolution and the amendments adopted herein shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Woodland Hills, Utah, this 27th day of October, 2026.

WOODLAND HILLS CITY

Benjamin Hillyard, Mayor

Attest:

Jody Stones, City Recorder

CITY OF
WOODLAND HILLS

TITLE	Employee Benefits	POLICY #	E-01
		PAGE 1	of 2
	DATE APPROVED BY CITY COUNCIL	*12-14-21*	

PURPOSE	This policy lists the various benefits afforded to employees of the City of Woodland Hills, and the eligibility requirements for each.

POLICY	Eligible employees are provided a range of benefits. Benefit eligibility is dependent upon a variety of factors based on employee classification, and with the approval of the Woodland Hills City Council.

A. Benefits Offered
   1. The following benefits may be available to eligible employees:
      a. Utah State Public Employees Retirement
      b. Social Security
      c. Health Insurance
      d. Dental Insurance
      e. Workers Compensation
      f. Life Insurance
      g. Long Term Disability
      h. Short Term Disability
      i. Vacation Leave
      j. Holiday Leave
      k. Sick Leave
      l. Family and Medical Leave
      m. Military Leave
      n. Bereavement Leave

B. Employee Eligibility
   1. Some benefits are available to only full-time employees, while others may be pro-rated for part-time employees.
   2. Some benefit programs require contribution, in full or in part, from the employee, while others are fully paid by the City, subject to the terms and eligibility conditions as defined and controlled within each of the benefit guidelines.

3. Some benefit packages can be retained by an employee when the Mayor and City Council decide to change a job from full time to part time due to a decrease in job workload.

C. Availability of Funds

1. All benefits, conditions, and terms of employment with the City are contingent upon the availability of revenues and resources with which to carry out or otherwise maintain those operations, benefits, and/or privileges described or referred to in this policy. The City reserves the right to amend, modify, or set aside any or all benefits subject to the decisions of the City Council.

TITLE	Insurance Plans	POLICY #	E03
		PAGE 1	of 3
	DATE APPROVED BY CITY COUNCIL	*12-14-21*	

PURPOSE	This policy outlines insurance plans available to employees of the City of Woodland Hills.

POLICY	The City of Woodland Hills offers insurance plans for employees based on each plan's eligibility requirements.

A. Health Insurance
   1. ~~Full-time e~~ Employees granted health insurance coverage under any terms or agreement must also meet the conditions of eligibility as established by the plan provider.
   2. In order to be covered by the health insurance plan, eligible employees must enroll by the first of the following month of hire. If an employee fails to enroll within the allotted time period, s/he shall not be covered until the following open enrollment period established by the City, except as outlined in the plan providers eligible life change criteria.
   3. All changes to an employee's plan due to eligible life changes must be made within thirty (30) days of the date of the event. Changes may be made according the following life events:
      a. Marital status changes (marriage, divorce, separation)
      b. Dependent status changes (birth, death, adoption)
      c. Death of the employee or employee's spouse
      d. The spouse begins or terminates employment, affecting benefit coverage
      e. The spouse loses health insurance coverage through his/her employer
      f. Employment separation (for any reason)
      g. Employment status change (full-time to part-time or part-time to full-time)
   4. Insurance coverage begins on the first day of the month following the first thirty (30) days of employment.
   5. Health insurance premiums are paid by the City, except as indicated in 6 and 7 below.

6. Employees on leave of absence without pay shall be required to pay the total premium for the period of the leave, unless leave is qualified under the Family and Medical Leave Act.
7. Health insurance benefits may be continued upon termination of employment at the employee's option, under the Continuation of Benefits (COBRA) policy.

B. Dental Insurance
1. Full-time and part-time employees have the option to participate in the City's dental insurance plan, under the terms or agreement and conditions of eligibility as established by the provider.
2. Enrollment must be made at the same time as the health insurance, or during the City's open enrollment period.
3. Changes in enrollment must be made within thirty (30) days of eligible life changes as indicated in A.3. or during the open enrollment period.
4. Employees are responsible for dental health premiums through payroll deduction.

C. Life Insurance
1. Full-time and part-time employees have the option to participate in the City's life insurance plan, under the terms and agreement and conditions of eligibility of the plan provider.
2. Enrollment must be made within thirty (30) days of the date of hire.
3. Employees are responsible for life insurance premiums through payroll deduction.

D. Long and Short-Term Disability Insurance
1. Full-time and part-time employees have the option to participate in the City's long term and short term disability plans, under the terms and agreement and conditions of eligibility of the plan provider.
2. Enrollment must be made within thirty (30) days of the date of hire, or during the open enrollment period.
3. Employees are responsible for long term (and short term) disability insurance premiums through payroll deduction.

E. Plan Provisions
1. Under the terms and conditions of the various insurance plan coverages and benefits, certain services and costs may not be covered or provided by the plan provider, depending on the provider used by the City.

2. The specific plan provisions, including premium costs, co-payments, deductibles and other factors related to plan coverage, are subject to change dependent upon the plan providers approved and selected by the Mayor.