City Council Regular Meeting

Tuesday, November 3, 2026 at 7:00 PM
Council Chambers at City Hall Building and Online
110 S. Center Street, Santaquin, UT 84655

Meetings Held in Person & Online

The public is invited to participate as outlined below:

- **In Person** – The meeting will be held in the Council Chambers on the Main Floor in the City Hall Building.
- **YouTube Live** – Some public meetings will be shown live on the Santaquin City YouTube Channel, which can be found at Santaquin City YouTube Channel Link or by searching for Santaquin City Channel on YouTube.

ADA Notice

If you are planning to attend this Public Meeting and due to a disability need assistance in understanding or participating in the meeting, please notify the City Office 10 or more hours in advance and we will, within reason, provide what assistance may be required.

AGENDA

Roll Call

Pledge of Allegiance

Invocation / Inspirational Thought

Declaration of Potential Conflicts of Interest

Consent Agenda (Minutes, Bills)

Minutes

1. 10-20-2026 City Council Meeting Minutes

Bills

2. City Expenditures from 10-17-2026 to 10-30-2026 in the amount of $410,168.20

Public Forum

3. Public Forum

Building Permit & Business License Report

Resolutions

Resolutions

4. Resolution 11-01-2026 - A Resolution Amending the Santaquin City Employee Policy and Procedure Handbook

5. Resolution 11-02-2026 - Cooperative Wildland 2027 Participation Commitment Statement

Reports of Officers, Staff, Boards, and Committees

Reports by Mayor and Council Members

Closed Session

(May be called to discuss the character, professional competence, or physical or mental health of an individual, or deployment of security personnel, devices, or systems.)

Closed Session

(May be called to discuss pending or reasonably imminent litigation; collective bargaining; and/or the purchase, exchange, or lease of real property, a proposed development agreement, a project proposal, or a financing proposal related to the development of land owned by the State.)

Adjournment

Certificate of Mailing/Posting

The undersigned duly appointed City Recorder for the municipality of Santaquin City hereby certifies that a copy of the foregoing Notice and Agenda may be found at the City of Santaquin, UT Website, in three physical locations (Santaquin City Hall, Zions Bank, Santaquin Post Office), and on the State of Utah's Public Notice Website. A copy of the notice may also be requested by calling (801)754-1904.

By: 

Stephanie Christensen, City Recorder

REGULAR CITY COUNCIL MEETING
Tuesday, October 20th, 2026, at 7:00 p.m.
Council Chambers at City Hall and Online

MINUTES

Mayor Pro Tempore Jeff Siddoway called the meeting to order at 7:00 p.m.

ROLL CALL
Councilor Members present included Travis Keel, Jeff Siddoway, Art Adcock and Brian Del Rosario
Absent Lynn Mecham

Others present included City Manager Norm Beagley, Assistant City Manager Jason Bond, City Legal Counsel Brett Rich, City Recorder Stephanie Christensen, Digital Content Specialist Molly Warnock, City Engineer Jon Lundell, Fire Chief Ryan Lind, Lillian Kump, with Tabitha's Way, Jon Haderlie, with Larson & Co., Bruce Hayes, Stephen Larsen, Mark Openshaw, Bruce Hayes, Eric Poetschlag, Jessica Baller, Matt Wren, Kristi Openshaw, Joshua Foster and others members of the public.

PLEDGE OF ALLEGIANCE
Assistant City Manager Jason Bond led the Pledge of Allegiance.

INVOCATION/INSPIRATIONAL THOUGHT
Mr. Bruce Hayes offered an invocation.

DECLARATION OF POTENTIAL CONFLICTS OF INTEREST
No members of the City Council expressed any conflict of interest.

CONSENT AGENDA (MINUTES, BILLS, ITEMS)

Minutes
1. 09-15-2026 City Council Regular Meeting Minutes

Bills
2. City Expenditures from 09-12-2026 to 10-02-2026 in the amount of $2,117,314.65
3. City Expenditures from 10-03-2026 to 10-16-2026 in the amount of $1,262,991.55
Mayor Pro Tempore Jeff Siddoway asked if there were any questions or changes needed with the meeting minutes or questions regarding City expenditures. There were no changes or comments.

Mayor Pro Tempore Jeff Siddoway asked for a Motion. Council Member Travis Keel moved to approve the Consent Agenda items 1 through 3. Council Member Brian Del Rosario seconded the motion.

Council Member Art Adcock	Yes
Council Member Brian Del Rosario	Yes
Council Member Travis Keel	Yes
Council Member Lynn Mecham	Absent

Council Member Jeff Siddoway Yes

The motion passed.

PUBLIC FORUM
4. Public Forum

Bruce Hayes addressed the Council Members regarding three matters.

Old Library Conversion to Art Museum. Mr. Hayes and his wife support converting the old library into an art museum. He noted this would require minimal City investment while providing support for local artists. He proposed establishing connections with UVU and BYU for student exhibitions and internship opportunities. He and his wife have expressed interest in volunteering to help staff at such a facility, and he believes securing volunteers would be relatively easy. A letter was previously submitted to the City supporting this proposal.

Mr. Hayes noted that the average home cost in Utah County is $412,000, leaving lower-income residents underserved. He suggested that other communities have successfully established tiny home parks and recommended the City evaluate whether ordinances could be amended to support such developments. He did not provide specific proposals, but offered this as a consideration. Mr. Hayes also asked how long the City could provide water to residents in the event of an earthquake causing a power outage.

City Manager Norm Beagley responded to the water emergency question. He explained that current estimates suggest the City could provide water for approximately three to four days with conservation efforts and community cooperation. City Manager Beagley stated that this is only a guesstimate off the top of his head. Emergency generators have been a focus for the City for several years, and the recent Eureka fire has elevated this priority. However, generators present a challenge even with a generator, without diesel fuel, only 12 to 24 hours of pumping capacity is available. The City has some reserve tanks and is exploring grant opportunities to improve emergency water capacity. City staff and emergency management are actively working on possible solutions, but he acknowledged the City is not yet comfortable with the current state of preparedness with regard to generators.

Council Member Art Adcock addressed concerns about water delivery line ruptures, noting that even with generators and fuel, broken delivery lines would prevent water from reaching homes. This raised the broader complexity of water resilience beyond just pumping capacity. Mr. Hayes acknowledged Mr. Adcock’s concern and suggested increasing diesel fuel storage capacity as one potential solution. He expressed that his internal concerns about the community's emergency water preparedness are significant, and he urged the City to expedite addressing this issue.

Stephen Larson addressed the Council Members.

Mr. Larson provided context regarding the Department of Oil, Gas and Mining's involvement with the Grey Cliffs development project. He explained that two years ago, the State Department determined an additional hard rock mining permit was required. He clarified that all work being performed adheres strictly to the City's ordinances and the development agreement, with no exceptions, extensions, or deviations. The project involves three phases of grading, with only the first and half of the second phase impacted by the additional State permitting and bonding requirements. Regarding hard rock removal methodology, Mr. Larson stated that the project uses a 125,000-ton trackhoe with a single tooth to carefully extract and place hard rock, rather than using blasting. This method allows the project to maintain the fine sculpted surface required. He noted that while blasting was once considered, it does not suit the project's needs due to slope control requirements, nor is it permitted (by the City).

Lillian Kump was next to address the Council Members.

Ms. Kump thanked the Council for supporting Tabitha's Way's mobile pantry operations in Santaquin. She noted that the Mayor had previously volunteered at one of their mobile sites and expressed appreciation for community volunteers. Ms. Kump announced Tabitha's Way's Christmas dinner giveaway, scheduled for December 19, 2026. She invited Council Members to participate by helping distribute meals through their drive-thru service on that date. The event serves families from Springville to Santaquin. She distributed six invitations to Council Members and noted additional invitations were available.

Mark Openshaw addressed the Council Members.

Mr. Openshaw stated that the City is looking very nice and clean and he appreciates the work put forth. Mr. Openshaw then stated that there has been a property dispute between him and the City related to 2023 flooding. In 2023, during the flood year, Mr. Openshaw proactively offered his property as an outlet for flood water. He said he requested that the City use his land for this purpose and then restore it afterward. However, he stated that the City, without proper authority from the Flood Management Board, redirected water away from the north side of Exit 244 on the Parkway. This redirection caused water to flow under the freeway, creating a washout and sinkhole on his property. Mr. Openshaw incurred significant costs repairing the damage, including work done along a fence line where the City did not have a prescriptive easement. He requested reimbursement of $1,700 from the City, which was declined. Mr. Openshaw expressed feeling betrayed by the denial of reimbursement and noted that his total damage exceeded $30,000. He mentioned his wife was undergoing breast cancer treatment during this period and that he chose to deprioritize the issue at that time.

Mr. Openshaw further stated that representatives from UDOT subsequently contacted him in an antagonistic manner based on false information allegedly provided by Council Members and the Mayor. He has since resolved these relationships and built positive connections with UDOT.

Mr. Openshaw announced that his attorney would contact the City's attorney to attempt resolution outside further legal action. He warned that if the matter is not resolved, a legal lawsuit would be filed covering not just the $1,700, but also defamation and other damages related to the broader situation.

Mayor Pro Tempore Jeff Siddoway thanked the public for their comments.

BUILDING PERMIT & BUSINESS LICENSE REPORT

Assistant City Manager Bond presented the Building Permit Report. 189 residential units have been issued building permits in the current calendar year. In comparison, 31 single and multi-family residential units have been issued building permits in the current fiscal year (July 1, 2026 – June 30, 2027). We had 3 new business licenses issued in the last month.

DISCUSSION & POSSIBLE ACTION

5. Discussion & Possible Action – Acceptance of Larson & Co FY 2025-2026 Audit Report

Mr. John Haderlie with Larson & Co presented the City’s FY 2025-26 financial audit report. He reported that the audit process went smoothly with timely cooperation from City staff. He noted that City staff provided significant input into the financial statements due to new accounting standards and requirements implemented this year. The audit resulted in an unqualified/unmodified (clean) opinion on the financial statements, meaning no material misstatements were identified. Financial statements are materially correct.

Mr. Haderlie emphasized that financial statements are the responsibility of management, not auditors. Due to COVID-related changes in auditing standards, auditors must now evaluate whether conditions exist affecting an organization's ability to continue (into the future) as a going concern. This concept is being replaced with "financial stress" in future standards. No such concerns were identified for Santaquin City.

The auditors reviewed internal controls and identified no significant deficiencies or material weaknesses. Controls are in place and functioning appropriately. Mr. Haderlie explained that auditors establish materiality thresholds and do not examine every transaction. If identified differences are below the materiality threshold, financial statements are still considered materially correct. A complete forensic audit examining all transactions would require over one year and would incur significant costs.

The auditor tested compliance in the following areas. Budgetary compliance and budget integrity, fraud risk assessment, restricted revenue usage, fund balance requirements (5-35% window for general fund), government fees, debt limits (new compliance area partially driven by state concerns). Result: unqualified/unmodified opinion on state compliance, with no findings. The general fund revenues are at 21% and expenditures are at 22% as of the first quarter, with 25% of the fiscal year elapsed. Fund balance remains within required parameters.

Council Member Brian Del Rosario asked for clarification on the term "material" to ensure Council Members understood that a clean audit does not mean there are zero issues, only that any issues identified are not material enough to change users' understanding of the financial statements. Mr. Haderlie provided a detailed explanation. Auditors establish materiality based on the size of budgets, fund balances, and other factors. For example, if an auditor recalculates balances and finds differences of a couple thousand dollars but materiality is established at a higher threshold, the difference is considered immaterial. This approach provides external parties with validation that the majority of balances have been tested, and any differences are too small to affect users' decision-making.

RESOLUTIONS, ORDINANCES & DISCUSSION & POSSIBLE ACTION ITEMS

Resolutions

6. Resolution 10-01-2026 – A Resolution Approving the Required Annual Fraud Risk Assessment

Mayor Pro Tempore Jeff Siddoway asked the Council Members if there was any further discussion needed to approve the fraud risk assessment. Council commented that there were no further discussions needed.

Mayor Pro Tempore Jeff Siddoway asked for a Motion. Council Member Travis Keel moved to approve ***Resolution 10-01-2026 – A Resolution Approving the Required Annual Fraud Risk Assessment.*** Council Member Brian Del Rosario seconded the motion.

Council Member Art Adcock	Yes
Council Member Brian Del Rosario	Yes
Council Member Travis Keel	Yes
Council Member Lynn Mecham	Absent
Council Member Jeff Siddoway	Yes

The motion passed.

7. Resolution 10-02-2026 - Surplus Property Fire Department

Fire Chief Ryan Lind presented a resolution to declare a 26-year-old fire truck as surplus property. The City acquired the truck from Provo 21 years ago. The truck is currently out of compliance, with a functioning pump, but an uncertified ladder. It was initially appraised at $90,000, which Fire Chief Lind noted was overly optimistic. He reduced the asking price to $50,000 with no interest from potential buyers.

Fire Chief Lind stated that rather than immediately auctioning the truck, a few possible options were discussed. Public Surplus, list the truck on public surplus websites for potential buyers. Rural Fire Departments (Preferred Option), reach out through the State Fire Chiefs association to determine if small rural fire departments lacking equipment might benefit from the truck. While not fully compliant, a functioning pump providing water is more valuable than nothing for very small departments. He noted that in a house fire, residents don't ask to see pump certifications before water begins flowing. Neighboring Communities, small neighboring communities that Santaquin serves with ambulance and police services might benefit from the equipment if they lack funding to purchase new gear.

Council Member Art Adcock questioned whether the truck, being out of compliance, could still be used. Fire Chief Lind responded that while not meeting current certification standards, the pump functions and can deliver water for firefighting purposes.

Mayor Pro Tempore Jeff Siddoway asked for a Motion. Council Member Travis Keel moved to approve ***Resolution 10-02-2026 - Surplus Property Fire Department.*** Council Member Brian Del Rosario seconded the motion.

Council Member Art Adcock	Yes
Council Member Brian Del Rosario	Yes
Council Member Travis Keel	Yes
Council Member Lynn Mecham	Absent
Council Member Jeff Siddoway	Yes

The motion passed.

8. Resolution 10-03-2026 - Surplus Property Police Department

City Manager Norm Beagley presented Resolution 10-03-2026 to the Council Members to declare approximately 14 firearms as surplus property from the police department. These weapons have been held as evidence over the years, but are no longer needed for evidentiary purposes and present storage challenges. City Manager Beagley stated the firearms are not duty weapons, but rather confiscated evidence or items turned over to the City. They are federally registered and would be sold as a single lot to a federal firearms licensee rather than individually. This approach streamlines the disposal process and avoids the need for background checks on individual sales.

Council Member Art Adcock asked whether the City had contacted local firearms dealers in town holding federal firearms licenses. City Manager Beagley indicated he did not have an immediate answer, but committed to exploring that option. Council Member Jeff Siddoway requested to be informed about which dealer ultimately purchases the firearms. Council Member Travis Keel emphasized these firearms were not related to any criminal events and have been cleared.

Mayor Pro Tempore Jeff Siddoway asked for a Motion. Council Member Art Adcock moved to approve ***Resolution 10-03-2026 - Surplus Property Police Department.*** Council Member Brian Del Rosario seconded the motion.

Council Member Art Adcock	Yes
Council Member Brian Del Rosario	Yes
Council Member Travis Keel	Yes
Council Member Lynn Mecham	Absent
Council Member Jeff Siddoway	Yes

The motion passed.

9. Resolution 10-04-2026 – UDOT Master Agreement for Utilities Designs (I-15 Project)
City Engineer Jon Lundell presented a resolution to approve a master service agreement with UDOT for the I-15 Main Street overpass project. The agreement establishes the framework for City involvement in project design and construction phases, including involvement timelines and processes. The master agreement creates the operational framework for the project. Future supplemental agreements will address betterments, improvements the City requests to be completed during construction. Potential betterments could include, upsizing the water line running under I-15, replacing aging streetlights, installing emergency transponders that communicate with EMS and fire departments, and powder coating signal poles to change from galvanized to black for aesthetic continuity (approximately $6,000-$7,000 per light).

UDOT plans to issue a contractor request for proposals in November 2026. The overall project is anticipated to take approximately two and a half years from the start of construction. Council Member Art Adcock asked about the project timeline. City Engineer Lundell confirmed the November RFP issuance with a couple of months for contractor bid preparation.

Council Member Brian Del Rosario emphasized the importance of proactive, coordinated public outreach. He expressed concern that construction impacts (road closures, overnight work) would generate numerous resident questions and complaints. He urged the City to anticipate these concerns and get ahead of them through coordination between engineering and the public outreach position. Council Member Del Rosario recommended advertising about where residents can obtain information, whom to contact with questions, and what changes to expect. City Engineer Lundell responded that UDOT has already established a website with initial information and has a public involvement team involved. The contractor will provide communication materials to be forwarded to the City for posting on its website and social media.

City Manager Norm Beagley noted that UDOT has provided contact information and a website for resident questions. He indicated the City will post information about road closures, potential overnight work (occasionally necessary to meet paving deadlines), and construction contacts through newsletters and other channels. UDOT's public involvement team will generate content, but the City will assist in distributing it.

Mayor Pro Tempore Jeff Siddoway asked for a Motion. Council Member Brian Del Rosario moved to approve ***Resolution 10-04-2026 – UDOT Master Agreement for Utilities Designs (I-15 Project).*** Council Member Art Adcock seconded the motion.

Council Member Art Adcock	Yes
Council Member Brian Del Rosario	Yes
Council Member Travis Keel	Yes
Council Member Lynn Mecham	Absent
Council Member Jeff Siddoway	Yes

The motion passed.

Ordinances

10. Ordinance 10-01-2026 – An Ordinance Amending Santaquin City Nonconforming Sign Code
Assistant City Manager Jason Bond presented an ordinance to amend Santaquin City's nonconforming sign code. The amendment was initiated by Yesco , a sign company working with Maverik, which is renovating the existing Kars gas station into a Maverik gas station. The Kars location currently has an 80-foot-tall legal, nonconforming sign. Maverik proposes replacing it with a 65-foot sign. However, Santaquin's current sign code limits signs to 40 feet. While the proposed 65-foot sign exceeds current code, it represents a significant reduction from 80 feet and moves closer to compliance.

Assistant City Manager Bond stated the amendment creates an exception clause allowing the Design Review Committee (DRC) to approve legal nonconforming signs being reduced toward compliance, provided objective criteria are met (such as impacts on neighboring property owners). This provides a streamlined administrative process with objective standards rather than requiring City Council approval for each situation. He stated the Planning Commission unanimously recommended favorable approval of the ordinance language.

Council Member Art Adcock asked what would occur if the ordinance was not approved. Assisted City Manager Bond responded that Maverik could either maintain the existing 80-foot sign or seek an exception through a development agreement with the City.

Council Member Brian Del Rosario noted that the ordinance effectively transfers decision-making authority from the elected City Council to unelected DRC staff. While not inherently problematic, he wanted to highlight this authority shift for transparency. He noted that over time, such delegations can create confusion about how decisions were made, and residents may question why unelected officials are making certain approvals. Assistant City Manager Bond responded that the administrative process with objective criteria in the code ensures fair and consistent treatment of all similar situations, rather than handling each through individual legislative agreements.

Mayor Pro Tempore Siddoway noted that the City's code is not perfect which is why the amendment process exists. He pointed out that the 80-foot sign was approved 17 years ago for reasons now unknown, and codes have since changed. In that location below the I-15 bridge, a higher sign may be necessary for adequate visibility, making the exception reasonable. Assistant City Manager Bond noted that signs and parking are historically contentious planning topics that generate strong resident opinions. Council Member Adcock acknowledged that sign code discussions arise regularly and pointed out the merit in allowing legal nonconforming signs to become more conforming rather than remaining permanently nonconforming.

Mayor Pro Tempore Jeff Siddoway asked for a Motion. Council Member Brian Del Rosario moved to approve ***Ordinance 10-01-2026 – An Ordinance Amending Santaquin City Nonconforming Sign Code.*** Council Member Travis Keel seconded the motion.

Council Member Art Adcock	Yes
Council Member Brian Del Rosario	Yes
Council Member Travis Keel	Yes
Council Member Lynn Mecham	Absent
Council Member Jeff Siddoway	Yes

The motion passed.

Discussion & Possible Action

11. Discussion and Possible Action – Award of Engineering Services Agreement for Stormwater MP Update.

City Engineer Jon Lundell presented the selection of an engineering firm for the storm-drain master-plan update. The City received three proposals from Hansen, Allen & Luce; J-U-B Engineers; and Methods Consulting. A selection evaluation committee of five members scored proposals based on: Project team qualifications, approach to the project, and relevant experience with storm-drain master plans. The committee recommended Hansen, Allen & Luce.

The comprehensive scope includes an overall master-plan update, impact fee analysis and impact fee facilities plan, annual fee update analysis to account for construction cost increases and a stormwater rate study. The stormwater rate study is particularly important because the City's storm-drain rates, charged on monthly utility bills, have only received COLA (cost-of-living) adjustments since being implemented seven years ago. The rate study will evaluate whether current rates appropriately reflect costs.

The rate study cost is not impact-fee eligible and must be funded from a separate budget item. The impact fee update will ensure the City's impact fees account for recent construction cost increases, preventing the city from being years behind in its fee assessments.

Mayor Pro Tempore Jeff Siddoway asked for a Motion. Council Member Art Adcock moved to approve ***Award of Engineering Services Agreement for Stormwater MP Update.*** Council Member Brian Del Rosario seconded the motion.

Council Member Art Adcock	Yes
Council Member Brian Del Rosario	Yes
Council Member Travis Keel	Yes
Council Member Lynn Mecham	Absent
Council Member Jeff Siddoway	Yes

The motion passed.

12. Discussion and Possible Action – FY 2026-2027 1st Quarter Budget Report

City Manager Norm Beagley presented a high-level first-quarter (July 1 - September 30) budget report on behalf of Finance Director Shannon Hoffman, who was unavailable. City Manager Beagley emphasized this was a snapshot in time and provided high-level observations. Despite being 25% through the fiscal year, General Fund revenues are at 21% and expenditures are at 22%. This slight imbalance is expected. December and January, when property tax revenues arrive, will shift the balance favorably to the City. Library Construction: Nearly complete and within budget. Shelving is scheduled to arrive the following week. Furnishings are expected in early December. The City is targeting a January reopening. One of two lawnmowers has been purchased. The second lawnmower will be ordered in spring due to cash flow considerations and to avoid having unused equipment over winter. Capital computer expenditures are currently low because the City makes one large computer purchase annually (to rotate out old equipment), which will occur in the next month or two. This creates a one-time spike rather than even distribution throughout the year.

City Manager Beagley stated the road capital expenditures appear elevated because asphalt work is front-loaded in the fiscal year. Road maintenance is not linear, significant work occurs in one period with lighter activity later. Water Fund: Revenues and expenditures are on track. Expenditures are slightly low due to staffing vacancies that are now being filled. Capital spending for meters and similar items will occur but hasn't yet. This will normalize expenditures over time.

Sewer Fund: On track.

City Manager Norm Beagley reported expenditures are slightly high due to the water reclamation project currently underway, we will be completing this in the next couple of months. A time-only change order was previously approved, extending the timeline without affecting project cost due to equipment ordering delays.

Pressurized Irrigation revenues and expenditures will appear high now but will normalize when the system shuts down in mid-October. During winter months, with the system down, there is no usage revenue and minimal maintenance expenditures.

Community services, museum, library are on track. Sporting events and program enrollment (martial arts, cheer, soccer, baseball) cause revenue fluctuations.

Fire Department is close to expectations. Revenue is up due to the active fire season and expenditures are about right.

City Manager Beagley said the budget is performing as projected for the first quarter. He and Finance Director Shannon Hoffman meet regularly to monitor trends and investigate possible concerning variances. The City sees no significant sales-tax concern or major economic trends requiring budget action at this time. Council Member Brian Del Rosario asked whether declining building permits and property values trending downward would impact tax revenue. City Manager Beagley noted that property value assessments for tax purposes are determined by the County and State in spring (of each year), and he has not received indication of major concerns.

Council Member Brain Del Rosario asked about staffing vacancies mentioned in the expenditure section. City Manager Norm Beagley explained the City recently lost five positions in public works. Three Park's individuals (two to outside private entities, one to another city), one water operator (to another city), one electrician (to an outside entity). Three and a half of these positions are now hired and starting the following week. Interviews for the remaining position are scheduled for next week. Council Member Del Rosario asked about recruitment strategy, noting that data about application rates, vacancy length, and posting locations would reveal compensation competitiveness. City Manager Beagley noted the City received, I believe, over 50 resumes for the Public Works positions, resulting in 16 interviews. For two part-time library positions, the City received 153 applications reported City Manager Beagley. City Manager Beagley stated that while the larger number seems robust, actual qualified applicants are far fewer (perhaps fewer than 10) because many candidates use automated application systems, like Indeed, to apply to multiple jobs without carefully matching qualifications. Finding qualified candidates requires City staff manually sifting through all applicants, checking references, and verifying experience, as Indeed does not provide comprehensive background information.

City Manager Norm Beagley noted that the two positions lost to other cities went to (municipal) employers paying $3 per hour more ($6,000+ more annually). For the exits of employees to the private sector, a recent example involved an employee who left for a $50,000 raise, which is impossible for the City to match. The qualified applicant pool is now stronger than in previous years. Recent interviews included at least two candidates who were former City employees returning after outside employment, suggesting the private sector wasn't always greener.

Council Member Del Rosario suggested the City be proactive about talent strategy beyond simply stating it doesn't pay enough. He referenced the City's prior addition of contract language for police officers requiring repayment of bonuses if they leave within a certain period a strategic retention approach. City Manager Beagley acknowledged the challenge of losing trained staff to the private sector, which makes employees more valuable to private employers. He noted the City provides good benefits but struggles to match net pay offered by the private sector. Mayor Pro Tempore Siddoway mentioned that in recent interviews he observed, at least two candidates were former city employees who had left but were applying to return.

REPORTS BY OFFICERS, STAFF, BOARDS AND COMMITTEES

Assistant City Manager Jason Bond announced several staffing transitions. Randy Spatafora retired after 28 years as the City's Building Official. His service and contributions to the City were acknowledged. Jared Shepard was promoted to Building Official, bringing nearly 20 years of experience. His promotion maintains the high level of competency and service in the building department. New Part-Time Employees. Heather Campbell and Emmy McDowell were hired as part-time employees to fill the role previously held by Janesha Jackson in the passport office and employee wellness programs. Both have been with the City for a couple of weeks.

Assistant City Manager Bond updated the Council Members on DRC and Planning Commission. Heritage Circle Subdivision is a smaller subdivision on the north/west side of Main Street with approximately six lots. A preliminary plan is being reviewed by the DRC. Sunset Ridge Subdivision, a larger subdivision on the east side of I-15 in the upper Main Street area with approximately 20 lots. This development is in the vicinity of the debris basin the City has been working on, and the City Council has already approved the development agreement. A preliminary plan will be reviewed. The Planning Commission will review an infill reduction proposal allowing the developer to reduce lot sizes and lot widths.

City Manager Norm Beagley reported on the CUP water testing. The City conducted CUP water testing this year and identified programming inconsistencies that were corrected. The City received approximately 300 acre-feet of water from CUP this year, representing about one-third of its annual allotment. This water equivalent to approximately 45 days of supply proved valuable during this dry year and will continue to be available in the future. The new recreation building is complete and operational, though final finishing touches remain such as receiving the second half of (separation) curtain. The building is being used by multiple departments and programs and has become a fantastic amenity for the City. The new cemetery building is under (finish) construction on a lot previously designated residential, but now zoned for public facility use. The floor has been poured, and electrical, plumbing, and site work will follow. Completion is expected next year, as the building will not be finished far enough along to pave for this year/construction season.

City Manager Beagley stated a minor change to the Waste Management garbage collection schedule will allow an additional truck to service the City one more day per week. The north side of Main Street Will still be one collection day (west of freeway—unchanged). The south side of Main Street will have another collection day (west of freeway—unchanged). The east of freeway is moving to Wednesday (change from previous schedule). This provides additional collection capacity for new customers and other possible changes. The change takes effect in a couple of weeks following Waste Management's advertising and coordination. Waste Management has begun tagging affect cans for this change.

The Library project timeline is now firm on the official closure November 2, 2026 (Monday). The closure period will be November 2 through end of December. And the target reopening is early January 2027. The book moving event will be November 3, 2026 (Election Day) from 2:00 pm - 4:00 pm. Not all books will be moved (many have been or will be boxed). Volunteers are encouraged to participate. The library

has another event scheduled that evening, and a City Council meeting is also occurring, which creates scheduling constraints. The bookshelf equipment delivery and installation is scheduled for Monday-Tuesday next week. The furniture delivery is late November/early December (for offices, makerspace, conference rooms). And the RFID gates and electronic equipment installation will be coordinated after furniture delivery. He stated the reopening scenario, if work progresses faster than expected, then a soft opening will be in mid to late December, potential six-week closure. If work proceeds on current timeline an eight-week closure will run through the end of December. Grand opening and ribbon cutting is scheduled for January 4, 2027. City Manager Norm Beagley encouraged the Council Members to mark their calendars to attend the November 3rd and January 4th events.

Council Member Art Adcock suggested shifting the book-moving event to 3:00 pm - 5:00 pm and recruiting elementary school students to help, thinking students would enjoy the activity. City Manager Beagley responded the library staff noted that another event has been heavily advertised for that same evening, and splitting library staff's attention between multiple events creates logistical challenges.

REPORTS BY COUNCIL MEMBERS

Council Member Travis Keel complimented the City's appearance and noted that the flowerbeds on the east end of town have lovely flowers. He acknowledged someone mentioned this to him and expressed appreciation for whoever maintains them, noting they look fantastic.

Council Member Art Adcock asked about the lifespan of a $23,000 blower for the wastewater reclamation facility and how many are in use. City Manager Norm Beagley responded that blowers cost between $18,000 and $40,000 depending on size and capacity. They last based on operational hours (approximately 30,000-40,000 hours) rather than calendar years. The City has approximately a dozen blowers of varying sizes and capacity that wear out over time. Council Member Adcock asked the Council to revisit and re-evaluate the City's lobbying expenditures to ensure the investment is still justified and necessary. City Manager Beagley agreed to discuss this further during next year's budget planning, noting the City believes it's receiving value from lobbying efforts, while inviting continued evaluation. He also mentioned the City paid $851 to L.N. Curtis & Sons for a cab filter and asked what truck this was for. Fire Chief Ryan Lind responded that these are internal cab filters in fire apparatus (the City has two engines with such filters) designed to filter out carcinogens that firefighters are exposed to during operations. Replacement filters from equipment that's 20+ years old are necessary to maintain firefighter safety. Council Member Adcock expressed strong support for prioritizing the development and funding of a fire station at Summit Ridge. While acknowledging not knowing the funding source, he emphasized this should be the City's next highest priority. He also announced that the American Legion is sponsoring a dinner for any Santaquin veterans and their guests on Friday, November 13, 2026, at 5:30 pm. Interested veterans should contact Helen Kester at 801-754-3931 to RSVP.

Council Member Brian Del Rosario asked the Council Members whether anyone opposed repeating the holiday lights competition from the previous year. He stated last year he sponsored the competition, paid for all materials and most work, with staff assisting only with social media communication and map creation. He wanted to confirm there was no opposition before moving forward with the Mayor and staff. Manager Beagley suggested he notify the Mayor as well, since the Mayor was not present. Council Member Del Rosario agreed to do so and noted his confirmation check with present Council Members was a preliminary step.

Council Member Jeff Siddoway asked if there were any updates on the data center. City Manager Norm Beagley reported the developer has completed some preliminary clearing and grubbing work on the site, but communication has been minimal over the past couple of months. The City is awaiting information about next steps. Staff is unclear on whether an air permit has been obtained.

ADJOURNMENT
Council Member Brian Del Rosario moved to adjourn the meeting. Council Member Travis Keel seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Absent
Councilor Siddoway	Yes

The motion passed.

The meeting was adjourned at 8:44 p.m.

ATTEST:

_____ _____

Daniel M. Olson, Mayor **Stephanie Christensen, City Recorder**

DRAFT

SANTAQUIN CITY CORPORATION
Check Register
CHECKING - ZIONS - 10/17/2026 to 10/30/2026

Payee Name:	Payment Date:	Amount:	Description:	Ledger Account:
ACE RENTS INC.	10/30/2026	$418.38	Rental Equipment for Library Expansion	6740730 - CAPITAL PROJECTS
AERZSEN USA CORPORATION	10/22/2026	$2,182.58	Oil for blower stages	5240550 - WRF - EQUIPMENT MAINTENANCE
AERZSEN USA CORPORATION	10/22/2026	$22,940.26	New Blower Stage-GM35S 16B402	5240555 - WRF - EQUIPMENT REPLACEMENT
		$25,122.84		
ALGER, RUSTY	10/30/2026	$847.50	AEMT Class Reimbursement 50%	7657235 - EMS - EDUCATION, TRAINING & TRAVEL
ARMSTRONG, NATHEN	10/30/2026	$113.70	Duty Belt Reimbursement	1054240 - SUPPLIES
AT&T MOBILITY	10/30/2026	$373.82	Cell Phones and iPad Services	7657280 - TELEPHONE
AT&T MOBILITY	10/30/2026	$25.87	Tablets	5140280 - TELEPHONE
AT&T MOBILITY	10/30/2026	$25.88	Tablets	5440280 - TELEPHONE
		$425.57		
BEE HIVE CDL TRAINING INC	10/22/2026	$288.00	CDL Training and Testing	5440230 - EDUCATION, TRAINING & TRAVEL
BEE HIVE CDL TRAINING INC	10/22/2026	$480.00	CDL Training and Testing	1060230 - EDUCATION, TRAINING & TRAVEL
BEE HIVE CDL TRAINING INC	10/22/2026	$480.00	CDL Training and Testing	1070230 - EDUCATION, TRAINING & TRAVEL
BEE HIVE CDL TRAINING INC	10/22/2026	$576.00	CDL Training and Testing	5140230 - EDUCATION, TRAINING & TRAVEL
BEE HIVE CDL TRAINING INC	10/22/2026	$576.00	CDL Training and Testing	5240230 - EDUCATION, TRAINING & TRAVEL
		$2,400.00		
BENNETT, SHANTELL *	10/30/2026	$27.52	Refund: 364257 - BENNETT, SHANTELL *	5113110 - ACCOUNTS RECEIVABLE
BRADSHAW, MCKINZIE	10/30/2026	$539.35	ULEAP Conference Per Diem + Mileage	1054230 - EDUCATION, TRAINING & TRAVEL
BRANDON FINLINSON/C DELANEY LLC (RENTAL) +	10/30/2026	$85.72	Refund: 1306472 - BRANDON FINLINSON/C DELANEY LLC (RENTAL) +	5113110 - ACCOUNTS RECEIVABLE
BUFFO'S TERMITE & PEST CONTROL	10/22/2026	$264.00	Harvest View-Buffo's Monthly Rodent Service	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
BUFFO'S TERMITE & PEST CONTROL	10/22/2026	$110.00	Buffo's Fall Treatment Program-Library	1051300 - BUILDINGS & GROUND MAINTENANCE
BUFFO'S TERMITE & PEST CONTROL	10/22/2026	$150.00	Buffo's Fall Treatment Program-Rec Building-190 S 400 W	1051300 - BUILDINGS & GROUND MAINTENANCE
BUFFO'S TERMITE & PEST CONTROL	10/22/2026	$234.00	Buffo's Fall Treatment Program-Public Safety Building	1051300 - BUILDINGS & GROUND MAINTENANCE
BUFFO'S TERMITE & PEST CONTROL	10/30/2026	$190.00	Buffo's-Fall Treatment-City Hall	1051300 - BUILDINGS & GROUND MAINTENANCE
		$948.00		
BUTTERS, WENDY	10/22/2026	$126.68	Utah Business License Association membership for Gwen.	1078210 - BOOKS, SUBSCRIPT, & MEMBERSHIP
CALDWELL, JACOB *	10/30/2026	$9.85	REISSUE CHECK 03/06/2025 DID NOT RECEIVE UTILTIY TERMINATION CREDIT	1015800 - SUSPENSE
CALDWELL, JACOB *	10/29/2026	-$9.85	REISSUE CHECK 03/06/2025 DID NOT RECEIVE UTILTIY TERMINATION CREDIT	1015800 - SUSPENSE
		$0.00		
CENTURY EQUIPMENT COMP	10/30/2026	-$25.00	Core return	1060250 - EQUIPMENT MAINTENANCE
CENTURY EQUIPMENT COMP	10/30/2026	-$25.00	Core return	1070250 - EQUIPMENT MAINTENANCE
CENTURY EQUIPMENT COMP	10/30/2026	-$25.00	Core return	5140250 - EQUIPMENT MAINTENANCE
CENTURY EQUIPMENT COMP	10/30/2026	$24.61	PW70 Backhoe Repair	5440250 - EQUIPMENT MAINTENANCE
CENTURY EQUIPMENT COMP	10/30/2026	$41.01	PW70 Backhoe Repair	1060250 - EQUIPMENT MAINTENANCE
CENTURY EQUIPMENT COMP	10/30/2026	$41.01	PW70 Backhoe Repair	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
CENTURY EQUIPMENT COMP	10/30/2026	$49.20	PW70 Backhoe Repair	5140250 - EQUIPMENT MAINTENANCE
CENTURY EQUIPMENT COMP	10/30/2026	$49.20	PW70 Backhoe Repair	5240250 - EQUIPMENT MAINTENANCE
CENTURY EQUIPMENT COMP	10/30/2026	$24.57	PW71 Backhoe Repair	5440250 - EQUIPMENT MAINTENANCE
CENTURY EQUIPMENT COMP	10/30/2026	$41.01	PW71 Backhoe Repair	1060250 - EQUIPMENT MAINTENANCE
CENTURY EQUIPMENT COMP	10/30/2026	$41.01	PW71 Backhoe Repair	1070250 - EQUIPMENT MAINTENANCE
CENTURY EQUIPMENT COMP	10/30/2026	$49.22	PW71 Backhoe Repair	5140250 - EQUIPMENT MAINTENANCE
CENTURY EQUIPMENT COMP	10/30/2026	$49.22	PW71 Backhoe Repair	5240250 - EQUIPMENT MAINTENANCE
		$335.06		
CHAD L SHUMWAY (RENTAL) +	10/30/2026	$100.00	Refund: 958646 - CHAD L SHUMWAY (RENTAL) +	5113110 - ACCOUNTS RECEIVABLE
CHEMTECH-FORD, LLC	10/22/2026	$160.00	Water Testing	5140310 - PROFESSIONAL & TECHNICAL SVCS

CHEMTECH-FORD, LLC	10/22/2026	$113.00	Effluent Testing	5240310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, LLC	10/30/2026	$160.00	Water Testing	5140310 - PROFESSIONAL & TECHNICAL SVCS
		$433.00		
CHILD SUPPORT SERVICES/ORS	10/23/2026	$170.31	Child/Spousal Support	1022420 - GARNISHMENTS
CHILD SUPPORT SERVICES/ORS	10/23/2026	$1,753.85	Child/Spousal Support	1022420 - GARNISHMENTS
		$1,924.16		
CIVICPLUS, LLC	10/22/2026	$6,300.00	Agendas, Meetings, & Minutes Management Software	4340115 - MUNICODE
COLONIAL LIFE	10/30/2026	$706.03	Employee Pd Supplemental Life Insurance	1022505 - SUPPLEMENTAL
CORPORATE TRADITIONS	10/30/2026	$100.00	Golden Pumpkin Contest Prize	6240251 - COMMUNITY EVENTS EXPENSE
CORPORATE TRADITIONS	10/30/2026	$10.00	October Birthdays	1043480 - EMPLOYEE RECOGNITIONS
		$110.00		
CREATIVE SIGNS & GRAPHICS	10/30/2026	$289.90	Banners for Orchard Days	6240245 - ORCHARD DAYS MISCELLENOUS
DATAWORKS PLUS, LLC	10/30/2026	$870.00	Fingerprint Machine Software & Hardware Maintenance 12/1/26-11/30/27	1054704 - POLICE - FINGERPRINTING
DEPARTMENT OF HEALTH CARE FINANCING	10/22/2026	$4,691.19	State Medicaid Assessment Q2 of FY 26-27	7657300 - STATE MEDICAID ASSESSMENT
DEPENDABLE DOOR SYSTEMS, INC	10/30/2026	$2,372.00	Garage door springs and service	1051300 - BUILDINGS & GROUND MAINTENANCE
DK ENVIROMENTAL, LLC	10/22/2026	$2,400.00	Phase 1 Environmental Report for East Bench Debris Basin Channel Property Acquisition (Salisbury)	5040750 - CAPITAL PROJECTS
EFTPS	10/28/2026	$4.43	Federal Income Tax	1022220 - FEDERAL WITHHOLDING PAYABLE
EFTPS	10/28/2026	$16.04	Medicare Tax	1022210 - FICA PAYABLE
EFTPS	10/28/2026	$68.62	Social Security Tax	1022210 - FICA PAYABLE
EFTPS	10/28/2026	$1,012.12	Medicare Tax	1022210 - FICA PAYABLE
EFTPS	10/28/2026	$3,037.10	Federal Income Tax	1022220 - FEDERAL WITHHOLDING PAYABLE
EFTPS	10/28/2026	$4,327.58	Social Security Tax	1022210 - FICA PAYABLE
EFTPS	10/28/2026	$6,701.76	Medicare Tax	1022210 - FICA PAYABLE
EFTPS	10/28/2026	$15,810.86	Federal Income Tax	1022220 - FEDERAL WITHHOLDING PAYABLE
EFTPS	10/28/2026	$28,655.64	Social Security Tax	1022210 - FICA PAYABLE
EFTPS	10/30/2026	$33.16	Medicare Tax	1022210 - FICA PAYABLE
EFTPS	10/30/2026	$141.76	Social Security Tax	1022210 - FICA PAYABLE
		$59,809.07		
ENBRIDGE GAS UT WY ID	10/30/2026	$25.28	45 W 100 S	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	10/30/2026	$29.05	98 S Center	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	10/30/2026	$48.06	1215 N CENTER	5240500 - WRF - UTILITIES
ENBRIDGE GAS UT WY ID	10/30/2026	$48.94	200 S 400 W	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	10/30/2026	$64.70	110 S Center	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	10/30/2026	$68.71	188 S Center	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	10/30/2026	$87.74	1205 N Center	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	10/30/2026	$161.77	275 W Main St	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	10/30/2026	$12.69	198 S 400 W Rec Building	1051270 - UTILITIES
		$546.94		
FIREFIGHTER SUPPLY CO.	10/30/2026	$311.92	Mounting Brackets Truck	7657240 - FIRE - SUPPLIES
FORENSIC NURSING SERVICES LLC	10/22/2026	$176.00	Blood Only Collection 26SQ05021	1054311 - PROFESSIONAL & TECHNICAL
FORENSIC NURSING SERVICES LLC	10/30/2026	$176.00	Blood/Urine/Triage 26SQ05186	1054311 - PROFESSIONAL & TECHNICAL
		$352.00		
FREEDOM MAILING SERVICES, INC	10/30/2026	$715.87	UTILITY BILL PROCESSING & NEWSLETTERS	5440241 - UTILITY BILLING PROCESSING FEES
FREEDOM MAILING SERVICES, INC	10/30/2026	$1,431.71	UTILITY BILL PROCESSING & NEWSLETTERS	5140241 - UTILITY BILLING PROCESSING FEES
FREEDOM MAILING SERVICES, INC	10/30/2026	$1,431.72	UTILITY BILL PROCESSING & NEWSLETTERS	5240241 - UTILITY BILLING PROCESSING FEES
		$3,579.30		
GENOLA CITY	10/30/2026	$300.00	Refund: 4287 - GENOLA CITY	5113110 - ACCOUNTS RECEIVABLE
HACH COMPANY	10/30/2026	$111.04	Testing Supplies	5240520 - WRF - SUPPLIES

HACH COMPANY	10/30/2026	$92.09	Testing Supplies	5240520 - WRF - SUPPLIES
HACH COMPANY	10/30/2026	$214.30	Testing Supplies	5240520 - WRF - SUPPLIES
		$417.43		
HANSEN, ALLEN & LUCE, INC	10/22/2026	$246.25	HAL progress payment for Sewer IFA & IFFP update	5640735 - CAPITAL FACILITY PLAN UPDATE
HANSEN, ALLEN & LUCE, INC	10/22/2026	$1,884.25	HAL progress payment for PI MP update	6040730 - CAPITAL FACILITY PLAN UPDATE
HANSEN, ALLEN & LUCE, INC	10/22/2026	$2,048.75	HAL progress payment for Drinking water MP update	5540730 - CAPITAL FACILITY PLAN UPDATE
		$4,179.25		
HEALTH EQUITY INC,	10/27/2026	$9.80	HSA/FSA Admin Fees - Oct 2026	1043310 - PROFESSIONAL & TECHNICAL
HEALTH EQUITY INC,	10/27/2026	$125.00	Employer HSA Contrbutions - Oct 2026 - Surviving Spouse Hooser	1054145 - SURVIVING SPOUSE BENEFIT PROGRAM
HEALTH EQUITY INC,	10/27/2026	$378.78	Employee FSA Payments - Oct 2026	1022502 - FSA
HEALTH EQUITY INC,	10/27/2026	$11,019.66	Employee & Employer HSA Contrbutions - Oct 2026	1022503 - HSA
		$11,533.24		
HOSE & RUBBER SUPPLY	10/22/2026	$38.04	PW56 Maintenance	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
HOSE & RUBBER SUPPLY	10/22/2026	$38.05	PW56 Maintenance	1060250 - EQUIPMENT MAINTENANCE
		$76.09		
HUMPHRIES INC	10/22/2026	$186.64	EMS Supplies Oxygen	7657242 - EMS - SUPPLIES
INGRAM BOOK GROUP	10/30/2026	$167.46	Library Clef Grant	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
IVORY HOMES	10/30/2026	$88.69	Refund: 653710560 - IVORY HOMES	5113110 - ACCOUNTS RECEIVABLE
JAY MECHAM'S COUNTRY GARBAGE	10/30/2026	$316.22	Fall Clean Up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	10/30/2026	$250.00	Fall Clean Up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	10/30/2026	-$234.60	Credit for metal-Fall Clean up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	10/30/2026	$388.57	Fall Clean Up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	10/30/2026	$371.91	Fall Clean Up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	10/30/2026	$416.75	Fall Clean Up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	10/30/2026	$258.60	Fall Clean Up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	10/30/2026	$314.72	Fall Clean Up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	10/30/2026	$339.88	Fall Clean Up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	10/30/2026	$329.45	Fall Clean Up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	10/30/2026	$250.00	Fall Clean Up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	10/30/2026	-$228.80	Credit for scrap metal-Fall Clean Up	1062610 - LANDFILL CLEAN-UP
		$2,772.70		
JOHNSON, NICHOLA & NICK *	10/30/2026	$59.06	REISSUE CHECK 05/21/2025 MISPLACED OR DID NOT RECIEVE UTILITY TERMINATION REFUND	1015800 - SUSPENSE
JOHNSON, NICHOLA & NICK *	10/29/2026	-$59.06	REISSUE CHECK 05/21/2025 MISPLACED OR DID NOT RECIEVE UTILITY TERMINATION REFUND	1015800 - SUSPENSE
		$0.00		
KEITH JUDDS PRO-SERVICE, INC	10/30/2026	$187.95	Diego Pastor vehicle battery	1054250 - EQUIPMENT MAINTENANCE
L.N. CURTIS & SONS	10/30/2026	$492.00	Mounting Brackets T-141	7657240 - FIRE - SUPPLIES
LARSON & COMPANY	10/30/2026	$26,000.00	FY2026 Annual Audit Service	1043311 - ACCOUNTING & AUDITING
LECTICON, INC.	10/22/2026	$105.00	Basic ADO Training for new hires	7657230 - FIRE - EDUCATION, TRAINING & TRAVEL
LENNAR HOMES OF UTAH, LLC	10/30/2026	$64.31	Refund: 9205700 - LENNAR HOMES OF UTAH, LLC	5113110 - ACCOUNTS RECEIVABLE
LES OLSON COMPANY	10/30/2026	$547.74	Copy Machine Maintenance & Usage	4340300 - COPIER CONTRACT
MARIANA SANTIESTEVAN & JOSE NAVA *	10/30/2026	$60.30	Refund: 9541502 - MARIANA SANTIESTEVAN & JOSE NAVA *	5113110 - ACCOUNTS RECEIVABLE
MCGEE'S STAMP & TROPHY	10/22/2026	$25.00	Building Official Stamp	1068240 - SUPPLIES
MERITAGE HOMES OF UTAH	10/30/2026	$68.97	Refund: 2058560 - MERITAGE HOMES OF UTAH	5113110 - ACCOUNTS RECEIVABLE
MERITAGE HOMES OF UTAH	10/30/2026	$45.99	Refund: 2122800 - MERITAGE HOMES OF UTAH	5113110 - ACCOUNTS RECEIVABLE
MERITAGE HOMES OF UTAH	10/30/2026	$101.82	Refund: 2172190 - MERITAGE HOMES OF UTAH	5113110 - ACCOUNTS RECEIVABLE
		$216.78		

MERRITT EGNAR LAW, PLLC	10/23/2026	$280.29	Garnishment	1022420 - GARNISHMENTS
MOPA LLC	10/30/2026	$1,051.92	Speaker Installation 4th Bedroom	4140707 - PUBLIC SAFETY BUILDING REMODEL
MORNING LOO SANITATION	10/22/2026	$150.00	Portable Toilet for Cemetery	1077300 - CEMETERY GROUNDS MAINTENANCE
MOUNTAIN ALARM	10/22/2026	$356.68	Alarm and Elevator Monitoring at City Hall and Public Safety Bldg.	1051300 - BUILDINGS & GROUND MAINTENANCE
MOUNTAINLAND ASSOCIATIONS OF GOVERNMENTS	10/30/2026	$13,225.00	Local Contributions FY 25 - General & Special Assessments	1043210 - BOOKS,SUBSCRIPTIONS,MEMBERSHIP
MOUNTAINLAND ASSOCIATIONS OF GOVERNMENTS	10/30/2026	$8,333.33	MAG Additional Services (Lobbying Services)	4540210 - PROFESSIONAL SERVICES
		$21,558.33		
MOUNTAINLAND SUPPLY	10/22/2026	$5,932.20	WRF Expansion (Reclaim)	5240730.001 - CP - WATER RECLAMATION FACILITY UPGRADES
MOUNTAINLAND SUPPLY	10/30/2026	$129.72	Lamb Rental Stop and Waste-188 S Center	1051300 - BUILDINGS & GROUND MAINTENANCE
MOUNTAINLAND SUPPLY	10/30/2026	$770.90	Lower Canyon Fill Valve	5140240 - SUPPLIES
		$6,832.82		
MURDOCK FORD	10/22/2026	$234.77	One Tire Replacement, Ruiz	1054250 - EQUIPMENT MAINTENANCE
NELSON, JAN	10/30/2026	$18.50	REISSUE CHECK 11/15/2023 DID NOT RECEIVE WITNESS FEE 2ND REISSUE	1015800 - SUSPENSE
NELSON, JAN	10/29/2026	-$18.50	REISSUE CHECK 11/15/2023 DID NOT RECEIVE WITNESS FEE 2ND REISSUE	1015800 - SUSPENSE
		$0.00		
NIELSEN, CLIFFORD	10/30/2026	$19.78	REISSUE CHECK 01/06/2025 DID NOT RECIEVE UTILITY TERMINATION REFUND	1015800 - SUSPENSE
NIELSEN, CLIFFORD	10/29/2026	-$19.78	REISSUE CHECK 01/06/2025 DID NOT RECIEVE UTILITY TERMINATION REFUND	1015800 - SUSPENSE
		$0.00		
OLSON'S GARDEN SHOPPE-PAYSON	10/30/2026	$344.83	Library Landscaping Project	6740730 - CAPITAL PROJECTS
OUT BACK GRAPHICS, LLC	10/30/2026	$45.00	N. Armstrong Business Cards	1054240 - SUPPLIES
OUT BACK GRAPHICS, LLC	10/30/2026	$3,575.00	Hooded Sweatshirts given to Employees for Participation in 2026 Columbus Day Training	1043483 - EMPLOYEE ENGAGEMENT
		$3,620.00		
OWENS, DILAN	10/30/2026	$18.50	Witness Fee	1042310 - PROFESSIONAL & TECHNICAL
PAY PLUS	10/27/2026	$171.38	MEDICARE - ACH TRANSACTION FEES	7657211 - EMS BILLING SERVICES EXPENSE
PAYSON AUTO SUPPLY - NAPA	10/22/2026	$30.54	PW57 Maintenance	5440250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/22/2026	$50.88	PW57 Maintenance	1060250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/22/2026	$50.88	PW57 Maintenance	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
PAYSON AUTO SUPPLY - NAPA	10/22/2026	$61.05	PW57 Maintenance	5140250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/22/2026	$61.05	PW57 Maintenance	5240250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/22/2026	$23.24	PW56 Maintenance	5440250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/22/2026	$38.75	PW56 Maintenance	1060250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/22/2026	$38.75	PW56 Maintenance	1070250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/22/2026	$46.50	PW56 Maintenance	5140250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/22/2026	$46.50	PW56 Maintenance	5240250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/22/2026	$19.62	PW4 Oil Pressure Switch	1070250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/22/2026	$12.52	Supplies-Maintenance	5440250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/22/2026	$20.86	Supplies-Maintenance	1060250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/22/2026	$20.86	Supplies-Maintenance	1070250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/22/2026	$25.02	Supplies-Maintenance	5140250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/22/2026	$25.02	Supplies-Maintenance	5240250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$20.21	Battery for Backhoe	5440250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$33.69	Battery for Backhoe	1060250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$33.69	Battery for Backhoe	1070250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$40.43	Battery for Backhoe	5140250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$40.43	Battery for Backhoe	5240250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$20.21	PW70 Backhoe Repair	5440250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$33.69	PW70 Backhoe Repair	1060250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$33.69	PW70 Backhoe Repair	1070250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$40.43	PW70 Backhoe Repair	5140250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$40.43	PW70 Backhoe Repair	5240250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$19.25	Supplies for Shop	5440240 - SUPPLIES

PAYSON AUTO SUPPLY - NAPA	10/30/2026	$32.09	Supplies for Shop	1060240 - SUPPLIES
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$32.09	Supplies for Shop	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$38.50	Supplies for Shop	5140240 - SUPPLIES
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$38.50	Supplies for Shop	5240240 - SUPPLIES
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$30.61	Supplies for Shop	5440240 - SUPPLIES
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$51.01	Supplies for Shop	1060240 - SUPPLIES
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$51.01	Supplies for Shop	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$61.20	Supplies for Shop	5140240 - SUPPLIES
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$61.20	Supplies for Shop	5240240 - SUPPLIES
PAYSON AUTO SUPPLY - NAPA	10/30/2026	-$18.00	Credit for core	1060250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	-$18.00	Credit for core	1070250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$39.42	PW63 Repair	5440250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$65.69	PW63 Repair	1060250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$65.69	PW63 Repair	1070250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$78.83	PW63 Repair	5140250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	10/30/2026	$78.83	PW63 Repair	5240250 - EQUIPMENT MAINTENANCE
		$1,616.86		
PULHAM, STACI	10/30/2026	$175.00	Bail Refund - Case #265500391	1022430 - COURT FINES AND FORFEITURES
RED LINE SALES, LLC	10/22/2026	$325.80	Turn Signal Lights for 2016 Ambulance	7657252 - EMS - EQUIPMENT MAINTENANCE
REMKES, JUSTIN & GOETTA B	10/30/2026	$136.69	Refund: 101602 - REMKES, JUSTIN & GOETTA B	5113110 - ACCOUNTS RECEIVABLE
REVCO	10/30/2026	$597.51	Copy Machine Lease - City Hall	4340300 - COPIER CONTRACT
ROCKY MOUNTAIN POWER	10/22/2026	$5.56	80 E 770 N	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	10/22/2026	$21.97	154 E 950 S	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	10/22/2026	$44.10	1005 S RED BARN	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	10/22/2026	$54.83	415 TRAVERTINE WAY	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	10/22/2026	$20.90	1026 E MAIN STREET	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	10/22/2026	$306.93	200 S 400 W (New Rec Bldg)	1051270 - UTILITIES
ROCKY MOUNTAIN POWER	10/22/2026	$16.14	1000 N CENTER PARK	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	10/22/2026	$399.82	1213 N CENTER ST - PUBLIC WORKS BLDG SITE	1051270 - UTILITIES
ROCKY MOUNTAIN POWER	10/22/2026	$722.63	10 W GINGER GOLD ROAD (LIFT STATION)	5240270 - UTILITIES
ROCKY MOUNTAIN POWER	10/22/2026	$14,419.60	1215 N CENTER	5240500 - WRF - UTILITIES
ROCKY MOUNTAIN POWER	10/22/2026	$21.48	115 W 860 N - STRONGBOX	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	10/22/2026	$28.91	1852 S MARIGOLD WAY	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	10/22/2026	$30.71	1269 S RED CLIFF DRIVE	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	10/22/2026	$34.31	150 S 900 E	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	10/22/2026	$43.23	1230 S BLUFF STREET	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	10/22/2026	$73.30	1595 S LONGVIEW ROAD	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	10/22/2026	$165.14	759 S BADGER WAY	1060270 - UTILITIES - STREET LIGHTS
		$16,409.56		
ROWLEY'S SOUTH RIDGE FARMS	10/22/2026	$2,200.00	2026 Columbus Day Activity for Employees/Families at Red Barn Back 40	1043483 - EMPLOYEE ENGAGEMENT
SANTAQUIN CITY UTILITIES	10/23/2026	$365.00	Utilities	1022350 - UTILITIES PAYABLE
SANTAQUIN CITY UTILITIES	10/23/2026	$115.00	Cemetery	1022350 - UTILITIES PAYABLE
SANTAQUIN CITY UTILITIES	10/23/2026	$525.00	Utilities	1022350 - UTILITIES PAYABLE
		$1,005.00		
SANTOS, ELLIANA D	10/30/2026	$30.00	REISSUE CHECK 10/24/2024 DID NOT RECEIVE GARDEN BOX DEPOSIT	1015800 - SUSPENSE
SANTOS, ELLIANA D	10/29/2026	-$30.00	REISSUE CHECK 10/24/2024 DID NOT RECEIVE GARDEN BOX DEPOSIT	1015800 - SUSPENSE
		$0.00		
SCHIESS, JARED	10/22/2026	$2,600.00	Refund: 4713 - SCHIESS, JARED	5113110 - ACCOUNTS RECEIVABLE
SOUTHERN TIRE MART, LLC	10/22/2026	$611.80	New tires on Engineering vehicle	1048250 - EQUIPMENT MAINTENANCE
SPACESAVER INTERMOUNTAIN, LLC	10/22/2026	$4,755.89	Book Drop New Library	4140704 - NEW CITY HALL - LIBRARY WING
SPEED-E-CRETE READY MIX & LANDSCAPE SUPPLY LLC	10/30/2026	$1,331.00	Library Expansion	6740730 - CAPITAL PROJECTS

SPRINGFIELD-GREENE COUNTY LIBRARY DISTRICT	10/30/2026	$18.99	Library Books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
SPRINKLER SUPPLY	10/30/2026	$23.66	Harvest View	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
SPRINKLER SUPPLY	10/30/2026	$19.38	Supplies	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
SPRINKLER SUPPLY	10/30/2026	$23.80	Library	1051300 - BUILDINGS & GROUND MAINTENANCE
		$66.84		
STEPHENSON, AMBER	10/30/2026	$500.00	Deposit Refund	1034775 - BUILDING RENTAL
T-MOBILE	10/30/2026	$39.06	Internet Service for Prospector View Park Security Cameras	4340240 - TELEPHONE & INTERNET
T-MOBILE	10/30/2026	$39.56	Building Inspection Phone	1068280 - TELEPHONE
		$78.62		
THATCHER COMPANY	10/30/2026	$3,756.85	T-chlor for WRF	5240510 - WRF - CHEMICAL SUPPLIES
THE CLASSIC CAR WASH OF SANTAQUIN LLC	10/22/2026	$12.00	2017 Ford Explorer Washed	1068250 - EQUIPMENT MAINT
THE CLASSIC CAR WASH OF SANTAQUIN LLC	10/22/2026	$150.00	August Car Washes	1054250 - EQUIPMENT MAINTENANCE
THE CLASSIC CAR WASH OF SANTAQUIN LLC	10/22/2026	$8.00	Car Wash-Engineering	1048250 - EQUIPMENT MAINTENANCE
THE CLASSIC CAR WASH OF SANTAQUIN LLC	10/22/2026	$12.00	Car Wash-PW	1070250 - EQUIPMENT MAINTENANCE
THE CLASSIC CAR WASH OF SANTAQUIN LLC	10/22/2026	$19.20	Car Wash-PW	1060250 - EQUIPMENT MAINTENANCE
THE CLASSIC CAR WASH OF SANTAQUIN LLC	10/22/2026	$28.80	Car Wash-Jon and Jared	1068250 - EQUIPMENT MAINT
THE CLASSIC CAR WASH OF SANTAQUIN LLC	10/22/2026	$150.00	September Car Washes	1054250 - EQUIPMENT MAINTENANCE
THE CLASSIC CAR WASH OF SANTAQUIN LLC	10/22/2026	$12.00	Car Wash-PW	1070250 - EQUIPMENT MAINTENANCE
THE CLASSIC CAR WASH OF SANTAQUIN LLC	10/22/2026	$14.40	Car Wash-Engineering	1048250 - EQUIPMENT MAINTENANCE
THE CLASSIC CAR WASH OF SANTAQUIN LLC	10/22/2026	$21.60	Car Wash-PW	1060250 - EQUIPMENT MAINTENANCE
		$428.00		
THE HARTFORD	10/28/2026	$4,673.54	Life, ADD, LTD & Sup Life - Oct 2026	1022504 - LIFE/ADD
THOMSON REUTERS - WEST	10/30/2026	$4,317.60	CLEAR Annual Bill 7/1/26-6/30/27	1054311 - PROFESSIONAL & TECHNICAL
THREE SONS, LLC (RENTAL) +	10/30/2026	$122.00	Refund: 1120652 - THREE SONS, LLC (RENTAL) +	5113110 - ACCOUNTS RECEIVABLE
TINYMOBILEROBOTS US LLC	10/30/2026	$1,063.59	Tiny Mobile Robot Repair	1070310 - BALLFIELD MAINTENANCE
UTAH COUNTY AUDITOR - ACCOUNTS RECEIVABLE	10/30/2026	$8,809.32	July-Sept 2026 Victim Advocate Services	1054311 - PROFESSIONAL & TECHNICAL
UTAH COUNTY LODGE #31	10/23/2026	$420.00	FOP Dues (Ut County Lodge #31)	1022425 - FOP DUES
UTAH OFFICE OF VICTIMS OF CRIME	10/30/2026	$100.00	Restitution - Case#241500079	1022430 - COURT FINES AND FORFEITURES
UTAH STATE RETIREMENT	10/29/2026	$75.34	Overpayment to URS for Westwood 10/3 pay being included in file	1015800 - SUSPENSE
UTAH STATE RETIREMENT	10/23/2026	$227.56	401K	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/23/2026	$4,137.30	State Retirement	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/23/2026	$35.75	Post Retirement (After 7/2010)	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/23/2026	$55.74	457b Loan Repayment	1022325 - RETIREMENT LOAN PAYMENT
UTAH STATE RETIREMENT	10/23/2026	$290.00	Traditional IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/23/2026	$373.46	Retirement Loan Payment	1022325 - RETIREMENT LOAN PAYMENT
UTAH STATE RETIREMENT	10/23/2026	$867.67	401K - Tier 1 Parity	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/23/2026	$1,209.00	Roth IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/23/2026	$2,423.50	457	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/23/2026	$5,264.42	401K	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/23/2026	$26,847.40	State Retirement	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/23/2026	$20.00	Roth IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/23/2026	$55.34	457	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/29/2026	$243.88	401K	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/29/2026	$4,402.91	State Retirement	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/29/2026	$55.74	457b Loan Repayment	1022325 - RETIREMENT LOAN PAYMENT
UTAH STATE RETIREMENT	10/29/2026	$100.00	Roth 457b	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/29/2026	$290.00	Traditional IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/29/2026	$373.46	Retirement Loan Payment	1022325 - RETIREMENT LOAN PAYMENT
UTAH STATE RETIREMENT	10/29/2026	$844.24	401K - Tier 1 Parity	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/29/2026	$1,229.00	Roth IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/29/2026	$2,368.80	457	1022300 - RETIREMENT PAYABLE

UTAH STATE RETIREMENT	10/29/2026	$5,161.09	401K	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	10/29/2026	$27,114.76	State Retirement	1022300 - RETIREMENT PAYABLE
		$84,066.36		
UTAH STATE TAX COMMISSION	10/27/2026	$7.56	Sales tax on Book Sales - July - Sept 2026	7238810 - MISC.- BOOK SALES
UTAH STATE TAX COMMISSION	10/27/2026	$109.85	Sales tax on Snack Shack Sales - July - Sept 2026	6134200 - SNACK SHACK PROCEEDS
UTAH STATE TAX COMMISSION	10/28/2026	$1,484.18	State Income Tax	1022230 - STATE WITHHOLDING PAYABLE
UTAH STATE TAX COMMISSION	10/28/2026	$7,827.51	State Income Tax	1022230 - STATE WITHHOLDING PAYABLE
UTAH STATE TAX COMMISSION	10/28/2026	$4.97	State Income Tax	1022230 - STATE WITHHOLDING PAYABLE
UTAH STATE TAX COMMISSION	10/28/2026	$1,604.62	State Income Tax	1022230 - STATE WITHHOLDING PAYABLE
UTAH STATE TAX COMMISSION	10/28/2026	$8,126.45	State Income Tax	1022230 - STATE WITHHOLDING PAYABLE
UTAH STATE TAX COMMISSION	10/30/2026	$19.38	State Income Tax	1022230 - STATE WITHHOLDING PAYABLE
		$19,184.52		
VERATHON, INC.	10/30/2026	$943.53	EMS Supplies Airway	7657242 - EMS - SUPPLIES
VERATHON, INC.	10/30/2026	$126.00	EMS Supplies Airway	7657242 - EMS - SUPPLIES
		$1,069.53		
WAGNER, JENNIFER	10/30/2026	$100.00	Reimbursement for Santa Chair purchase	7240770 - LIBRARY BOARD FUND RAISER EXPENDITURES
WHITESTAR HOMES LLC	10/30/2026	$20.00	Refund: 2142400 - WHITESTAR HOMES LLC	5113110 - ACCOUNTS RECEIVABLE
WM CORPORATE SERVICES, INC. DBA WASTE MANAGEMENT OF UTAH, INC.	10/22/2026	$55.02	Energy Surcharge	1062311 - WASTE PICKUP CHARGES
WM CORPORATE SERVICES, INC. DBA WASTE MANAGEMENT OF UTAH, INC.	10/22/2026	$262.02	Dumpster Pickup Charges	1062311 - WASTE PICKUP CHARGES
WM CORPORATE SERVICES, INC. DBA WASTE MANAGEMENT OF UTAH, INC.	10/22/2026	$5,248.30	Garbage Pickup Services (16932nd Cans)	1062311 - WASTE PICKUP CHARGES
WM CORPORATE SERVICES, INC. DBA WASTE MANAGEMENT OF UTAH, INC.	10/22/2026	$7,744.14	Energy Surcharge	1062311 - WASTE PICKUP CHARGES
WM CORPORATE SERVICES, INC. DBA WASTE MANAGEMENT OF UTAH, INC.	10/22/2026	$9,657.56	Recycle Pickup Services (2068 Cans)	1062312 - RECYCLING PICKUP CHARGES
WM CORPORATE SERVICES, INC. DBA WASTE MANAGEMENT OF UTAH, INC.	10/22/2026	$28,227.36	Garbage Pickup Services (5208 1st Cans)	1062311 - WASTE PICKUP CHARGES
		$51,194.40		
WORTHEN, JENNA	10/30/2026	$187.00	ULEAP Conference Per Diem	1054230 - EDUCATION, TRAINING & TRAVEL
TOTAL:		**$410,168.20**		

Resolution 11-01-2026

A Resolution Amending the
Santaquin City Employee Policy and Procedure Handbook

WHEREAS, the City of Santaquin has an employee policies and procedures handbook to address employment and personnel matters that apply to city employees; and

WHEREAS, the City of Santaquin has determined that it is desirable to update these policies and procedures from time to time to comply or be consistent with Federal, State and local laws and ordinances; and

WHEREAS, recommended changes have been prepared by the City Manager in consultation with the Department Directors and Assistant City Manager as well as reviewed by the City Attorney, Mayor and City Council;

Now Therefore, Be it Resolved by the City Council of Santaquin City, Utah, that Santaquin City hereby adopts amendments to the Santaquin City Employee Policies and Procedures Handbook as indicated in Attachment "A" hereto. All other provisions of the Employee Policies and Procedures Handbook as adopted by Santaquin City Resolution 02-06-2025 shall remain in effect.

Adopted and approved this 3rd day of November, 2026.

_____
Daniel M. Olson, Mayor

Councilmember Art Adcock	Voted	___
Councilmember Brian Del Rosario	Voted	___
Councilmember Travis Keel	Voted	___
Councilmember Lynn Mecham	Voted	___
Councilmember Jeff Siddoway	Voted	___

ATTEST:

_____
Stephanie Christensen, City Recorder



Employee Policies & Procedures Handbook

Effective
November 3, 2026



Dear Santaquin City Employee,

It is a pleasure and a privilege for me to welcome you as an employee of Santaquin City. We are happy and excited to have you as part of our team.

Santaquin City has a long history of being an employer of choice in our community and in the state. We expect a lot out of ourselves and out of each other. This Employee Policies and Procedures Handbook has been prepared to help you live up to those expectations.

The following pages give you basic guidelines for being a member of the Santaquin City team. It is important for you to review the contents of this documents carefully, as it is the foundation of our success, as a team and individually.

If you have any questions regarding this handbook, please ask your Functional Area Director, the City Manager or the Personnel Officer for clarification.

Thanks for all you do.

Daniel M. Olson, Mayor

Office (801)754-3211 · Fax (801)754-3526 · 110 South Center Street · Santaquin, UT 84655

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ADDENDA:

A. ORDINANCE NO. 08-01-2009 (APPEALS BOARD)

DISCLAIMER

The Employee Policies and Procedures Handbook is provided for general guidance only. The policies and procedures expressed in this handbook, as well as those in any other personnel material, or other types of material that may be issued from time to time, do not create a binding contract or any other obligation or liability on the City. The City reserves the right to change its policies and procedures at any time, formally or informally, with or without notice, for any reason. The City also reserves the right to take any employment action it deems appropriate. The prohibitions set forth in the Employee Policies and Procedures Handbook do not create an express or implied contract with any person.

SECTION 1: INTRODUCTION

1.1 SANTAQUIN CITY MISSION STATEMENT

Provide for a strong positive civic image and quality of life for people who live and work in Santaquin City by providing guidelines and standards that ensure the orderly and balanced distribution of growth, sound fiscal and economic investment and preservation of the open and rural environment in a clean, and attractive physical setting.

1.2 SERVICE VALUES:

Santaquin City Service Values:

- To astonish the customer, not just to satisfy the customer:
  "We don't care if they don't notice everything we do. Just as long as they notice something that's different about us."

- Only the non-complacent thrive:
  "We will always be on the lookout for complacency."

- Actions speak louder than words:
  "Walk the walk." "No one carries more importance to the core mission of the City than another. Only job descriptions differ."

- The best team polices itself:
  "If you treat any person badly, there are enough people around who care enough that you're going to hear about it."

- Change is the status quo:
  "Be a champion of positive change. Be sure the end result of change is positive. Be cognizant of the efforts of change."

- Stay small as you grow:
  "Practice lean management principles that focus on the most cost effective strategies to provide value to our citizens"

- Propagate the culture:
  "Treat all people right," "Communicate with your team," "Inspire greatness in others," "Encourage initiative and innovation," and, "Do the right thing."

1.3 SANTAQUIN CITY GOVERNMENT

Santaquin City operates under a six-member council form of government and is a City of the fourth class as determined by Utah law. Hence, it is governed by a six-member council comprised of five elected Council Members, and an elected Mayor. The Mayor is the Chief Executive Officer of the City and is responsible for keeping the peace, enforcing the laws of the Municipality, and ensuring that all applicable municipal ordinances and resolutions are faithfully executed and observed. The City Manager is hired by the Mayor and Council to manage the day-to-day operations of the City, as directed by the Mayor, City Council and by ordinance.

1.4 POLICY IMPLEMENTATION

A. The information contained in this handbook is intended to give employees a better understanding of the responsibilities and obligations of employment with the City. Employees are required to read, understand, and comply with all provisions of the Employee Handbook.

B. Santaquin City reserves the right to revise, supplement, or rescind any policy or portion of a policy from time to time as deemed necessary by the Mayor, or designee. Every employee is responsible for becoming informed of changes as they occur.

C. Employees will receive a copy of the adopted Employee Handbook and any revisions that may occur periodically. Additionally, a complete copy of the adopted Employee Handbook may be obtained via the city website or at the City Offices.

D. In addition to the policies and procedures contained in this manual, employees are responsible for understanding and abiding by policies and procedures of their respective department, and/or division.

E. The Mayor, or designee, shall be the final interpreter of the provisions of the Employee Handbook.

SECTION 2: EMPLOYMENT PRACTICES

2.1 RECRUITMENT & HIRING

A. General Policy - It is the intent of Santaquin City to fill all positions with the most suitable applicant.

1. Anti-Nepotism. Santaquin City complies with Title 52, Chapter 3, Utah Code Annotated, as amended.

(a) Santaquin City prohibits any person holding any position to appoint, vote for the appointment of, directly supervise, or be directly supervised by their father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, nephew, niece, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law, grandchild or grandparent. Except as provided in Title 52, Chapter 3, Utah Code Annotated, as amended. Volunteers providing services to the City are excluded from this provision.

(b) Santaquin City will consider employment applications from relatives of current employees when openings exist. Hiring decision will be made on the basis or qualification, education, and experience. Relatives will not receive preferential treatment.

2. Employment of Minors. It is the policy of Santaquin City that no one under the age of 14 shall be hired for any position. Santaquin City will comply with federal and state laws governing employment of minors.

B. Equal Employment Opportunity - Santaquin City is an "Equal Opportunity Employer" and selects, hires, promotes, and compensates employees without regard to race, religion, pregnancy, age, disability, gender, color, national origin, or any other protected status. The City evaluates applicants for employment or candidates for promotion based upon their knowledge, skills, experience, education, and potential for job performance consistent with the needs of the position. Santaquin City also adheres to the provisions of the Americans with Disabilities Act.

C. Job Openings - The Mayor, or designee shall have the discretion to fill vacancies through appropriate methods including, but not limited to promotion, transfer, posting, advertising and other methods. When advertising methods are used, job openings may be advertised in the appropriate media including, but not limited to, employment agencies, professional staffing services, trade journals, newspapers, internet, and bulletin boards. Other recruiting sources may be used to fill open positions in the best interest of the organization. Job openings that are advertised will be advertised for a minimum of 5 working days.

1. Job Description. A definition of the essential duties of the new or vacant position shall be drafted and approved by the Mayor, or designee, before the position is posted or advertised.

D. Application Requirements - In general, the following application process is followed for all job postings.

1. Applicants for employment with Santaquin City shall complete a City application and are required to comply with the specific application process for each position. Applications must be signed and submitted to the Mayor, or designee, by the closing date and time of the posted position.

2. The City accepts applications from all interested parties, except when the position is being filled by internal promotion or through eligible rehire. Applications submitted by former employees who have been terminated for cause will not be considered.

3. Falsification of any information required in the application process shall disqualify a person for employment with Santaquin City.

E. Selection Procedures - In general, the following process is followed when selecting an applicant for a job.

1. Interviewing. Job related duties and qualifications, as outlined in the job description, will provide a basis for initial screening of job applicants. The Mayor, or designee, will select applicants to interview from those whose job application show that the applicant is qualified for the position.

   (a) Interviews for ~~Part-time/Benefited, Part-time/Non-benefited and~~ Seasonal employees shall be conducted by the appropriate Functional Area Director and/or direct supervisor.

   (b) Interviews for Part-time/Benefited and Part-time/Non-benefited positions shall be conducted by the appropriate Functional Area Director.

   (c) Interviews for Full-time positions shall include the City Manager, or designee, and the Mayor or a City Council representative.

   (d) Final selection for positions that are Appointed and/or Functional Area Director shall be conducted during a public meeting of the City Council.

2. Skill Based Testing. Job applicants may be required to take tests which the City deems necessary for a specific position as part of the selection process.

3. Reference Checks. Santaquin City may contact references and former employers of applicants when selecting an applicant for an open position.

4. Job Offer. Once an applicant is selected and approved by the Mayor, or designee, the successful applicant shall be notified and extended a conditional job offer contingent upon results of reference checks, drug and alcohol testing, background investigation, and check of driving record (if required) results. The Mayor, or designee, should notify the other job applicants that they were not selected for the position.

5. Drug & Alcohol Testing. Santaquin City requires all applicants who have been extended a conditional job offer for Full-time and Part-time positions to undergo alcohol and drug testing. Seasonal employees and Volunteers may be required to undergo alcohol and drug testing. Refusal to take such test shall disqualify a person for City employment.

6. Criminal Background Investigation. Santaquin City requires all applicants who have been extended a conditional job offer for Full-time and Part-time positions to undergo a criminal background investigation. Seasonal employees and Volunteers may be required to undergo a criminal background investigation. Refusal to authorize such investigation shall disqualify a person for employment. An applicant who has been convicted of a crime may be denied employment with Santaquin City.

7. Communication Outside of the Interview. Persons involved in the interview process shall not communicate with the candidates outside of the interview or with anybody else who was not a part of the interview. Any communication with the candidates or other necessary communication which needs to take place outside of the interview, shall be conducted and handled by the Functional Area Director, direct supervisor, or applicable person that is managing the interview process.

2.2 EMPLOYMENT CLASSIFICATION, STATUS & PROBATION

A. Employment Classifications -

1. Full-time. An employee hired to work a minimum of 30 hours per week or applicable full-time work schedule and is eligible for City benefits.

2. Part-time/Benefited. An employee hired to work a minimum of 18 hours per week on a regular, year-round basis, and who actually works 29 hours per week or less, and is eligible for limited City benefits, including vacation leave, sick leave, and holiday pay at a prorated rate. Part-time Benefited employees are also eligible for State Retirement.

   Part-time employees, who work 18 hours per week, or more, are not considered Part-time/Benefited unless and until designated by the Mayor, or designee, as such for reasons including, but not limited to, years of service, job performance, criticality of the position, initial recruitment of the position, availability of funding within the department, etc.

3. Part-time/Non-benefited. An employee hired to work 29 or fewer hours per week, is at-will, may be terminated at any time, with or without cause or prior notice, for any reason or no reason at all, has no appeal rights and is not eligible for City benefits.

4. Seasonal. An employee hired to work up to 40 hours per week to a maximum of 1508 hours during a rolling year, is at-will, may be terminated at any time, with or without cause or prior notice, for any reason or no reason at all, has no appeal rights and is not eligible for City benefits.

5. Volunteer. Any person who donates service without pay or other compensation. Volunteers are at-will, may be terminated at any time, with or without cause or prior notice, for any reason or no reason at all, have no appeal rights and are not eligible for City benefits.

   Prior to rendering of any volunteer service, the volunteer should be pre-approved by the Mayor, or designee. Functional Area Directors, Department Heads, Supervisors, or those in charge of volunteer services shall provide volunteer information to the Administration Services Department, prior to the rendering of any volunteer services, to insure worker's compensation and liability coverage.

B. Employment Status - In accordance with the Fair Labor Standards Act (FLSA), employees shall be classified as either exempt or non-exempt with respect to eligibility for payment of overtime.

1. Exempt. Employees who are in managerial, administrative, or professional positions as described by the Fair Labor Standards Act as "Exempt" and therefore do not receive overtime for hours worked in excess of a 40-hour work week or other applicable work period.

2. Non-exempt. All other Fair Labor Standards Act covered employees are paid overtime for hours worked in excess of a 40-hour work week (80 hours in a 14-day work period for certified police employees) or other applicable work period.

3. At-Will. An at-will employee is an employee whose employment and compensation may be terminated with or without prior notice, at any time, with or without cause or prior notice, for any reason or no reason at all by the appropriate Appointing Authority. At-will employees may or may not have a contract with the City. Employment of at-will employees is subject to the provisions of an employment contract if applicable. At-will employees include:

   (a) Employees designated in Utah State Code Annotated §10-3-1105(2)(c).

   (b) Members of boards, commission & committees; volunteers and individuals appointed to serve without pay.

   (c) Part-time and Seasonal Employees and Volunteers.

4. Merit/Non-Merit. After completing the required introductory period and upon a successful evaluation, an employee will achieve merit status with the City. Merit employees have appeal rights, non-merit employees do not.

C. Introductory Period -

1. Introductory Period. Newly hired Full-time and Part-time/Benefited employees shall fulfill an introductory period. During the introductory period, employees are in a trial period to learn their new job and responsibilities. Introductory employees are considered non-merit employees and therefore are at-will and have no appeal rights.

   The duration of introductory periods are as follows:

   (a) All Full-time Certified Police Officers are subject to a 12-month introductory period.

   (b) All other Full-time and Part-time/Benefited employees are subject to a 6-month introductory period.

   (c) Full-time and Part-time/Benefited employees promoted or transferred to a new position are subject to a new 6-month introductory period may be demoted or transferred back to their prior position if their introductory period proves to be unsuccessful.

2. Performance Reviews. Newly hired Full-time and Part-time/Benefited employees who are subject to an introductory period shall have at least one performance review prior to the conclusion of the introductory period. Additional reviews may take place if necessary. Results of the performance review may assist the City in determining whether employment should be terminated, or whether the employee is eligible for merit status, introduction is extended, or employment is terminated.

   Performance reviews may be performed for introductory employees during the first 6 months of employment to assist supervisors in monitoring training and progress of the employee. Such reviews do not extend any reasonable expectation of continued employment to an introductory employee.

3. Extensions. At the conclusion of any introductory period, the Mayor, or designee, may extend the introductory period for up to one additional six-month period beyond the initial introductory period. Introduction extensions shall be documented in writing and notice given to the employee prior to the conclusion of the original introductory period.

4. Corrective Action Plan. As part of a disciplinary action or as part of a performance review, an employee may also be placed on a corrective action plan, the length of which shall be determined by the Mayor, or designee.

2.3 PERFORMANCE EVALUATIONS

A. Designated supervisors shall conduct performance evaluations of all Full-time and Part-time/Benefited employees as designated by the Mayor, or designee, to assist employees in performing their job duties. Designated supervisors may also conduct such performance evaluations of Part-time/Non-Benefited employees.

B. Employees may receive merit increases based on performance evaluations and according to availability of funds as allocated by the City Council through the budget process.

C. Signed copies of annual performance evaluations are placed in the employee's personnel file. Each employee will receive a copy of their annual performance evaluation.

2.4 EMPLOYEE REDUCTION IN FORCE POLICY (RIF)

A. Due to budgetary restrictions, reduction in workload, or reorganization, the Mayor, or designee, may determine that an employee reduction in force (RIF) is necessary. When it becomes necessary to reduce the work force, Full-time and Part-time/Benefited employee(s) with the positions to be eliminated shall, when possible, be notified in writing of the reduction in force at least two weeks before the planned reduction in force.

B. In the selection of employees for any Santaquin City (RIF), the following guidelines should be considered:

1. Selection should consider the roles and responsibilities of the position being eliminated, the individual currently in the affected position, and the employee's ability to perform other work assignments within the affected department.

2. Seniority will be considered.

3. Introductory, Seasonal, Part-time/Non-benefited and Part-time/Benefited employees should be laid off before Full-time employees. Full-time employees should be the last to be laid off, when practicable.

4. If advanced notice of the (RIF) cannot be given to the employee, two weeks' severance pay may be given. This provision is subject to the availability of funds.

2.5 EMPLOYEE RECORDS

A. General Policy - Federal Law requires employers to retain detailed information about their employees. Personnel files are maintained on each employee and kept by the Mayor, or designee. The record copy (original) of all appropriate personnel information shall be filed in the personnel file. Supplemental files may be kept by Functional Area Director's, department managers, and/or supervisors.

B. Personnel File Contents - Contents of a personnel file may include the following:

1. An employment hiring record including the employees job application, resume, interview forms, test scores, etc., employment eligibility verification (I-9), withholding allowance certificate (W-4), benefit election forms.

2. A job description of the position the employee currently occupies. A signed acknowledgement that the employee has received a copy of the Employee Handbook.

3. Employee status records including, but not limited to, performance evaluation, promotions, transfers, demotion, termination of employment, salary rate changes, disciplinary action and responses, re-hire, reduction in force, payroll deductions, certificates of recognition, training records, etc.

C. Other files - The city may maintain other supplemental files with employee information such as, drug and alcohol testing, employee investigations, worker's compensation information, FMLA documentation, physician's verification and return to work authorizations, benefit enrollments, etc. Payroll information, including hours worked, overtime, deductions, payment dates, time and day of the week worked, etc., shall be maintained as outlined by the Fair Labor Standards Act.

D. Employee Information - Employees are responsible to ensure that personal information, including, current address, phone number, emergency contact, etc. is current.

E. Confidentiality - Santaquin City's policy is that only relevant, job related information is maintained on its employees, that such information is held in strict confidence, and that access is limited only to those who require it for legitimate business reasons.

F. Access - Employees have the opportunity to review their own files in the presence of the Mayor, or designee, on Santaquin City premises at reasonable times during regular business hours.

1. Verification of Employment. Without written authorization from the employee, Santaquin City limits information given in a verification of employment to include, status and classification of the employee, position held, verification of salary.

SECTION 3: COMPENSATION, LEAVES, & BENEFITS

3.1 COMPENSATION

A. Work Hours - Work hours for employees are determined by the Mayor, or designee. The Mayor, or designee, may change employee work hours as determined to be in the best interest of the City.

B. Payroll - All employees are paid bi-weekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period or applicable work period.

1. The work week begins at 12:00 a.m. on Sunday and ends on Saturday at 11:59:59 p.m. (midnight) for all employees except for Public Safety and Public Works employees as designated by the respective Functional Area Directors.

2. Employees and supervisors are responsible for accurately recording and reporting time worked and leave used on their timecards. Supervisors must review and sign timesheets using the City's time keeping software.

3. Employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in City approved programs. Employees should review any discrepancies in payroll deductions with the Mayor, or designee.

4. Upon receipt of a valid garnishment, the City shall withhold wages from an employee's paycheck. The City shall continue to withhold the garnishment wages until a court order is received indicating satisfaction of the indebtedness or until the City is ordered to surrender the monies to the court or its agent.

5. An employee may not receive any unearned pay advances.

C. Pay Plan - Each position will be assigned a pay grade and salary range, as established by the City's pay plans. The pay plans reflect internal and external equities, based upon assigned duties and responsibilities, and market comparisons. The Mayor, or designee, shall conduct a study of salary levels at least every 3 years and shall recommend adjustments. Implementation of adjustments is subject to the availability of funds.

1. Performance Increases. Employees may receive performance increases based on performance evaluations and according to availability of funds as allocated by the City Council through the budget process.

2. Cost of Living Adjustments (COLA). Employees may receive a COLA as determined appropriate and according to availability of funds as allocated by the City Council through the budget process. COLA will not be applied to newly hired employees until the completion of their Introductory Period. COLA will be applied to employees who are within an Introductory Period as a result of a promotion.

3. Selective Salary Adjustments. The Mayor, or designee, may recommend a selective salary adjustment in order to mitigate an inequity, as part of a promotion, reassignment or reclassification etc. The Mayor, or designee, shall submit written documentation supporting the recommendation to the City Council. A selective salary adjustment is subject to the availability of funds.

D. Compensation - Santaquin City will comply with provisions of the Fair Labor Standards Act of 1938 and the Equal Pay Act of 1963.

1. Compensatory Time Provisions. Non-exempt employees may accrue compensatory time in lieu of payment of over-time at the discretion of the Functional Area Director. An employee must indicate if they would prefer over-time or accrual of compensatory time when timesheets are turned in for the pay period applicable. If no indication is made, excess hours will be accrued in compensatory time, unless directed otherwise by the Functional Area Director. Over-time paid by funding received or reimbursed by other agencies, such as alcohol enforcement or seatbelt shifts may not be accrued as compensatory time.

   (a) Compensatory time is calculated based on actual time worked. Time worked does not include any type of leave or compensatory time, except for certified Police Officers who are scheduled to work on the holiday (see 3.2, C, 2).

   (b) Compensatory time is accrued for actual time worked in excess of:

      (1) 40 hours per work week for non-exempt employees.

      (2) 80 hours per 14-day work period for certified officers in the Police Department.

   (c) Compensatory time is accrued at a rate of one and one-half hours for each hour actually worked over 40 hours for non-exempt employees and 80 hours for certified officers in the Police Department.

   (d) The maximum amount of compensatory time which may be accrued at any given time is 40 hours for non-exempt employees and 80 hours for certified officers in the Police Department. If these limits are exceeded, overtime will be paid.

   (e) The Mayor, or designee, reserves the right to schedule use of compensatory time and should limit accumulated hours to 50% of the maximum accrual allowed.

   (f) An employee with accrued compensatory time leave that requests use of the time will be permitted to use it within a reasonable period after making the request if it does not unduly disrupt the operations of the department.

   (g) Compensatory time will only be paid out if an employee is moved to a position that is considered FLSA exempt, at retirement, or termination of employment.

   (h) Exempt employees are not entitled to accrual of compensatory time, however in situations where the Mayor and City Council have declared a “Disaster Emergency” and with written pre-approval, where feasible, exempt employees may be allowed to accrue compensatory time.

2. Overtime Provisions. It is the general policy of Santaquin City to not have employees work overtime. However, employees may be required to work overtime as deemed necessary and pre-authorized by the Mayor, or designee. When excess time is worked an employee must indicate if they would prefer payment of over-time or accrual of compensatory time when timesheets are turned in for the pay period applicable. If no indication is made, excess hours will be accrued in compensatory time, unless directed otherwise by the Functional Area Director. When payment of overtime is preferred it will be paid as follows:

   (a) Overtime is paid at the rate of one and one-half times the regular rate of pay.

(b) Overtime is calculated based on actual time worked. Calculation of time worked does not include any type of leave or compensatory time, except for eligible certified Police Officers, see 3.2, C, 2.

(c) Overtime is payment received for actual time worked in excess of:

(1) 40 hours per work week for non-exempt employees.

(2) 80 hours per 14-day work period for certified officers in the Police Department.

(3) 106 hours per 14-day work period for Fire and EMS personnel who qualify for the 207K FLSA Exemption and that work an extended "work period", rather than a standard 40 hour work week. Part-time employees in the Fire and EMS Department are not to exceed the Affordable Care Act (ACA) maximum hours worked for the annual look-back period. This is not to exceed 28 hours a week average.

(d) Funding received from federal and state grants, external donations or sponsorships, or third-party fee schedule payments paid through City payroll stipulated at time and a half compensation will be paid as such.

(e) Employees in the Fire and EMS Department who are scheduled to work on a Santaquin City designated holiday shall be paid at an overtime rate for the hours that are worked on the actual Santaquin City designated holiday.

3. On-Call. The Mayor, or designee, shall designate those departments that will have on-call status. Rules, regulations and procedures that shall be followed by all on-call personnel to ensure the delivery of essential City services after regular work hours include the following:

(a) A schedule of on-call FLSA non-exempt employees should be prepared in advance and maintained by the Functional Area Director or their designee.

(b) Positions requiring an on-call status shall be on a one-week rotation basis.

(c) Employees must not travel out of the area or to a location or event what would prevent him/her from responding to a call within a 20-minute maximum time frame.

(d) Employees must have a communication device with him/her at all times during their assigned on-call period, so that they can be reached in case of a call. Employees must remain in areas where cell phone service is provided.

(e) Employees must remain drug and alcohol free during the entire on-call period.

(f) Employees must not make arrangements for others to assume their on-call duties except in the case of an emergency, and only with a supervisor's approval.

(g) Time sheets shall reflect the days the employee was on-call. On-call pay paid on a weekly basis shall be credited for the work week in which the first day of the on-call week occurs.

(h) Employees assigned on-call duty shall receive a flat stipend as established by the Mayor, or designee, for each one week on-call period. Actual time spent on a call-out is calculated as time worked and is separate from on-call.

4. Call-Out. Any FLSA non-exempt employee called back to work shall be entitled to call-out compensation.

(a) Call-out time begins when the employee leaves the location where they were when they received the call-out. Employees shall take every measure to get to the call in a reasonable amount of time. The call ends when the task, in which the employee was called out for, is complete.

(b) The minimum call-out compensation shall be one hour. Time worked on a call-out shall be paid at the employee's regular rate of pay, unless it is excess of an employee's specified work week then time will be accrued as compensatory time or paid in overtime as described in this section.

(c) Employees who are called out on an observed holiday shall receive their overtime rate of pay for each hour worked.

5. Voluntary Reduction of Job Responsibilities. When an employee chooses to move to a different position with decreased levels of responsibility and/or different job duties, their pay grade and compensation shall be adjusted to a level commensurate to their new title and their years of service.

E. Exempt Employees and Assignments with reimbursement of Funds from Outside Sources – From time to time, the City may receive funding from outside sources to perform tasks or assignments. These tasks or assignments may pay to also use city employees to complete them. Where funds from an outside source are given to cover the City's personnel expenses and where such funds are sufficient to cover all related employee expenses, FLSA exempt employees shall be allowed to fill such shifts and receive additional compensation above their normal pay for a two-week period, subject to the following conditions:

1. All outside funding sources must be pre-approved by the Mayor or City Manager before any additional pay for exempt employees is approved. Under no circumstances will general fund revenue be used to fund additional hours.

2. Exempt employees will maintain their primary duties during the pay period. Exempt employees will work any additional hours required to perform their normal duties (over 80 hours per pay period if necessary), and such hours will not be compensated in any way.

(a) Hours compensated by outside funding sources must be worked in addition to the exempt employee's regular duties, and only to the extent allowed by the demands of their regular position.
(b) Any hours worked and compensated by outside funding sources should not negatively impact, at the discretion of the Mayor or City Manager, the employee's availability to perform their primary duties.

3. Exempt employees will retain their FLSA exempt status, working in supervisory /administrative roles.

4. All paid hours will be at an hourly pay rate approved by the Mayor or City Manager. Overtime rates will not apply, and benefits will not be calculated on the additional earnings,

with the exception of the 401(k) contributions. The City's full cost, including 401(k) contributions, must be reimbursed by the outside funding source.

5. All qualified, lower-ranked personnel will be given the first opportunity to work these hours before any exempt employees are offered the opportunity to work them. Exempt employees shall be used only as a last resort to fill a needed shift and must have the approval of the department director, and Mayor or City Manager.

6. Exempt employees are not (and will not become) entitled to any particular number of hours compensated by outside funds, and they should not expect any amount of additional earnings to be paid on a regular basis.

3.2 TYPES OF LEAVE

A. Vacation Leave - Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation accrual is based on two-week pay periods. Vacation leave may not be used until the pay period following its accrual.

1. Eligibility. Vacation leave shall be accrued from the date of hire by all Full-time and Part-time/Benefited employees. Part-time/Non-benefited and Seasonal employees, and Volunteers are not eligible for vacation leave.

2. Vacation Accrual Rates.

(a) Full-time employees shall accrue vacation leave at the following rates:

(1) From date of hire to 5 years of service, 10 days of annual vacation leave shall accrue at the rate of 3.08 hours per pay period.

(2) From 5 years of service to 15 years of service, 15 days of annual vacation leave shall be accrued at the rate of 4.62 hours per pay period.

(3) From 15 years of service and up, 20 days of annual vacation leave shall be accrued at the rate of 6.16 hours per pay period.

(b) Part-time/Benefited employee shall accrue vacation leave at prorated rates outlined below:

(1) Part-time/Benefited employees working 24-29 hours per week shall accrue annual vacation leave at the rate of ¾ that of a Full-time employee.

(2) Part-time Benefited employees working 18-23 hours per week shall accrue annual vacation leave at the rate of ½ that of a Full-time employee.

(c) Employees do not accrue vacation leave while on a leave without pay status, including any pay period in which accrued leave is the only available paid leave, excluding vacation leave. Employees do not accrue vacation leave while on FLMA status. Employees do not accrue vacation leave while on paid or unpaid administrative leave.

(d) Newly hired eligible Full-time and Part-time/Benefited employees will not accrue vacation leave until the first full pay period worked.

3. Use of Annual Vacation Leave.

(a) In no instance will annual vacation leave be granted unless it has been previously earned.

(b) A holiday which falls during an eligible employee's scheduled vacation leave shall be counted as a paid holiday and not as vacation leave.

4. Requests. Vacation leave shall be requested from and pre-approved by the employee's supervisor.

5. Carry over. The maximum vacation leave which can be carried forward from calendar year to calendar year is 240 hours.

6. Pay-out. Unused vacation leave hours may be paid out, upon request, to employees at their regular rate of pay, up to a maximum of 40 hours in a given calendar year. Payments will be made one time during the year on a date designated by the Mayor, or designee.

7. Forfeiture. Any accrued vacation leave not used in excess of the 240 hours carried over and 40 hours paid out (for eligible employees, (see 3.2,A,6), shall be forfeited on January 1st of the year following the calendar year in which the leave was accrued.

8. Termination of Employment. An employee who is terminated from employment, voluntarily or involuntarily, shall be compensated for all unused accrued vacation leave.

9. Records. Accumulation and use of vacation leave will be maintained and kept current on city records and shall be posted on payroll check stubs.

B. Personal Leave - In addition to accrued vacation leave, each Full-time employee shall receive 16 additional hours of personal preference time. These 16 hours will accrue January 1st. Newly hired Full-time employees will not accrue 16 hours of Personal Leave until January 1st of the following year, regardless of when they begin their employment. Personal Leave hours can be used anytime of the year after they have been accrued. Personal Leave hours will be lost if not used by December 31st. Part-time/Benefited, Part-time/Non-benefited and Seasonal employees and Volunteers are not eligible for personal leave.

C. Holiday Leave - Santaquin City recognizes the following holidays for purposes of paid holiday leave.

New Year's Day	January 1st
Human Rights Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	3rd Monday in June
Independence Day	July 4th
Pioneer Day	July 24th
Labor Day	1st Monday in September
Thanksgiving Day	4th Thursday in November
Thanksgiving Holiday	4th Friday in November
Christmas Day	December 25th
Christmas Holiday	December 26th

1. If a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. If a holiday falls on a Sunday, the holiday shall be observed on the following Monday or as designated by the Mayor, or designee. Because of scheduling and the nature of the work,

certified Police Officers and the Public Works employees will receive paid holiday leave on the actual designated holiday, not the observed holiday.

2. Full-time employees are eligible for 8 hours of paid holiday leave per holiday listed above. Holiday leave does not count as time worked for the purpose of calculating compensatory time or overtime, except for full-time, non-exempt certified Police Officers who are scheduled to work the actual holiday. This provision only applies if the employee has physically worked 80 hours in the pay period, i.e., employee has not taken and vacation, sick or personal leave during the pay period in which the holiday falls.

3. Part-time/Benefited employees are eligible for the number of hours the employee is regularly scheduled to work on the day the holiday falls. If the employee is not regularly scheduled to work on the day the holiday falls, the employee is not eligible for paid holiday leave for that day.

4. Part-time/Non-benefited and Seasonal employees, and Volunteers are not eligible for paid holiday leave pay.

5. Full-time employees who are called out on a holiday shall receive their overtime rate of pay for each hour worked, unless the hours have already been paid at an overtime rate in the calculation of overtime for the applicable period.

6. Employees do not receive paid holiday leave when on any unpaid leave status and are not receiving any compensation during the pay period in which a holiday falls.

D. Sick Leave - Sick leave time off with pay is available to eligible employees for periods of temporary absence due to illness, injury, or to obtain necessary medical care for themselves, a spouse, or a dependent living in the employee's home, except as otherwise authorized by a department director. Sick leave may also be used for any City approved FMLA leave use. Sick leave hours are intended to provide income protection in the event of illness, injury, or approved FMLA use, and shall not be used for any other absence. An employee is prohibited from working secondary employment during the actual hours of sick leave. Sick leave may not be used until the pay period following its accrual.

1. Eligibility. Sick leave shall be accrued from the date of hire by all Full-time and Part-time/Benefited employees. Part-time/Non-benefited and Seasonal employees, and Volunteers are not eligible for sick leave.

2. Accrual. Employees shall accrue sick leave at the following rates:

   (a) Full-time employees shall accrue 3.70 hours of sick leave per pay period (96 hours annually).

   (b) Part-time/benefited employees shall accrue sick leave at prorated rates outlined below:

      (1) Part-time/Benefited employees working 24-29 hours per week shall accrue annual vacation leave at the rate of ¾ that of a Full-time employee.

      (2) Part-time/Benefited employees working 18-23 hours per week shall accrue annual vacation leave at the rate of ½ that of a Full-time employee.

   (c) Sick leave shall accrue to a maximum of 90 days or 720 hours for all employees.

(d) Employees do not accrue sick leave while on a leave without pay status, including any pay period in which accrued leave is the only available paid leave. Employees do not accrue sick leave while on FLMA status. Employees do not accrue sick leave while on paid or unpaid administrative leave.

(e) Newly hired eligible Full-time and Part-time/Benefited employees will not accrue sick time until the first full pay period worked.

3. Reporting Absences. Employees who are unable to report to work due to illness or injury shall notify their supervisor before the scheduled start of their workday, if possible. The supervisor must also be contacted on each additional day of absence.

(a) For sick leave in excess of 3 consecutive working days, or if abuse of sick leave is indicated, the Mayor, or designee, may require a certificate from the attending physician stating that such illness prevented the employee from working. Employees may also be required to demonstrate the ability to perform essential job duties and/or provide a medical release before returning to work.

4. Cash-out or transfer of Sick Leave.

(a) Cash-out. At no time shall an employee be allowed to cash out sick time.

(b) Transfer. At the end of each calendar year, Santaquin City shall contribute sick leave accrued in excess of 720 hours to a retirement saving plan set up in the employee's name and administered by the Utah State Retirement System (URS). Contributions shall be made at a rate of 25% of the excess hours or 1 hour contributed for every 4 hours in excess of 720 hours. Remaining hours in excess of 720 hours at the end of the calendar year shall be forfeited. Sick leave transfers shall be made at the employee's current rate of pay.

5. Termination of Employment. An employee who terminates employment voluntarily or upon retirement may be paid 25% of their vested sick time. An employee is vested when the employee has been employed with Santaquin City for 5 consecutive years. An employee whose employment is terminated for cause shall not be compensated for unused accrued sick leave.

6. Records. Official sick leave records will be maintained and kept current on city records and shall be posted on payroll check stubs.

E. Donation of Leave

1. Purpose. In order to allow employees to assist other employees who have responsibly managed their leave, but who are facing emergency situations or in situations where an employee has insufficient annual and/or sick leave to accommodate a prolonged illness or recovery, employees may donate, on a voluntary basis, annual and/or sick leave to another employee. Employees who have abused or misused leave are not eligible to receive donated leave. The Mayor, or designee, will review and approve each request on a case-by-case basis.

2. Eligibility. An employee may become eligible for donation of leave time if they have exhausted their existing leave benefits (sick leave, annual vacation leave, and accrued compensatory time), filed for FMLA leave with the City, filed for long-term disability if

applicable, and have submitted a written request outlining the need for the donation of leave to the Mayor, or designee.

3. Donating Leave. All donations shall be strictly voluntary and confidential. Anyone who attempts to influence or coerce another employee in any manner will be subject to disciplinary action up to and including termination of employment. To donate leave time to an eligible recipient, the donor must:

   (a) Submit a written statement indicating the amount and type of leave donated.

   (b) An employee donating sick leave must have a balance of accrued sick leave in the amount equal to or greater than 240 hours after the amount of sick leave has been donated. Sick leave will be converted at the rate of 1 hour of time for every 4 hours donated or 25%, and further converted into a dollar amount based upon the donor's hourly rate. The dollar equivalent will be deposited into the general donation account. Sick leave may not be donated simply because an employee has reached the 720-hour cap.

   (c) An employee donating annual vacation leave must have a balance of accrued annual vacation leave in the amount of 40 hours after the amount annual vacation leave has been donated. There is no maximum amount of annual vacation leave that can be donated. Donated annual vacation leave will be converted on an hour per hour basis, and further converted into a dollar amount based upon the donor's hourly rate. The dollar equivalent will be deposited into the general donation account.

4. Other Provisions. The following general conditions apply to the leave donation policy.

   (a) Donated leave will be used in the order the donations are received.

   (b) The maximum amount of donated leave an employee may receive in any calendar year is 12 weeks.

   (c) The use of donated leave shall be terminated once the employee returns to work or the conditions of the original sick leave request are no longer applicable.

   (d) During the time an employee receives Worker's Compensation, or disability, they are not eligible to receive any donated leave.

   (e) To be eligible to participate in the donated leave program an employee must have been employed by the City for at least one year as a benefited employee.

   (f) If the number of hours donated exceed the requested number or twelve weeks, the remaining hours will not be transferred and will remain in the general donation account.

   (g) No sick leave or annual vacation leave benefits will be accrued by the recipient during the extended leave where the only compensation is from donated leave.

F. Bereavement/Funeral Leave –

1. Upon authorization, ~~an~~ a benefited employee may receive a maximum of 24 hours bereavement leave per occurrence with pay, at the Functional Area Director's discretion, following the death of a member of the employee's immediate family. Upon authorization,

an employee may receive a maximum of 8 hours bereavement leave per occurrence with pay, at the Functional Area Director's discretion, following the death of a member of the employee's extended family. (Res 12-3-2015)

(a) Immediate family means the following relatives of the employee or spouse (including in-laws or step-relatives): spouse, parents, siblings, children, all levels of grandparents, or all levels of grandchildren.

(b) Extended family means the following relative of the employee or spouse (including in-laws or step-relatives): aunts, uncles, 1st cousins, nieces or nephews. (Res 12-3-2015)

2. Paid bereavement leave of 24 hours shall be provided for an employee:

(a) following the end of the employee's pregnancy by way of a miscarriage or stillbirth; or

(b) following the end of another individual's pregnancy by way of a miscarriage or stillbirth, if:

(1) the employee is the individual's spouse or partner; or

(2)(A) the employee is the individual's former spouse or partner; and

(B) the employee would have been a biological parent of a child born as a result of the pregnancy.

G. Military Leave - It is the policy of Santaquin City to comply with the provisions of Utah State Code 39-3-1 Public Officers and employees in military service, Utah State Code 39-3-2 Government employees in United States armed forced or National Guard, and in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

1. Active Duty. Employees called to active military duty shall be granted leave for such service.

(a) An employee must notify their Functional Area Director and the Personnel Officer of their military orders as soon as possible. A copy of official military orders shall be submitted with a request for leave.

(b) An employee entitled to leave under this section shall be restored to the same position, or to a position equivalent to the same position, which the employee held immediately prior to the commencement of active military service.

(c) A request for restoration of employment must be submitted within 40 days after release from active services.

(d) Restoration of employment shall be made within 20 days after submission of the request to Santaquin City.

(e) Employees do not accrue vacation or sick leave while on a leave without pay status, including any pay period in which accrued leave is the only available paid leave.

(f) An employee returning to employment shall retain all sick, vacation and other leave to which the employees were entitled immediately prior to the commencement of the active military service and shall receive and earn benefits and compensation at the

same level not less than that to which the employee would have been entitled had the employee not been absent due to active military service.

(g) Health and Dental benefits will discontinue the first of the month following entry into active military duty, or until the military insurance begins. Life Insurance ADD and LTD benefits will discontinue the first of the month following entry into active military duty. Upon returning to work all benefits will be reinstated.

(h) Contributions to Utah State Retirement benefits continue during active duty as required by law.

2. National Guard or Military Reserves. Employee shall be granted leave for service in the National Guard or in the Armed Forces reserves for the purpose of fulfilling annual field training.

(a) Employees may use accrued vacation leave or compensatory time for National Guard or Military Reserves annual field training.

H. Jury or Witness Duty - The City recognizes the duty of every employee, as a citizen of the United States, to perform jury duty or serve as a witness in court on behalf of another party.

1. Employees will be granted time off to perform jury duty or serve as a witness in court. This time is paid at the base rate of eight hours straight time for each day at the employee's regular rate of pay. If leave is due to a court appearance on the employee's own behalf as a defendant or plaintiff, the employee will not be paid, however employees may use vacation or compensatory time.

2. Employees retain jury and witness fees received from the court for such services. Any mileage expenses paid by the court to reimburse the employee for travel to and from the courtroom may be retained by the employee.

3. An employee must show the jury or witness duty subpoena to their supervisor as soon after receipt as possible so the supervisor may make arrangements to accommodate their absence. An employee on jury duty leave must keep his or her supervisor informed on a daily basis as to whether the jury duty will continue. If the employee is selected as a juror, the supervisor should be provided at least weekly updates of the status of the case and when the employee anticipates returning to work.

I. Basic FMLA Leave Provisions - The Family and Medical Leave Act (FMLA) grants eligible employees the statutory right to take up to 12 weeks of paid and/or unpaid leave, health insurance benefits, and with some limited exceptions, job restoration within a rolling 12-month period following the designation of FMLA leave. The City will designate FMLA leave for an employee whenever it has knowledge that the employee may qualify.

1. An employee is eligible under the Family and Medical Leave Act if the employee has been employed with the City for a minimum of 12 months and has worked a minimum of 1250 hours in the 12-month period immediately preceding the request.

2. Eligible employees may request, or the city may designate, up to 12 work weeks of paid/unpaid leave for situations related to certain family and medical reasons such as:

(a) To care for the employee's child after birth, or placement for adoption or foster care.

(b) To care for the employee's child, spouse, or parent (but not in-law) who has a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

(c) For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the employee unable to perform one or more essential functions of the employee's job.

(d) Because of any qualifying exigency arising out of the fact that an employee's spouse, child, or parent is a covered military member on active duty or has been notified of an impending call or order to active-duty status in the Armed Forces in support of a contingency operation.

3. Eligible employees whose leave qualifies under one of the above situations should make requests for family and medical leave to the Personnel Officer and notify their supervisor in writing, at least 30 days in advance of foreseeable event(s) and as soon as practical for unforeseeable event(s). Requests for leave should be made even if the employee has accrued time off available. The City reserves the right to designate FMLA leave for an employee whenever it has knowledge that the employee may qualify even when no notice was given. Typically, FLMA leave will be designated if an employee is on leave for a qualifying event for more than 10 consecutive working days or 2 working weeks.

   (a) In an emergency, when the need for leave was not previously known, the employee must contact his or her supervisor within 48 hours or as soon as practical.

   (b) An eligible employee may take leave consecutively or intermittently for qualifying conditions. If intermittent or reduced leave is needed, employees are strongly encouraged to schedule their leave, so it does not unduly disrupt City operations.

   (c) All employees requesting leave or whose leave has been designated FMLA leave under this policy must complete the applicable Certification of Health Care Provider form and return it to the Personnel Officer within 15 working days.

   (d) The Personnel Officer will process the certification and provide the employee with the Notice of Eligibility and Rights & Responsibilities form and Designation Notice.

4. An employee on designated FMLA leave will have all absences related to that qualifying event count toward the total eligible 12 weeks of FMLA leave.

5. Eligible employees must exhaust all available paid leave (accrued vacation, sick, and personal leave, and compensatory time) before going on a leave without pay status. Supervisors will be responsible for submitting the employee timecard to payroll and FMLA tracking form to the Personnel Officer while an employee is on FMLA leave if the employee is unable to do so.

6. Subject to the terms, conditions, and limitations of the applicable health insurance plans, the City will continue to contribute to premiums in accordance with established policy during an employee's approved FMLA leave, however seniority, vacation, sick, personal, and other benefits will not accrue during unpaid time off, including any pay period in which accrued leave is the only available paid leave. The employee must continue to pay any portion of the premiums that the employee would typically pay if not on leave, either through payroll

deduction or through personal reimbursements. The City has the right to recover health insurance premiums if the employee does not return from FMLA leave.

7. If the employee is returning from leave for their own serious health condition, the City may request a fitness-for-duty or release to work report from the health provider before the employee can return.

   (a) Upon return from FMLA leave, the City will accommodate an employee's return to their original or an equivalent position.

   (b) If an employee fails to return to work after the 12 weeks of leave have expired, the employee is responsible for reimbursing the City for any unpaid employee share of the premium costs.

   (c) If any employee fails to report to work promptly at the end of the 12 weeks of FMLA leave, the City will assume the employee has resigned and employment will be terminated, unless they have received a written approved leave of absence.

   (d) Additional Military Family Leave Provisions (Injured Service Member Leave). In addition to the basic FMLA leave provisions, an eligible employee who is the spouse, child, parent or next of kin of a covered service member is allowed to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single, 12-month period and, when combined with other FMLA qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member. Expanded additional leave may also be available to care for certain former service members.

8. Work Prohibited While on FMLA Leave. Employees shall not work secondary employment during regularly scheduled working hours while on FMLA leave.

J. Fit For Duty

1. The City recognizes that physical or mental ability issues may impact an employee's ability to perform his or her job duties. It is in the best interest of the City and the employee to identify factors impacting the workplace.

2. Fitness for Duty Referrals

   (a) A supervisor may refer an employee for a fitness-for-duty evaluation. The supervisor will make a written request to the City Manager or designee when referring an employee for an evaluation.
      (1) The Supervisor's written request will include a copy of the employee's job description, brief work history, and work-related problems.
      (2) The evaluation will be conducted by a private contracted provider.
      (3) The City will notify the employee in writing of the required evaluation date, time and location.
      (4) The City will place the employee on paid administrative leave during the evaluation period.
      (5) Evaluation costs are paid from the City's General Fund subject to the

availability of funding.

(b) Fitness for Duty Evaluation

(1) The provider's written evaluation will include:

- reasons for the referral;
- a diagnosis including expected duration and required medical or psychological plan;
- a statement indicating whether the employee can perform the job;
- identification of any tasks the employee cannot perform; and
- a statement indicating whether the employee needs a reasonable accommodation to perform the essential job duties and the recommended accommodation.

(2) Upon completion of the fitness for duty evaluation, the City will notify the employee of the results.

(3) The City, in consultation with the City Manager or designee, will determine whether the employee may return to work, be placed on qualifying leave, or be separated from employment.

(4) An employee who refuses to submit to a fitness for duty evaluation or fails to make progress towards completing the evaluation plan may be disciplined in accordance with the City's discipline policy.

(c) Confidentiality and Records

(1) Records obtained under this policy that contain medical, psychiatric or psychological data about an employee will be classified as protected in accordance with Government Records Access and Management Act (GRAMA).

(2) Evaluation information may only be released for employment related purposes and will be limited to persons with a work-related concern.

(3) Fitness-for-duty evaluation records will be kept in a locked file by the HR Manager or designee and will be made available only to qualified medical personnel upon written release from the employee and in accordance with applicable State or Federal laws relating to medical records.

K. Administrative Leave -

1. Administrative leave with pay. The Mayor, or designee, may assign administrative leave with pay under any of the following circumstances:

(a) Pending the outcome of an investigation to determine possible disciplinary action against the employee.

(b) Pending the results of a post-accident or reasonable suspicion drug and/or alcohol test.

(c) With regard to incidents resulting in extreme stress.

(d) To protect City interests during an end of employment process.

(e) Other circumstances determined to be in the best interest of the City and/or employee.

2. An employee shall not engage in secondary employment during the actual hours designated as administrative leave with pay. The City may, at its discretion, additionally restrict the activities of an employee on administrative leave with pay. Examples include being required to remain at the employee's residence during designated working hours (except to obtain medical care, to fulfill religious obligations, or as specifically authorized), remain readily available and immediately respond to phone contact or return to work, modification of working hours, or restrictions on secondary employment outside administrative leave hours.

3. After review by the City Attorney and with the authorization of the Mayor, or designee, an employee charged with a job-related felony, after judicial review, may be placed on administrative leave without pay.

4. Administrative Leave without Pay. Full-time and Part-time/Benefited employees are eligible to request leave without pay (unrelated to FMLA leave) for up to 12 months as described in this policy. Eligible employees interested in a leave without pay must submit a written request to the Mayor, or designee, detailing the nature of the leave.

   (a) Requests for leave without pay will be considered based on criteria such as the nature of the request, the impact to the organization, and the benefit to the employee and/or the City. The City does not grant a leave without pay, unless it is believed the employee will remain employed by the City at the end of the leave. The City may end an approved leave without pay at its discretion, upon reasonable notice to the employee.

   (b) Prior written approval must be obtained from the Mayor, or designee.

   (c) Vacation leave, sick leave, personal leave, holiday leave and other City benefits will not continue to accrue during the approved leave of absence period.

   (d) Employees that are granted a leave without pay are required to pay for employee benefits costs that are normally taken through payroll deduction.

L. Unauthorized Absence - Any unauthorized absence is grounds for disciplinary action. An employee who is absent for 3 consecutive workdays, without authorized leave, shall be deemed to have voluntarily resigned.

M. Breaks and Meal Periods - The City offers breaks and meal periods as work allows.

1. The City may provide two paid breaks of up to 15 minutes each during a standard workday as determined by the supervisor.

2. The City normally provides a 30-minute unpaid meal period for full-time employees during a standard workday.

3. Breaks and meal period for part-time employees will be determined by the department director depending on the number of hours scheduled to work during a standard workday.

4. Employees in public safety positions shall take breaks and meal periods in accordance with Department work schedules and policies.

5. Employees under the age of 18 are entitled to a meal period of at least 30 minutes not later than 5 hours from the beginning of their shift. A rest break of at least 10 minutes is required for employees under the age of 18 for every three-hour period or part thereof that is worked.

N. Lactation/Breastfeeding. This policy outlines the reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk.

1. For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. Santaquin City has designated a room at each location for this purpose. Refrigeration units are available in all work locations. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Nursing mothers wishing to express milk must coordinate a schedule for breaks, the location and use of the room, and the need for alternative refrigeration equipment with their program manager. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

2. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

3.3 EMPLOYEE BENEFITS

A. Retirement - Santaquin City participates in the public employee and public safety retirement programs of the Utah State Retirement System (URS).

1. Eligibility.

(a) All Full-time and Part-time/Benefited employees and compensated appointed positions are eligible for URS benefits.

(b) Part-time/Non-benefited and Seasonal employees, and Volunteers are not eligible for URS benefits.

(c) The Mayor and City Council Members who are elected or appointed to their position are considered part-time ineligible for URS benefits, unless income levels equal or exceed URS requirements.

2. Plan Tiers.

(a) Tier I Employees. All eligible employees participating or who have previously participated in URS prior to July 1, 2011.

(b) Tier II Employees. All eligible employees who, for the first time, begin participation in URS on or after July 1, 2011.

3. Plan Rates. Contribution rates for Tier I and Tier II plans are recalculation and set annually by URS. New plan rates are effective July 1st of each year.

Because of complexities of the plans offered by Utah State Retirement System employees should refer to the informational handbook, contact the Personnel Officer, or contact URS directly regarding any questions concerning the plan.

B. Medical & Dental Insurance - The City may offer group medical and dental insurance benefits to Full-time employees. Shared rates will be established by the Mayor and City Council and shall be included in the annual budget.

1. Eligible employees are enrolled when hired. Employees may make changes to group benefit plans once each year during a specified period known as "Open Enrollment" or when a life event occurs, such as marriage, divorce, birth of child, etc.

2. The employee has the responsibility to inform the city of any change in coverage, including, but not limited to the birth/adoption of a child, marriage, a divorce, legal separation, a child losing dependent status under the group health plan. Notification should occur within seven (7) working days of the actual event.

3. Eligible employees who provide proof of insurance under another plan may choose to waive the City's coverage annually. A portion of the City's insurance premium cost may be reimbursed to the employee through the payroll process.

C. Life Insurance - Basic life insurance may be provided by the City for all Full-time employees.

D. FICA (Social Security & Medicare) - All employees are covered by the benefits of Old Age, Survivors and Disability Insurance as provided by law. Contributions of the employee and the City will be made in accordance with Federal law.

E. Savings Plan - All Full-time and Part-time/Benefited employees are eligible to participate in an employee funded savings plan (401k, 457, or Roth IRA) through Utah State Retirement Systems.

F. Employee Assistance Program - The City provides an Employee Assistance Program (EAP) for eligible employees, and their dependents. The EAP is a confidential counseling and referral service that is designed to help employees and their family members deal with personal and/or work-related problems and concerns. Additional information on the EAP is available at the Administration Office.

G. Uniform Allowance - The City will provide employee uniforms when uniforms are required to fulfill job responsibilities. Uniforms will be maintained and worn in accordance with City and Department policies.

H. Mental Health Coverage for Retired or Separated First Responders

1. Purpose – To define the eligibility and scope of mental health resources provided to retired or separated first responders and their spouses, consistent with Utah Code § 53-21-102, while ensuring clarity in the interpretation of "separation" and minimum service requirements.

2. Definitions

(a) First Responder – As defined in Utah Code §53-21-101(2), including law enforcement officers, firefighters, dispatchers, and emergency medical service providers employed by the City.

(b) Retired First Responder – An employee who separates from City service with a qualifying retirement under Utah Retirement Systems (URS) or another applicable retirement plan.

(c) Separated First Responder – An employee who voluntarily resigns or separates from City service after completing at least 12 consecutive months of employment in a qualifying first responder position, and who leaves in good standing.

(d) Good Standing – Separation from employment not involving termination for cause, misconduct, or dishonorable circumstances as determined by the City.

3. Eligibility

(a) Retired First Responders and their spouses shall be eligible for mental health resources for at least three (3) years from the date of voluntary separation.

(b) Separated First Responders meeting the above definition (12 months minimum service, good standing) and their spouses shall likewise be eligible for mental health resources for at least (3) years from the date of separation.

(c) Employees who separate prior to 12 months of service are not eligible for post-employment mental health resources under this policy.

4. Scope of Coverage – Eligible individuals shall receive:

(a) One (1) initial assessment by a licensed mental health professional.

(b) Up to three (3) outpatient counseling sessions per year, per individual (retiree, separated employee, or spouse), at no cost.

(c) Referral to additional resources as appropriate, at the individual's expense or through available insurance/EAP coverage.

(d) Coverage shall apply equally to sworn law enforcement, fire, EMS, and dispatch personnel.

(e) If the separated employee is actively or subsequently employed by another qualifying public safety agency or dispatch center, mental health coverage will transition to and be administered by the new employer.

5. Administration

(a) Requests must be submitted to the respective public safety department director and human resources.

(b) The City shall contract with or designate qualified providers to deliver these services.

(c) The City reserves the right to review and adjust this policy consistently with changes in state law or funding availability.

(d) In cases where a critical incident is believed to have contributed to an employee's separation, the respective public safety department director may exercise discretion to

waive the eligibility requirement in the interest of supporting the individual and their family.

3.4 TERMINATION OF EMPLOYMENT

A. Santaquin City's termination of employment procedures ensure that all department directors, supervisors and managers follow an established and prescribed separation from employment process including the timely reporting and processing of terminations of employment, exit interviews and paperwork.

B. Types of terminations:

1. Resignation**:** an act by an employee or intern who chooses to resign their current merit or non-merit position for reason of his or her own choice. Employees should notify their supervisor in writing and provide at least 2 weeks of notice.

2. Resignation by Absence**:** an act by an employee who is absent for three or more scheduled workdays without notice, permission, or without good reason will be considered as having resigned.

3. Retirement**:** an act on behalf of an employee who meets the eligibility of the Utah Retirement System to retire from active service with the City. Employees should work with URS and provide notice to the City at least 90 days before their scheduled retirement date.

4. For Cause**:** an action taken by the City in regard to severing employment from an employee who has been disciplined through the proper process and steps of the City's discipline policy.

5. Reduction in Force**:** an action taken by the City due to business needs to reduce the workforce and following the proper policy (2.4 Employee Reduction in Force Policy) with a workforce adjustment plan.

SECTION 4: EMPLOYEE CONDUCT

4.1 CODE OF CONDUCT

A. Professionalism - Santaquin City is a public entity whose purpose, among others, is to provide professional services to its citizens. Its employees must adhere to high standards of public service that emphasize professionalism and courtesy. City employees shall conduct themselves in a way that will bring trust and respect to themselves and the City.

B Honesty - Employees shall be honest in word and conduct and never use their position to benefit themselves personally, or another party, through the disclosure of or by acting on confidential information, award of work, procurement of supplies, or use of City facilities, equipment, or resources.

C. Privileged Information - Santaquin City employees that are involved with Information of significant public interest may not use this privileged information for personal gain, nor to benefit friends, acquaintances, or any other individual or entity. If an employee has an outside interest which could be affected by any Santaquin City plan or activity, this situation must be reported to the Mayor, or designee, immediately. Each employee is charged with the responsibility of ensuring only information that should be made available to the general public is released as defined in the Government Records Access and Management Act ("GRAMA").

D. Confidentiality - Employees shall not disclose, or willfully allow to be disclosed, any information gained by reason of their position, for any reason other than its official or authorized purpose. Employees will comply with the confidentiality requirements of State Law and the City Code, including restrictions against disclosing or using private protected, or controlled information acquired by reason of a member's official position for the employee's or another's private gain or benefit.

E. Conflicts of Interest – Santaquin City employees shall abide by the Utah State Municipal Officers' and Employees' Ethics Act (UCA §10-3-1301 thru UCA §10-3-1312).

F. Outside Activities - Santaquin City employees shall not use Santaquin City owned property in support of outside interests and activities when such use would compromise the integrity of Santaquin City or interferes with the employee's duties. Specifically, an employee who is involved in an outside activity such as a civic organization, church organization, committee unrelated to Santaquin City business, public office, or service club, shall:

1. Pursue the outside activity on the employee's own time.

2. Pursue the outside activity away from Santaquin City offices.

3. Discourage any phone, mail or visitor contact related to the outside interest at Santaquin City offices or while on duty.

4. Arrange for annual vacation leave or compensatory time off in advance to pursue the outside interest during business hours.

5. Except as provided in paragraph L of this section, an employee shall not use data processing equipment, software, postage metering machines, copiers, other Santaquin City owned equipment or supplies for the outside interest.

G. Political Activities - City employees shall not use City owned property, work time, or influence of position over other employees while engaging in any political activity.

H. Secondary Employment - The Municipal Officers and Employees' Ethics Act establishes standards of conduct for City employees and appointed city officials for the disclosure of actual or potential conflicts of interest between public and personal duties. Employees are required to provide written notification to the Mayor, or designee, in the form of a sworn disclosure statement, of any secondary or outside employment, or before starting any secondary or outside employment, or if the employee has an interest in an entity that does business with Santaquin City. The written disclosure statement must contain the name and address of the City employee, the name and address of the person or business entity, and the position that would be held by the City employee with the person or business entity and the nature of his or her business interest.

1. Secondary Employment must be pre-approved by the Mayor, or designee.

2. Secondary Employment must in no way interfere, conflict with, or affect a City employee's duties.

3. If an employee's performance is distracted by secondary employment, the employee will be asked to discontinue the secondary employment, or face disciplinary action, up to and including termination of employment.

I. Additional Secondary Employment for Sworn Police Officers.

1. Utah State Law outlines specific Secondary Employment requirements and regulations for Sworn Police Officers. These requirements and regulations are outlined in the Santaquin City Police Department Policies and Procedures.

J. Gifts & Gratuities - Acceptance of gifts and gratuities shall be governed by Utah State Law 67-16, Utah Public Officer' and Employees' Ethics Act, unless department policy is more restrictive.

K. Attendance - All employees shall meet attendance and punctuality requirements in accordance with department and supervisory guidelines.

L. Appearance - In order to maintain a professional atmosphere and appearance, all employees including those who wear uniforms, shall maintain the following minimum standards:

1. Employees must maintain a high standard of personal hygiene. Employees must appear neat and clean and have no offensive odors. An employee's hair must be clean and groomed.

2. Employees must wear clothing appropriate to their employment. Appropriateness may vary, depending upon the nature of work performed, safety concerns, and degree of public contact.

3. Employees must wear clothing that is clean and neat, and not torn or frayed. Employees must avoid clothing that is unduly revealing, immodest, or otherwise inappropriate for a professional office setting or other work environment.

4. In addition to the above, all employees shall meet department dress and appearance policies.

M. City Owned Electronic Communication Devices - City electronic communication devices, including but not limited to, phones, cell phones, desktop and laptop computers, etc. and all their content are the property of the City, and there is no expectation of privacy for any employee. These devices are provided to facilitate the effective and efficient completion of job duties. The City retains the right to monitor, deny access, or copy content at any time, including communications made on a third-party server.

1. Employees shall not intentionally use City electronic communication devices to download, view, print, or store any sexually explicit content, except as necessarily required by the employee's official job duties. Inadvertent exposure shall be immediately reported to the employee's supervisor.

2. Employees shall not use City electronic communication devices for on-line gaming, gambling, and unauthorized peer-to-peer file sharing.

3. Employees shall not use City electronic communication devices to violate the City's harassment, discrimination, or other policies.

4. Unauthorized audio and/or video streaming is prohibited, to preserve the City's bandwidth capacity.

N. Use of Social Media – All employees shall adhere to the policies and procedures outlined in the Santaquin City Social Media Policy. This Resolution is appended to this, the Santaquin City Employee Policies and Procedures Handbook, as Addendum C.

O. Personal Use of City Equipment - Limited personal use of City owned equipment may be authorized by supervisors, consistent with this policy. Further clarification can be found in Santaquin City Resolution No. 06-02-2019.

1. Computer Equipment. An employee's use of City computer equipment must comply with the following provisions.

   (a) The use offers an opportunity for the employee to increase the employee's job-related knowledge and skills.

   (b) The employee is not compensated for the work performed, unless the employee has received prior written approval by the Mayor, or designee.

   (c) The employee pays for the cost of consumables and other attendant expenses (diskettes, paper, computer on-line/access charges, etc.).

   (d) The employee uses the computer system after hours, or on the employee's personal time.

   (e) The employee does not use the computer system for permanent storage of data.

   (f) Use does not conflict with the employee's Santaquin City responsibilities or normal Santaquin City business.

   (g) All data stored on, and software developed on, Santaquin City owned computer equipment is the property of Santaquin City and may be viewed/reviewed by the Mayor, or designee, at any time.

2. Postage Meters. No employee shall be allowed to use Santaquin City owned postage metering machines at any time for posting and mailing of any material of a personal nature.

3. FAX and Copying Machines. Any employee desiring to use Santaquin City owned FAX or copying machines for items of a personal nature may do so after paying for such use at the rate established by resolution of the City Council on the consolidated fee schedule.

4. Telephones. Employees are expressly prohibited from making long distance telephone calls of a personal nature on Santaquin City owned telephones. Employees may use Santaquin City owned telephones for local personal calls. Personal local telephone calls will be limited to necessity and must not disrupt the carrying out of employee responsibilities.

5. Cellular Phones. Cellular phones are a tool to be used as a convenience for the City and to increase productivity of those authorized to use them. They are to be properly maintained and functional during work times for the City. Employees authorized to use cell phones shall do so primarily for City business. Any non-City use shall be reimbursed to the City, if "local" minutes exceed the package allotment. Cell phones privileges may be revoked at any time by the Mayor, or designee.

6. E-mail, voicemail, Internet, etc. cannot be used for any improper purposes, such as harassing or annoying anyone, obtaining illegal or copyrighted materials, or transmitting or receiving messages that insult, degrade or poke fun at gender, sexual orientation, race, color, national origin, age, religion, disability, citizenship, etc.

   (a) Employees are to comply, in all respects, with the "Unsolicited Commercial and Sexually Explicit Email Act", UCA §13-36-101, which prohibits sending, forwarding, or otherwise transmitting commercial or sexually explicit emails which are unsolicited.

   (b) Employees shall not intentionally pass on viruses or other items which might affect the city computer system.

7. Use of personal communication devices during work hours. The use of personal communication devices shall not unreasonably interfere with the performance of the employee's duties or interfere with City business operations.

8. Vehicles. City vehicles are provided for use by employees for city business. Employees shall not use city vehicles for personal business unless authorized in advance by the Mayor, or designee. Exceptions may include incidental use of a city vehicle while attending conferences or other business-related travel related, etc. as allowed under Sections 5.2 and 7.3.

9. Other Equipment. The personal use of any Santaquin City equipment or tools is strictly prohibited. However, reasonable use of Santaquin City tools and equipment to protect property and preserve life is authorized. Public Safety employees may be permitted to use body armor and firearms with prior approval from the Mayor, or designee.

10. Personal Equipment. From time to time a City employee may wish to use a personal tool or piece of equipment in the performance of a City duty. This equipment must be used safely and may be permitted at the Mayor, or designee's discretion on a voluntary non-paid basis. Unless otherwise approved in advance of its use, any voluntary use of personal equipment, though appreciated, is at no risk to the City for replacement or repair. No employee shall use a personal tool or piece of equipment not owned by the employee in the performance of a City duty.

11. Misuse of Equipment. Misuse of any City owned equipment may result in disciplinary action, including termination.

P. Abandonment - An employee who is absent from work for 3 consecutive days and is capable of providing proper notification to their supervisor but does not, shall be deemed to have abandoned their position. The City considers abandonment as a voluntary resignation.

4.2 HARASSMENT, DISCRIMINATION, & RETALIATION

A. General Policy - Santaquin City is committed to providing a work environment that is free of harassment or any other type of discrimination with regard to race, color, national origin, religion, gender, age, disability, pregnancy, or any other protected status. The City has a zero-tolerance policy towards any form of unlawful harassment or discrimination by or to any employee or retaliation against any employee protected under this policy. Misconduct identified in this policy is unacceptable behavior and is prohibited. The City will make reasonable efforts to prevent the conduct identified in this policy and will promptly investigate all complaints of violation of this policy. An employee's violation of this policy, whether legally constituting sexual harassment, discrimination, or retaliation, may result in disciplinary action, up to or including termination.

B. Prohibited Conduct - The City prohibits conduct that includes, but is not limited to:

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

   (a) submission to such conduct is made either explicitly or implicitly a term of the condition of an individual's employment,

   (b) submission to or rejection of such conduct by such individual is used as the basis for employment decisions affecting such individual, or

   (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offense working environment.

2. Other inappropriate conduct, such as

   (a) derogatory comments, insults, suggestive remarks, or jokes involving sexual activity, or a person's race, color, national origin, religion, gender, age, disability, pregnancy, or any other protected status,

   (b) display of photographs, drawings, cartoons, written material, objects, or use of electronic communication devices which would offend a reasonable person,

   (c) inappropriate physical contact, such as patting or pinching,

   (d) intentionally brushing against another person's body,

   (e) stating or implying that an individual's job performance is attributable to that person's race, color, national origin, religion, gender, age, disability, pregnancy, or any other protected status,

   (f) giving of unsolicited or inappropriate gifts of a personal and private nature, or

(g) sexual assault of any kind.

3. Pervasive, unwelcome, demeaning, ridiculing, derisive, or coercive conduct towards another person based on race, color, national origin, religion, gender, age, disability, pregnancy, or any other protected status that

   (a) creates an intimidating, hostile, or offensive work environment,

   (b) unreasonably interferes with a person's work performance, or

   (c) otherwise adversely and unreasonably affects an employee's employment.

4. Retaliation against any employee for reporting, filing a complaint, or for assisting the City in its investigation of a complaint under this policy, even if such underlying complaint is determined to be unfounded. Retaliation may be deemed a separate violation of this policy and may subject the perpetrator to disciplinary action. Examples of retaliation include:

   (a) disciplinary action taken in bad faith,

   (b) unwarranted changes in the terms of an employee's employment,

   (c) spreading rumors about the employee,

   (d) encouraging hostility from a co-worker,

   (e) escalating the harassment, or

   (f) disclosing confidential information with regards to an investigation being conducted under this policy, including discussing the investigation with unauthorized individuals such as witnesses, potential other victims, or alleged harassers.

C. Personal Employee Relationships -

1. Each City employee in a non-spousal romantic, dating, and/or sexual relationship with another City employee must promptly notify their Department Manager or Supervisor upon beginning or ending such relationship. The Department Manager or Supervisor shall notify the Functional Area Director, who is responsible for notifying the Mayor, or designee.

2. No employee shall have a romantic, dating, and/or sexual relationship with any employee that has direct or indirect supervisory responsibilities over the employee.

D. Employee Obligations -

1. Employees have the obligation to comply with this policy and avoid any prohibited conduct.

2. Employees have the obligation to report violations of this policy.

3. Employees have the obligation to fully cooperate in any investigation of an alleged violation of this policy, including the obligation to provide truthful and complete evidence and testimony in any investigation or proceeding.

4. Employees have the obligation to refrain from making any bad faith or known false complaint of violation of this policy.

5. Employees have the obligation to avoid retaliation against any person who files a complaint, or who participates or provides evidence or testimony in any investigation or proceeding under this policy.

E. Reporting Violations of This Policy -

1. Employees are required to report all incidents that they believe to be violations of the City's Harassment, Discrimination, & Retaliation Policy. These reports shall be made when the employee first feels they or someone else has been harassed, subjected to inappropriate conduct, discriminated against, or retaliated against. Employees must file such complaint with any one of the following: a supervisor, a Department Manager, Functional Area Director, Assistant City Manager, City Manager, City Attorney, or the Mayor.

2. If any supervisor, Department Manager, Functional Area Director, Assistant City Manager, or the City Manager becomes aware of possible discrimination, harassment, or retaliation, they shall immediately advise the Mayor and the City Attorney. Any employee employed in a supervisory capacity that has knowledge of an offense, and does not report the matter, shall be subject to disciplinary action.

F. Investigation - The City shall investigate all complaints, regardless of whether they are written or verbal, as expeditiously and professionally as possible. Confidentiality of the complaint will be maintained to the extent it is practical but cannot be guaranteed.

1. The Mayor, or designee, the City Attorney, and the involved Functional Area Director will coordinate the investigation.

2. The Mayor, or designee is responsible for moving the investigation forward, ensuring adequate documentation, and making recommendations.

3. The Mayor, or designee is responsible for accepting, modifying, or rejecting recommendations and, when appropriate, initiating disciplinary action.

4. Disciplinary action placed in any personnel file will not include the name of any victim.

5. An investigation determined to be unfounded will not be placed in any individual's personnel file. It will be retained as an investigative file. Access will be limited to appropriate Administrative Staff, City Attorney, and the Mayor, or designee.

6. Appeals about the conclusions of the investigation will be handled as follows:

   (a) Disciplinary actions arising from the investigation will be handled consistent with the Employee Discipline section in this chapter.

   (b) The adequacy or conclusions of the investigation will be handled consistent with the Employee Grievance Procedures section of this chapter but will begin directly at Step Three (Appeal to Mayor, or designee).

4.3 ALCOHOL, DRUG, AND TOBACCO FREE WORKPLACE

Alcohol, Drug, and Tobacco Free Workplace - It is the policy of Santaquin City to promote a workplace free from the influence of alcohol, tobacco and drugs. Working under the influence of alcohol, tobacco, illegal drugs, or misused prescription drugs and other related conduct threatens the safety of the public and other employees and undermines effective and efficient City operations.

A. Purpose: The purpose of this section is to outline the City's policies and procedures to ensure an alcohol, drug, and tobacco-free workplace (sometimes referred to herein as the “drug-free workplace”). It is adopted, in part, pursuant to the Local Governmental Entity Drug-Free Workplace Policies, Utah Code § 34-41-101 et seq.

B. Application:

1. The unlawful manufacture, distribution, dispensation, possession or use of a non-prescribed controlled substance and the possession or use of an alcoholic beverage in the workplace is expressly prohibited. In order to achieve a drug-free workplace, all employees, as well as final candidates for employment, shall be required to participate in alcohol and controlled substance testing as a condition of employment.

2. City personnel shall not use, be under the influence of, or be in possession of alcohol or non-prescribed controlled substances while on duty, on City premises, or in city vehicles. City premises include buildings, parking lots, grounds and vehicles owned by the City or personal vehicles being used for City business. City personnel using, possessing or being at the workplace under the influence of alcohol or non-prescribed controlled substances, shall be subject to disciplinary action, which may range from referral to an approved rehabilitation program for treatment or counseling, up to and including termination.

3. While on duty, employees may use controlled substances, which have been properly prescribed by a licensed health care practitioner and are being properly used for the treatment of an illness or injury and do not adversely affect their ability to perform their job duties. Employees, while on duty, may also use non-prescription drugs in proper doses if they do not adversely affect their ability to perform their job duties.

4. Notwithstanding the above, pursuant to Utah Code Ann. § 26-61a-111, personnel may not use medical cannabis even if properly prescribed by a licensed health care practitioner:

   (a) If the employee’s use would jeopardize federal funding, a federal security clearance, or any other federal background determination required for the employee's position;

   (b) If the employee's position is dependent on a license or peace officer certification that is subject to federal regulations;

   (c) If the employee’s position is defined as a Safety Sensitive Position or Duty as defined by Section 4.3 of the Santaquin City Employee Policies and Procedures Handbook;

   (d) If the employee's position is dependent on a license (i.e., CDL, etc.) certification that is subject to federal regulations; or

   (e) If such use is during, or within the 12 hours immediately preceding, the employee’s shift.

C. Definitions: Except as otherwise indicated in the context, as stated in this section, the following terms shall have the meanings stated:

1. Alcohol: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols in methyl and isopropyl alcohol no matter how packaged or in what form the alcohol is stored, utilized or found.

2. BAC: blood alcohol content and/or breath alcohol content. Alcohol content in the blood shall be based upon grams of alcohol per 100 milliliters of blood, and alcohol concentration in the breath shall be based upon grams of alcohol per 210 liters of breath.

3. Drug Paraphernalia: objects used or intended for use to manufacture, compound, convert, produce, process, prepare, test, analyze, pack, re-pack, store, contain, and/or conceal drugs or inject, ingest, inhale, or otherwise introduce a Drug other than the Prescription drug into the human body.

4. Drugs or Drugs: means any substance recognized as a drug in the United States Pharmacopeia, the National Formulary, the Homeopathic Pharmacopeia, or other drug compendia, including Title 58, Chapter 37, Utah Controlled Substances Act, or supplement to any of those compendia.

5. Prescription drugs: those medications (containing drugs or other controlled substances) that are prescribed to an individual by an authorized physician.

6. Positive Test: a test result showing a blood or breath alcohol content of 0.02 or greater or the presence of any Drug other that a Prescription Drug in the test subject.

7. Refusal to Submit to Testing: failure to provide an adequate blood, breath, or urine sample without a valid and verified medical explanation, or conduct by the employee that clearly obstructs the testing process, after the employee or volunteer has received notice or is otherwise aware that he/she is to be tested and a blood, breath or urine sample is required.

8. Reasonable Suspicion for Testing: an articulated belief based on the recorded specific facts and reasonable inferences drawn from those facts that an employee is in violation of the alcohol, drug and tobacco-free workplace policy.

9. Safety Sensitive Position or Duty: any employee or volunteer whose position or duties directly affect the safety of governmental employees, the general public, or positions where there is access to Drugs, during the course of performing job duties. Examples of safety sensitive positions~~,~~ include, but are not limited to: all positions requiring a commercial driver license ("CDL") all police officers, all employees of the Police, Fire and EMT Departments; all employees of the Public Works Department (because worker's duties involve operating heavy machinery, including trucks, tractors and backhoes, and require that the worker maintain a CDL); and all employees who regularly operate any motor vehicle in the course or scope of employment with the City (whether such vehicle is city owned or individually owned), or whose job description include the operation of a motor vehicle as an essential job function. The City's Chief Executive is authorized to determine whether a position or duty is safety sensitive.

Additional definitions applicable to this policy may be found in UTAH CODE ANN. § 34-41-101.

E. Prohibited Conduct:

1. Employees shall not use, be under the influence of, be in possession of, or be in such a condition as to test positive for alcohol or any Drug that is not a Prescription drug while on duty, on City premises or in City vehicles.

2. For purposes of this policy, an employee with a BAC of .02 or higher shall be deemed to be under the influence of alcohol. City premises including buildings, parking lots, grounds and vehicles owned by the City or personal vehicles in use for City business.

3. Employees shall not possess Drug Paraphernalia on City property or in City vehicles.

4. No Prescription Drug will be brought on City premises by a person other than for whom it is prescribed. Prescription Drugs will be used only in the manner, combination, and quantity prescribed.

5. No employee may perform work involving safety sensitive duties while having any level of any Prescription Drug that is likely to cause drowsiness or impairment unless a medical doctor has provided a written statement to the City stating that he/she has reviewed the employees job description and that the employee can safely perform the job functions while taking the Prescription Drug as prescribed.

6. Exceptions**:** Employees involved in law enforcement activities may be in possession of alcohol, Drugs or Drug Paraphernalia as reasonably necessary in performing activities within the scope of their job duties.

7. Consequences: Any employee using, possessing or being on City premises under the influence of alcohol or any Drug other than a Prescription Drug or who otherwise engages in prohibited conduct shall be subject to questioning and disciplinary action up to and including, immediate termination or employment. Any employee whose off-duty abuse of alcohol, any Drug or Prescription Drug results in excessive absenteeism or tardiness or is the cause of on-duty accidents or poor work performance will be subject to discipline, up to and including termination of employment.

F. Preliminary Information

1. When testing occurs: The testing mandated by this policy shall occur during, immediately before or immediately after, a regular work period of the employee and shall be deemed work time for the purposes of compensation.

2. Costs of testing: All costs of testing required by this policy, excluding follow-up testing and testing of split samples, including the cost of transportation, if the testing is at a location other than the work place, will be at the city's expense.

3. Detection methods: The city maintains the right to utilize detection methods necessary for the enforcement of this policy including blood, urine, breath, hair or others tests, and the use of electronic detection equipment and trained animals.

4. Refusal to Cooperate: Failure to cooperate with these detection methods or inspections or to timely submit to required testing is grounds for disciplinary action up to and including termination of employment.

5. Inspections: The City maintains the right to conduct unannounced inspections of City owned property, work stations, equipment, computers, desks, cabinets, etc.

6. Testing Procedures: A private medical provider will draw test samples on site or at a separate location. A urine sample shall consist of at least 45 ml of urine. The urine shall be divided into two specimen bottles, with at least 30 ml of urine in one bottle and at least 15 ml of urine in the other. If the test results of the 30 ml urine sample indicate the presence of drugs, the donor of the test shall have 72 hours from the time the donor is so notified to request, at the donor's option that the 15 ml urine sample be tested for the indicated drugs, the expense of which shall be divided equally between the donor and the City. In addition to the test results of the 30 ml urine sample, the test results of the 15 ml urine sample shall be considered at any subsequent disciplinary hearing if the requirements of Sections 34-41-103 and 34-41-104 have been complied with in the collection, handling, and testing of these samples.

E. Mandatory Testing

1. When Testing is Required: In order to achieve a drug-free work place, employees and applicants for City positions shall be required to participate in Alcohol and Drug testing:

   (a) when an applicant has been extended a conditional offer of employment but before beginning work;

   (b) when there is a reasonable suspicion and cause to believe that the employee is in an impaired state;

   (c) when the employee has been involved in an on-duty accident or unsafe work practice;

   (d) on a random basis for Safety Sensitive Positions or Duties;

   (e) before an employee may return to duty after having violated this policy;

   (f) as a follow-up to employment related Drug or Alcohol violations; and

   (g) Other testing, including if an employee is the subject of an investigation of theft of property, security breach of information or property or the employee's productivity or quality of work has drastically reduced.

   The City intends to follow applicable law in conducting mandatory testing. Consequently, suspicionless drug testing will generally be confined to safety sensitive positions or duties.

2. Pre-Employment Testing: The City may require a final applicant selected for a position with the City to undergo an Alcohol and/or Drug test to detect the presence of Alcohol and illegal Drugs in the body. Refusal to take such a test may be grounds for denial of employment. An applicant who tests positive for any Drug other than a Prescription Drug or whose test detects a blood alcohol content ("BAC") of .02 or higher will be denied employment with the City.

3. Reasonable Suspicion Testing: When a designated supervisor makes a determination that there is Reasonable Suspicion and cause to believe that an employee performing or assigned to a Safety Sensitive Position is using, is under the influence of, or is in possession of Alcohol or any Drug, the employee shall be subject to Drug and/or Alcohol testing.

(a) Supervisory Training: The required observations underlying Reasonable Suspicion testing must be made by or reported to a supervisor or official who has received training on the physical, behavioral, speech and performance indicators of alcohol and Drug use.

(b) Documentation: Observations underlying the Reasonable Suspicion testing must be documented in writing and signed by the supervisor or official making the reasonable suspicion determination within twenty-four (24) hours or before the results of the test are announced, whichever is later.

(c) Transportation: Employees subject to Reasonable Suspicion testing may not transport themselves to the testing location.

(d) Limitations on Duties: Upon required testing due to Reasonable Suspicion, the employee tested shall not engage in the operation of any City equipment or engage in any employment related duties which the supervisor deems dangerous to the employee or others until the results of the tests are received and the employee is released back to work by the appropriate supervisor

4. Post Accident Testing: Any employee involved in an accident causing personal injury which requires medical attention or causing property damage estimated to be in excess of $1,000.00 or engaging in unsafe work practices affecting the safety of other employees or the general public shall be subject to Alcohol and/or Drug testing. An employee subject to post accident testing who does not remain readily available for such testing may be deemed to have refused to submit to testing.

(a) Timing: Samples for Alcohol and Drug testing following an accident should be collected within (2) two hours of the accident when feasible, but no later than eight (8) hours following an accident. If such collection testing does not occur within the (2) two hours, documentation shall be provided stating the reason for the delay.

(b) Transportation: Employees subject to reasonable suspicion testing may not transport themselves to the testing location.

(c) Limitations on Duties: Upon required testing due to an accident the employee tested shall not engage in the operation of any City equipment or engage in any employment related duties which the supervisor deems dangerous to the employee or others until the results of the tests are received and the employee is released back to work by the appropriate supervisor.

5. Random Testing: Employees in a Safety Sensitive position are subject to random Drug and/or Alcohol testing in order to assist in the prevention of accidents and theft, increased safety for the employee and the general public, and to maintain productivity, quality, and the security of property and information.

(a) Consortiums. The City may, as determined by either the Chief Executive or the City Council, join a consortium, or third party administering testing and other services under contract, for random testing purposes as allowed by the Department of Transportation rules.

(b) Quantity. Department of Transportation rules presently mandate that the City randomly test (50%) fifty percent of all employees holding safety sensitive positions annually for Drugs, half of those tested for Drugs will also be tested for Alcohol. Tests will be

unannounced and will be conducted during the employee's shift, shortly before or immediately thereafter. This testing requirement may be lowered or raised by the federal highway administration depending upon test results.

(c) Procedures: The consortium, or a third party performing testing and other services under contract, may establish the procedures, in conformance with the requirements of the Local Governmental Entity Drug-Free Workplace Policies, Utah Code § 34-41-101 et seq. and applicable rules and regulations, to be used in the performance of Drug and Alcohol tests. In the event that the City does not join a consortium or contract with a qualified third party to perform these services, the procedures to be used in the performance of Drug and Alcohol tests shall be developed, in writing, by the Chief Executive and reviewed at least annually by the City Council.

(d) Administration: Whether or not the City joins a consortium, the City may contract with a qualified third party who will administer the random testing program and may administer other tests as required by this section.

(e) Documentation: The City must maintain or obtain from the consortium or third party administering the testing program, and have available for inspection, the following information:

(1) how the random selection pool was assembled;

(2) the method of selection and notification of test subjects;

(3) the location of collection sites;

(4) methods of reporting the test results on each person tested; and

(5) summary reports on the consortium's program showing that the consortium tested at the prescribed minimum annual rates for Alcohol and/or Drugs.

6. Return to duty testing: An employee who has tested positive for Drugs and/or Alcohol and will be returning to duty must be tested and show a negative test result, prior to returning to work.

7. Follow-up testing: Employees who have violated this policy and had been approved to continue to work for the city shall be subject to follow-up Drug and/or Alcohol testing.

(a) Period of testing: Follow-up testing shall occur for a period of not less than one (1) year.

(b) Amount of testing: Employees subject to follow-up testing may be tested up to a minimum of six (6) times in the one (1) year following the positive test result

(c) Cost of testing: The cost of follow-up testing will be the responsibility of the employee and will be deducted from the employee's payroll check.

8. Other testing: Employees may be subject to testing for the following reasons:

(a) An employee is the subject of an investigation involving an incident or incidents of theft of property belonging to the city, to other city employees, or that is entrusted to the care of the city by a private individual or entity.

(b) An employee who is the subject of an investigation into a security breach of either information or property.

(c) An employee's productivity or the quality of an employee's work is drastically reduced without other readily available explanation(s).

F. Testing Results

1. Notification. The city will notify an employee of an initial positive test as soon as possible after the result is known by the city.

2. Positive test results: Employees testing positive for Drugs and/or Alcohol showing a BAC of 0.02 or over shall be placed on administrative leave pending a hearing to determine the possible course of disciplinary action, which may include the following depending on the severity of the offense:

(a) Probation pending completion of follow-up testing. An employee for whom a positive test result is reported while the employee is on the follow-up testing will be terminated as a City employee.

(b) Mandatory completion of a substance abuse evaluation and/or enrollment in substance abuse counseling or rehabilitation program through the Employee Assistance Program (EAP).

(c) Suspension of Employment with or without pay.

(d) Termination of Employment

An employee testing positive for Drugs and/or Alcohol showing a BAC of 0.02 or over, on a second occasion, for any reason, i.e., random, follow-up, post accident, reasonable suspicion, return to duty, etc. shall be terminated from employment with Santaquin City.

G. Record Retention

Subject to the requirements of the City's Policies and Procedures Manual, and the Government Records Access and Management Act ("GRAMA"), records related to Drug and Alcohol testing may not be released unless authorized by law and, except as otherwise required by law, the release is expressly authorized by the subject of the test. Records relating to post accident testing must be made available to the National Transportation Safety Board when requested as part of an accident investigation. Records relating to Drug and Alcohol testing will be made available in accordance with the requirements of law to the Secretary of Transportation, any Department of Transportation agency and state or local officials with regulatory authority over the City or the test subject. A test subject is entitled, upon written request, to obtain copies of any records related to the subject's use of or testing for Drugs and Alcohol. Records will be provided to a subsequent employer or other identified person upon receipt by the City of a written request from the subject of the test.

1. Time Periods: Subject to the requirements of GRAMA, records must be maintained by the City for at least the following time periods:

(a) Five years: alcohol tests with results showing an alcohol concentration of .01 or greater; Drug tests with verified positive results for Drugs; documentation of refusal to take a Drug or Alcohol test; documentation of calibration of evidential breath testing devices;

employee evaluations and referrals for rehabilitation; and annual calendar year summaries.

(b) Two years: records related to the Drug and Alcohol training records.

(c) One year: records of negative Drug tests and records Alcohol tests showing a BAC of less than .01.

H. Federal And State Requirements

This chapter has been promulgated, in part, to satisfy applicable requirements of the Drug-Free Workplace Act of 1988, the Omnibus Transportation Employee Testing Act of 1991 and applicable rules of the Department of Transportation or other federal regulatory agency having jurisdiction. In the event of any conflict between this chapter and any applicable federal statute or regulation, or any applicable state law or regulation, the applicable federal or state statute, law or regulation, including amendments, shall control.

I. Miscellaneous

1. No Vested Rights: Nothing contained in this section dealing with rehabilitation, continued employment, or otherwise, shall vest any employee with a continued right to employment with the City or limit the City's ability to discipline the employee, including termination, in accordance with the provisions the City's personnel manual.

2. Questions: Employees may direct any questions regarding this section to the Administrative Services Director.

J. Tobacco-Free Workplace

Santaquin City is subject to and enforces the Utah Indoor Clean Air Act and is committed to providing a safe and healthy work environment.

1. Employee Responsibility. All employees are prohibited from use of tobacco products (including chewing tobacco and vaping devices of any kind) throughout the workplace, including all City buildings, vehicles, and equipment. Use of tobacco products is also prohibited within 25 feet of any entranceway, exit, open window, or air intake of City buildings.

4.4 VIOLENCE-FREE WORKPLACE

A. General Policy - Santaquin City is committed to maintain a safe and efficient working environment where employees and the public are free from the threat of workplace violence.

B. Employee Obligations -

1. Employees are obligated not to engage in violence or behavior that carries the potential for violence including, but not limited to assault, fighting, or foul, abusive, or threatening language or gestures.

2. Any possession of firearms or other weapons on City property, including City vehicles, or while conducting City business shall be in compliance with federal and state laws, and City Code.

3. Employees must immediately report all incidents of violation of this policy to their supervisor.

4.5 EMPLOYEE DISCIPLINE

A. General Policy - It is the responsibility of all employees to observe rules of conduct necessary for the proper operation of City government. Administrative procedures have been established for the handling of disciplinary measures when required.

B. Causes for Disciplinary Action - Causes for disciplinary action, up to and including termination, may include, but are not limited to the following:

1. Violation of the laws of the United States, the State of Utah, or ordinances of Santaquin City or any other jurisdiction determined to be job related.

   (a) A conviction (including a plea in abeyance or no contest) for the violation of any criminal law shall be prima facie evidence in any City hearing process.

   (b) Violation may also be established in any City hearing process under an administrative standard of whether the evidence shows more likely than not the violation occurred regardless of the pendency or dismissal of criminal charges.

2. Violation of the code of conduct.

3. Conduct which endangers the peace and safety of others or poses a threat to the public interest.

4. Any behavior by an employee deemed inappropriate or disruptive to the work environment which may affect the ability of other employees to perform effectively.

5. Misconduct.

6. Malfeasance. (The performance of an act which is legally unjustified or conflicts with the law or City policy)

7. Misfeasance. (The wrongful performance of a normally lawful act.)

8. Nonfeasance. (The omission of some act which ought to have been performed.)

9. Incompetence.

10 Negligence.

11. Insubordination. (The opposition to and usually in defiance of established authority)

12. Failure to maintain skills.

13. Inadequate performance of duties.

14. Unauthorized or excessive absence or tardiness.

15. Falsification or unauthorized alteration of records.

16. Violation of City or department policies.

17. Falsification of employment application.

18. Discrimination.

19. Sexual harassment or prohibited sexual conduct.

20. Retaliation.

21 Misrepresentation (making false statements or knowingly allowing false statements or false impressions to be accepted as valid in the course of the employee's job-related duties).

22. Theft or removal of any City property, or the property of any employee from the work premises without proper authorization.

23. Gambling or engaging in a lottery on City property.

24. Failure of a public safety employee to maintain physical fitness/ability standards.

25. Inability to perform essential job duties, with or without reasonable accommodation.

26. Violation of the Drug Free Workplace ordinance.

27. Unlawful possession of firearms, weapons, or explosives on Santaquin City property.

28. Carelessness which affect the safety of personnel or the public.

29. Threatening, intimidating, coercing, or interfering with fellow employees on the job, or the public at large.

30. Recklessly misusing, destroying, or damaging any Santaquin City property or the property of any employee.

31. Misusing city owned equipment including but not limited to, office equipment, computers, the internet, tools, motorized equipment, etc.

32. Sleeping during working hours.

33. Fighting (verbal or physical) on Santaquin City premises, or while on city business, or in a city uniform. Exceptions will be made for Police Officers in altercations which occur in the line of duty.

34. Any other action or behavior contrary to the best interests of the City.

C. Types of Disciplinary Action - The following types of discipline are not written in progressive order and are not to be deemed a progressive disciplinary scheme or system:

1. Verbal Warning. A verbally communicated warning to an employee by a supervisor for a minor work behavior deficiency. Information including, but not limited to, date of the warning, reason for the warning, details of the discussion with the employee regarding the verbal warning should be kept for future reference.

2. Written Reprimand. A formal written notice outlining work performance deficiencies and required corrective action, to an employee by a supervisor for disciplinary purposes, which is documented in the employee's personnel file. Written reprimand shall be signed by the employee, the supervisor and the Functional Area Director, if they are not the supervisor.

3. Suspension. An employee may be suspended from work with or without pay for up to 30 days (240 hours) by the Mayor, or designee.

4. Demotion. An employee may be demoted to a lower grade position with or without a reduction in pay by the Mayor, or designee.

5. Transfer. An employee may be transferred to another position within a department by the Mayor, or designee or to another position in a different department within the City.

6. Termination. Full-time & Part-time/Benefited merit employees may be terminated by the Mayor, or designee, pursuant to section 4.5.D. Non-merit employees including, Part-time/Non-benefited and Seasonal employees and Volunteers may be terminated from employment at the discretion of the Functional Area Director with the approval of the Mayor.

7. Employees whose conduct constitutes grounds for discipline may be subject to one or more of the foregoing disciplinary actions depending on the severity of the improper conduct. The City reserves the right to impose disciplinary action, up to and including termination of employment on a first offense, depending on the nature and severity of the improper conduct.

D. Pre-Disciplinary Hearing – The Mayor shall conduct a pre-disciplinary hearing before imposing on a Full-time or Part-time/Benefited merit employee: suspension without pay for more than 2 days (16 hours); demotion or involuntary transfer from one position to another with less remuneration; or, termination. Pre-disciplinary hearings are not required for non-merit, Part-time/Non-benefited and Seasonal employees, and Volunteers . Subparagraphs D.1 through D.3 apply to pre-disciplinary hearings:

1. The employee shall be given written notice of the hearing, prior to the hearing, which will include an explanation of the charges against the employee and notice that discipline, up to and including termination where appropriate, will be considered.

2. The pre-disciplinary hearing shall be conducted by the Mayor, or designee for the purpose of allowing the employee to respond to the charges and present information the employee believes is relevant to the decision.

3. A decision as to the disciplinary action to be taken, if any, shall be made by the Mayor, or designee, and the employee shall be notified of the decision in writing within 5 working days after the hearing. This written notification shall include:

   (a) The grounds for disciplinary action.

   (b) Any disciplinary action to be imposed.

   (c) The effective date and duration of the disciplinary action.

   (d) Any required corrective action necessary for the employee to avoid further disciplinary action.

(e) Notice and a copy of the post-disciplinary hearing process outlined in 4.5 (E), if the imposed disciplinary action is termination, a suspension without pay for more than 2 days (16 hours), or demotion or involuntary transfer from one position to another with less remuneration.

E. Appeals – Merit employees may appeal any disciplinary action to the Appeals Board. by following the procedures set forth in Ordinance No. 08-01-2009, an Ordinance naming the Santaquin City Council (except for the Mayor) as the Appeal Board that is required by Utah law to hear and decide appeals of certain decisions regarding the discipline and/or discharge of city employees (Chapter 4 of Title 2 of the Santaquin City Code). This Ordinance is appended to this the Santaquin City Employee Policies and Procedures Handbook as Addendum B.

4.6 EMPLOYEE GRIEVANCE PROCEDURES

A. General Policy - A grievance is defined as a complaint made by a City employee of a decision, or action taken by the City which affects an employee's employment status, except disciplinary actions. Disciplinary action appeals, if permitted, shall be handled consistent with the Employee Discipline policy (4.5).

B. Grievance Process - The following process shall be followed in processing grievances made by City employees:

1. An employee wishing to grieve an incident or action meeting the definition above must submit the grievance in writing to his/her immediate supervisor within 10 business days of a decision or action. The written grievance should include at a minimum, the date, description of the decision or action in question, and the remedy sought. The employee's immediate supervisor shall respond to the employee's grievance in writing, detailing his or her decision, within 10 business days of receipt of the grievance.

2. If the employee is not satisfied with the response of the immediate supervisor, the employee may submit a written grievance to their Functional Area Director within 10 business days of the immediate supervisor's response. The Functional Area Director shall respond to the employee's grievance in writing, detailing his or her decision, within 10 business days of receipt of the grievance.

3. If the employee is not satisfied with the response of the Functional Area Director, the employee may submit a written request to the Mayor, or designee within 10 business days of receipt of the Functional Area Director's response. The Mayor, or designee, shall respond to the employee's grievance in writing, detailing his or her decision, within 10 business days of receipt of the grievance. The decision of the Mayor, or designee, is final and not appealable.

C. Documentation - Copies of all grievances and responses shall be forwarded to the Administration Office for filing upon receipt or issuance.

D. Open Door Policy - Santaquin City has an Open-Door Policy for all employees. This means, literally, that every Functional Area Director, Assistant City Manager, City Manager and the Mayor's door is open to every employee. The purpose of an open-door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. This means that employees are free to talk with any Functional Area Director, Assistant City Manager, City Manager, or the Mayor at any time without creating repercussions for the employee.

4.7 SOCIAL MEDIA POLICY

A. Purpose - The purpose of this policy is to provide guidelines and clarification for participation in both Santaquin City-hosted social media and for employee's personal use of social media when the employee's City affiliation is known, identified, or presumed. This policy is not intended to guide personal online communications when employees do not associate or identify themselves with Santaquin City.

While this policy does not attempt to articulate all required or proscribed behavior, it does seek to assist in such judgment by providing guidelines. The same principles and guidelines that apply to employees in general apply to activities online. However, due to the nature of the internet, more accountability is to be expected. If you are unclear about the acceptable content or use of social media seek clarification from your supervisor beforehand.

B. Reference – Santaquin City Resolution 12-03-2014.

C. Personal Use of Social Media:

1 Employees should not be accessing social media sites during work hours unless it is a function of their job and they have been authorized to do so whether they are using City equipment or their own. Employees may access social media sites while on a break or during their lunch period. Appropriate caution should be taken when accessing anything on the internet at work in order to avoid potential risks, including security risks and other threats such as viruses, worms, etc.

2 Employees should make sure that they are aware of the Code of Ethics for their own license or discipline and follow that accordingly, as well as the Code of Conduct for City employees, when participating in social media.

3 It is strongly recommended that you *use a disclaimer* if you publish a blog, post a comment, or share an image and it has something to do with the work that you do at City or you acknowledge/imply that you are an employee of City. The following standard legal disclaimer language may be used:

"The postings on this site are my own and do not represent Santaquin City's positions, strategies, or opinions."

OR

"DISCLAIMER: This is a personal Website, produced on my own time and solely reflecting my personal opinions. Statements on this site do not represent the views or policies of my employer, past or present, or any other organizations with which I may be affiliated. All content is copyrighted."

4 Santaquin City discourages staff in management/supervisory position from initiating "friend" requests (or similar requests on social media) with employees that they manage. Managers/supervisors may accept "friend" requests if initiated by the employee and if the manager/supervisor does not believe that it will negatively impact the work relationship.

5 General guidelines for social/personal media use (when you associate yourself in some way with the City) include the following:

(a) Be helpful and supportive. You are encouraged to share your insights, express your opinion, and share information as appropriate, especially when it is helpful to others.

(b) Do not misrepresent your position or credentials when associating yourself with the City on social media. Do not give advice or the appearance of giving advice beyond your credentials and experience and what would be appropriate on social media.

(c) Please post knowledgeably, accurately, and use appropriate professionalism.

(d) Be quick to correct your own mistakes and admit when you are wrong.

(e) Do not use ethnic slurs, insults, obscenities, bullying or engage in other conduct that would be unacceptable at work or in social situations.

(f) Be considerate of other's privacy and topics that could be considered personal.

(g) Do not pick fights.

(h) Make it clear that the words and thoughts you write online are your own and not your employer's.

(i) Speak in the first person (I, not We) when referring to your work.

(j) Be aware that your actions captured via images, videos, posts, tweets, or comments can reflect on the reputation and/or perception of the City.

(k) You are legally liable for anything you write or present online.

(l) Unless given specific permission, you are not authorized to speak on behalf of the City or to represent that you do so.

(m) Employees can be appropriately disciplined and/or have litigation brought against them for commentary, content, videos, or images that are defamatory, pornographic, proprietary, harassing, libelous, or can create a hostile work environment.

(n) Ensure that your social media activity does not interfere with your work commitments.

(o) When appropriate, please direct others to the official website and social media accounts of the City for information.

(p) The Santaquin City logo may only be used on city-approved sites or blogs.

(q) Any employee found to be in violation of this policy may be subject to disciplinary action up to and including termination of employment.

SECTION 5: TRAINING & TRAVEL

5.1 EMPLOYEE TRAINING

A. Employees are encouraged to obtain training through attendance at job related seminars, conferences, classes, certification courses, etc. The employee's Functional Area Director or department manager/supervisor must pre-approve all training attendance and payment of associated costs.

1. When training is approved, the involved time will be treated as time worked, consistent with City policy and FLSA regulations.

2. If the employee voluntarily terminates his or her City employment within two years of the final date of the training, the Functional Area Director may require the employee to reimburse the City for the cost of the training, on a pro-rated basis (see educational assistance).

3. Members of the Fire/EMS Department are required to obtain and maintain certifications as follows:

   (a) Employees designated as firefighters are required to obtain, at minimum, Firefighter I & Hazmat Operation certifications within 12 months of employment.

   (b) Employees designated as EMT-First Responder are required to obtain, at minimum, the EMT certification with 18 months of employment.

   (c) Employees already certified as EMT or EMT-Advanced, may be approved to attend paramedic training, to the extent funding is available and the candidate meets the criteria in the Fire Department SOP VII. (Res 12-02-2015)

B Education Assistance - The educational assistance program provides assistance to employees who undertake undergraduate or graduate course of study which is mutually advantageous to the City and to the employee. Subject to available funding, employees may be eligible to receive partial tuition reimbursement.

1. Request. Request for education assistance must be submitted in writing to the Mayor, or designee. Pre-approval is required for reimbursement. Course work approved must be related and pertinent to the employee's current position. Final determination shall be made by the Mayor, or designee, with input from the Functional Area Director and is subject to availability of funds.

2. Eligibility. Only full-time employees who have successfully completed the required probationary period are eligible for education assistance.

3. Employee Reimbursement. The City expects the employee to front costs for college classes. Upon proof of completion of each course with a "B" or higher, or passing on a pass/fail course, and presentation of proper receipts, the City will reimburse 50% of tuition fees, materials, and other necessary costs.

4. City Reimbursement upon resignation or termination of employment. In the event that the employee resigns or is terminated for cause, the employee will be required to reimburse the city for educational assistance using the following schedule:

(a) 0-12 Months. If the employee resigns or is terminated for cause, 100% of tuition costs and fees paid by Santaquin City over the previous 0-12-month period must be reimbursed to the City.

(b) 12-24 Months. If the employee resigns or is terminated for cause, 50% of the tuition costs and fees paid by Santaquin City over the previous 12-24-month period must be reimbursed to the City.

(c) After 24 Months. The employee is not responsible for any reimbursement of tuition or fees paid 24 months prior to resignation or termination of employment for cause.

(d) Termination of Employment without cause. If an employee is terminated without cause, they are not responsible for the reimbursement of any tuition costs or fees.

Reimbursement shall be deducted from the employee's final paycheck. In the event that reimbursement amounts exceed the amount of the employee's final paycheck, the employee is responsible for paying the City for the debt outstanding. The City reserves the right to collect all outstanding debts.

The City reserves the right to place a time limit on the completion of the degree. The City also reserves the right to deny or to delay payment for classes for concerns such as, but not limited to duration of employment, performance levels, etc.

5. Other. Employees will attend, travel to or from, and study on their own time. To accommodate course scheduling, irregular work schedules may be authorized by the Functional Area Director.

5.2 TRAVEL POLICY

A. General Policy - ~~From time to time~~ When City employees ~~are~~ may be required to travel in the course of performing their job-related duties or to obtain training through attendance at job-related seminars. Requests for travel involving reimbursement or prepayment of related expenses must be made in writing by the employee on a travel form and approved in advance by the Mayor, or designee. Travel request forms should be submitted 30-days prior to the requested travel dates. All out of state travel is subject to the approval of the Mayor and city council excepting emergency situations or wildfire related assignments which need only the Mayor's approval.

B. ~~Reimbursement~~ Travel Expenses. When an employee is to travel in the course of performing their work-related duties or attend any job-related training course, conference, seminar, or certification course, that has been approved prior to attendance, Santaquin City will provide the necessary time off with pay and will pay or reimburse the employee for all approved costs including tuition or registration fees, ~~authorized~~ travel, meals, and lodging. ~~Reimbursement rates are as follows~~ Travel expenses should comply with the following guidelines:

1. Meals. Meals will be reimbursed at ~~the~~ a rate ~~published~~ annually set by the Finance Department, generally following per diem rates set by the U.S. General Services Administration and based on locale of the training. ~~The location of the travel will determine which rates will be used (in-state, out-of-state, or area specific rates).~~

2. If meals are provided as part of the work-related activity, training, conference, or seminar ~~or lodging accommodations~~, reimbursement shall not be made to the employee for those provided meals. Employees ~~may~~ should receive a travel advance for meals not ~~already~~

covered with their training ~~or accommodations~~ no sooner than one week prior to their training event, with approval of the Department Director. ~~It is the Department Directors responsibility to review the registration form to confirm when meals are provided as part of the registration fee.~~

3. Lodging.

   (a) Overnight lodging may be covered by the city under the following circumstances and or as otherwise approved by the ~~City administration~~ Department Director:

      (1) Employee is attending a multi-day event or training that requires more than an hour of drive time (one-way) from ~~their home~~ ~~Santaquin City limits~~.

      (2) Employee is attending a single day meeting or training that will require travel outside of normal business hours. ~~more than 1.5 hours of driving (one-way) to return home and the employee would not be able to return to their home before 10:00 PM. Conversely, if the training or event requires 1.5 hours of driving (one-way) and the employee would need to leave their home or place of work before 6:00 AM to attend the morning event/training.~~

      (3) Approved lodging costs will be reimbursed at the basic single room rate. When a hotel or motel is the conference or convention location site, lodging reimbursements for the travel opportunity ~~will~~ may be limited to the conference rate in the event hosting facility. Should the block of reserved rooms not be available at the time of reservation, similar accommodations may be allowed at the discretion of the Department Director.

   (b) The City will not pay for an Employee's personal, ~~incidental~~ expenses, room upgrades, or damage claims resulting from their stay at a lodging facility. Incidental expenses may be allowed with approval of the Department Director.

   (c) Lodging arrangement should be made 30 days prior to attending the training and paid for with a check or the city credit card. In extenuating circumstances if an employee places a room rental on their personal credit card, approved reimbursement will take place upon presentation of a receipt.

4. Travel/Mileage. If available and practical, employees should make arrangements to use a city vehicle for all work-related travel. If a city vehicle is not available or suitable and with approval from the ~~Functional Area~~ Department Director, the employee will be reimbursed for roundtrip mileage at the prevailing federal rate for use of a personal vehicle. If an employee chooses to use their personal vehicle even though a city vehicle or carpooling opportunity with other city employees exists for the travel event, then the employee will be reimbursed only half of the prevailing federal rate for the trip.

5. Time spent traveling that is not included in the employee's regular work schedule ~~will~~ **may** be ~~reimbursed~~ compensated ~~at the Functional Area Directors discretion~~ in accordance with the Fair Labor Standards Act.

6. When an employee must fly to a travel destination, the city shall pay for the plane ticket in whole. Plans to fly must be pre-approved by the Mayor, or designee, and City Council, if out of State travel is requested. Employees are expected to obtain the lowest available airfare that reasonably meets business travel needs without unreasonable layover.

7. Registration. Santaquin City shall pay for training registration fees at the rate noted on the registration form.

8. Books/Materials. Santaquin City shall pay for books and materials at the rate noted on the registration form.

9. Personal Vacations. In cases where vacation time and/or personal travel plans are added to a business trip, any cost variance in airfare, mileage, or lodging ~~must be clearly identified on the Travel Request form~~ shall not be "repaid" or reimbursed by Santaquin City. ~~Santaquin will not prepay any personal expenses with the intention of being "repaid" later, nor will any personal expenses be reimbursed to an employee.~~ Any reservations adding additional days for lodging or rental vehicles shall not be paid or secured using the City credit card or using the City's tax-exempt status.

SECTION 6: RISK MANAGEMENT

6.1 RISK MANAGEMENT PHILOSOPHY

A. General Policy - It is the philosophy of Santaquin City to reduce the potential for loss from exposures through sound risk management practices in all City, department, and individual employee activities. Within the constraints of the budget and the City's obligation to provide certain public services, City risk management and safety practices will reflect a strong consideration for the safety of employees and the public.

B. Department Responsibility for Risk Management and Safety - Each Functional Area Director is responsible to implement risk management programs established by the City insurance carriers, the City Risk Committee, and the Mayor, or designee to protect the health, safety and welfare of City employees and public; prevent financial losses and reduce insurance premiums; conduct the affairs of the department to reduce insurance premiums and to reduce the potential for claims and lawsuits against the City. To this end each Functional Area Director will:

1 Implement all applicable risk reduction policies or programs available through the City's insurance carrier;

2. Risk Coordinators - Appoint one or more Department Risk Coordinator(s) to oversee the implementation of risk management and safety within the department; and

3. Department Policies and Practices - Develop and maintain policies and practices designed to meet the particular risk management needs of the department.

C. Individual Responsibility for Risk Management and Safety - Individual employees shall take responsibility for their own safety as well as the safety of other employees, citizens, and property. Employees shall abide by reasonable safety precautions and exercise due care while on the job. Adequate training, appropriate supervision, reasonable scheduling, proper equipment and other management tools should be utilized by the department and followed by each individual employee to create a safe working environment. Individual employees are responsible to immediately report to their supervisor any potential hazards likely to cause an accident and should be forthcoming in identifying and bringing to the attention of supervisors, Risk Coordinators, and their Functional Area Director, safety concerns that cannot be addressed and resolved by the individual employee.

D. Risk Committee - The Risk Committee is hereby established to formulate and implement formal policy and philosophy relative to risk management and safety.

1. Members of the Risk Committee. The Risk Committee shall be comprised of a designated Risk Manager and one representative from each functional area or department.

(a) The Risk Committee shall assist the Risk Manager in formulating objectives for risk management in Santaquin City and in implementing those objectives.

(b) The Risk Committee shall meet at least quarterly as part of a regularly scheduled meeting. The Risk Manager, or designee shall be responsible for preparing agendas for the meetings and for keeping minutes of all Risk Committee meetings.

6.2 PROCESSING RISK-RELATED INCIDENTS

A. General Policy - In order to effectively manage and administer potential and actual risk- related incidents involving Santaquin City, its agents, employees, assigns and/or property, it is necessary to establish a comprehensive procedure for the processing of incidents and claims involving persons or property directly or indirectly connected with City operations. Irrespective of whether an accident, loss or claim results in actual liability to the City or actual injury to persons or other property, it is crucial that all incidents with or without potential for claim against the City be adequately and properly reported and processed. An employee who becomes aware of any occurrence which may give rise to a lawsuit, which receives a notice of claim, or is sued because of an incident related to his employment shall give immediate notice to his or her supervisor, the Mayor, or designee.

As a general policy, all reportable traffic accidents involving a Full Time or Police Department Santaquin City employee while on or off duty, shall be investigated by an outside agency.

B. Processing Incidents -

1. Risk-related Incident Defined. A risk-related Incident ("Incident") is defined as any event or occurrence involving a Santaquin City employee or Santaquin City owned property or equipment where there is property damage exceeding $500.00 or any physical injury to any person where medical examination, diagnosis or treatment is necessary and/or there is a reasonable likelihood of a claim or lawsuit being filed against the City as a result of the event or occurrence. Any given Incident will present its own unique issues. Therefore, if there is any question as to appropriate action to be taken at any point during the processing of an Incident, these issues should be immediately directed to the City's Risk Manager.

2. Initial Action by Employee Following an Incident. Immediately following an Incident, any employee involved in or aware of the Incident shall seek appropriate medical attention, notify other public safety agencies as the situation reasonably dictates, and notify his/her supervisor. Injured employees shall follow the Workers Compensation Policy as outlined in this, the Santaquin City Employee Handbook.

3. Notification of an Incident. Generally, the City is made aware of an Incident in one of three ways. Following the occurrence of an Incident, the following process shall be followed:

   (a) Employee or Department Involvement - If an employee is involved in or becomes aware of an incident, the employee shall contact his or her supervisor immediately. The supervisor will make sure post-accident drug/alcohol testing procedures are followed (if applicable). The supervisor will prepare a written Incident report and submit it to the Functional Area Department Director. Within one business day from the occurrence of the Incident, the Functional Area Director shall notify the Risk Manager of the Incident in writing (written memorandum or email). The writing shall include: the date, time and location of the incident; a statement from the employee summarizing the Incident and include all facts, conditions and events leading to the Incident; witness statements, photographs and any other information that would aid in accurately and fully documenting the Incident. Any injuries to City employees arising from an Incident shall be handled pursuant to the City Workers' Compensation Policy.

   (b) Claim against the City. If an individual desires to make a claim against the City, the department contacted by the individual shall refer the individual to the Risk Manager. The individual may complete the standard "Notice of Claim" form as provided by the Risk Manager or submit their claim in a manner compliant with the Governmental

Immunity Act of Utah. Completed claims should be returned with any accompanying documentation, as required, to the City Recorder's Office, and the Risk Manager.

(c) Legal Process Served on the City. Any legal process served on the City by a constable or other law enforcement officer, such as a 60-day Notice of Claim or formal lawsuit (whether that lawsuit be for equitable relief and/or monetary damages), shall be immediately forwarded to the Risk Manager, with the original copy kept on file by the City Recorder.

4. Analysis of Incident. Upon receipt of notice of the Incident, the City Recorder shall (1) notify the Mayor, or designee, the City Attorney, and the City's insurance carrier of the Incident if the Incident involves an actual or potential claim against the City; and (2) forward to the City Attorney any formal 60-day Notice of Claim or formal lawsuit served on the City.

5. Additional Investigation of Incident. The Risk Manager shall conduct an additional investigation as appropriate, or as advised by the Mayor, or designee, the City Attorney or the City's insurance carrier. Such investigation may include gathering police reports, supplemental reports, expert witness statements, bids on damage or loss from the City's independent contract appraiser and other relevant information. City departments are expected to cooperate fully in gathering information and assisting the Risk Manager as needed.

6. Incidents Involving Actual or Potential Claims against the City. Following the investigation by the Risk Manager, Incidents involving actual or potential claims against the City shall be processed by the City's insurance carrier.

(a) Claims Processed by the City's insurance carrier. Any Incident where the damages claimed exceed $500.00, or any Incident that involves a claim for personal injury or a violation of constitutional rights, shall be tendered to the City's insurance carrier. The City shall provide whatever support is necessary. In situations where the claim is in litigation, the City Attorney shall be the liaison between the City's insurance carrier, outside counsel and the City. In situations where the claim is not in litigation, the Risk Manager shall be the liaison between the City and its insurance carrier, advising the City Attorney as the claim proceeds.

(b) Incidents Involving No Actual or Potential Claims against the City. Incidents involving no actual or potential claims against the City shall be processed in-house by the Risk Manager.

(c) Opposing Attorney Involvement in Claim. If at any time throughout the Incident process outlined above an attorney representing an actual or potential claimant becomes involved in the process, the City Attorney shall immediately be notified. The City Attorney shall take the lead in processing the claim or in being liaison for the City, consistent with the terms of this policy.

(d) Settlement of Claims. The Mayor, or designee, with recommendation of the City Attorney and consent of the City Council, may choose to settle any claims, the disposition of lawsuits, the imposing of penalties on departments or employees at fault, or any other issues that in the opinion of the Mayor, or designee affect the rights or liabilities of the City.

(e) Repair of Damage to City Property Arising from Incidents. It shall be the responsibility of each City department to initiate the repair or replacement of damaged City property.

The department which has responsibility for the use of the City property shall be responsible for preparing a requisition for the repair of such property. Upon completion of the repair, the Functional Area Director shall notify the Risk Manager that the repair is acceptable and complete. Where practicable, the Risk Manager shall pursue subrogation for any costs incurred by the City as a result of damage to City property. Costs recovered by the Risk Manager for materials used or replaced property shall be forwarded to the department that paid for the repair or replacement of the damaged property unless otherwise determined by the City Manager.

7. Paid Claims Where Employee is at Fault. If it is determined that an employee is partially or wholly responsible for a claim, an appropriate penalty or discipline may be imposed upon the employee in accordance with these policies and procedures.

8. Paid Claims Where Department Policy or Practice is at Fault. If it is determined that a Department policy or practice is at fault, the Functional Area Director will make an appropriate remedy.

6.3 WORKERS COMPENSATION

A. Workers Compensation Program Overview -

1. Program Oversight and Administration. City employees injured during the performance of their job duties are covered by the City's worker's compensation program (the "Program"), which provides medical reimbursement and indemnity benefits, as provided by state law. The Program is overseen by the Risk Manager. Claims administration is provided by a contract worker's compensation program administrator "Program Administrator".

2. Medical Provider. Employees injured during the performance of their job should seek appropriate medical attention to care for work related injuries. If the injury is life threatening, 911 should be called and the employee will be treated by the nearest emergency facility. If the injury is not life threatening, the employee may select a "Medical Provider" of their choice to provide such care.

3. Employee Discipline - Failure by an employee to follow program reporting protocol, treatment policies, transitional duty requirements, or any other law, policy, or procedure related to the program in a timely and complete manner, shall result in employee disciplinary action up to and including termination.

B. Treating and Reporting an Injury -

1. Medical Treatment. When injured, an employee shall immediately obtain appropriate medical treatment from a medical provider "Medical Provider". If the condition is life threatening the employee should call 911. Once initial emergency medical treatment is given and the employee is physically able, the employee shall report to a Medical Provider for follow-up treatment.

2. Reporting an Injury. Immediately following any injury, however minor, or immediately following emergency medical treatment, the employee shall report the injury to the employee's supervisor and to the Risk Manager. The report shall be made NO LATER THAN 24 HOURS following the occurrence of the injury. Although initial notice of the injury to the Risk Manager may be made by telephone or by leaving a message (if the injury occurs after regular City business hours), a claim is not deemed "reported" until the employee speaks personally with the Risk Manager and the appropriate injury report

required by the Program Administrator is completed. The employee is responsible to follow up with the Risk Manager and to assure that all details of the injury are reported. If an injury is so severe as to render the employee physically incapable of following the reporting process as required, the employee's supervisor shall assure that the required reporting is completed. Once an injury has been reported, the Risk Manager will initiate a claim and will be provided a claim number. The claim numbers shall be reported to the Medical Provider as soon as possible.

C. Return to Work -

1. Return to Full Duty Allowed by Medical Provider. Immediately following initial treatment for a work-related injury, the employee shall obtain a written return to work release "Work Release" from the Medical Provider and SHALL CONTACT THE RISK MANAGER BEFORE RETURNING to the employee's regular place of work. The employee shall return to work for regular full duty ("Full Duty") unless directed otherwise by the treating Medical Provider. An employee shall not return to the work site following a work-related injury without a Work Release signed by the employee's Medical Provider being delivered to Risk Manager. The Risk Manager will provide a copy to the Personnel Officer. The employee's supervisor shall verify that the employee has contacted the Risk Manager before allowing the employee to return to the work site.

2. Return to Full Duty Not Allowed by Medical Provider. If an employee is directed by the Medical Provider to not return immediately to Full Duty, the employee shall immediately notify the employee's supervisor and Risk Manager of the following:

   (a) that the Medical Provider has directed the employee to not return to Full Duty;

   (b) the reasons for such direction and the prognosis of the injury;

   (c) the expected date and time the employee will be released by the Medical Provider to Full Duty; and

   (d) the work restrictions the Medical Provider has placed on the employee.

3. Return to work with restricted duty "Restricted Duty". Santaquin City will accommodate restricted duty jobs, as outlined by the Provider, for workers injured on the job. The Risk Manager will work with the supervisor to design a work strategy that meets the injured employees restrictions and accomplished Santaquin City' goals.

4. Employee to Report to the Risk Manager with Work Release and Written Work Restrictions. Upon release to work by the Medical Provider for Full Duty or Restricted Duty, the employee shall immediately report to the Risk Manager with a work release and any work restrictions from the Medical Provider. THE EMPLOYEE SHALL NOT RETURN TO THE WORK SITE PRIOR TO CONTACTING RISK MANAGER. Prior to any work being performed the employee's supervisor shall verify that the employee has reported to the Risk Manager and shall confirm any Work Restrictions placed on the employee with the Risk Manager. If the employee has only been released to Restricted Duty, the Functional Area Director, or designee, will determine if there is work available that will accommodate the restrictions outlined by the Medical Provider. If it is determined that work is available, the employee's supervisor shall review any Work Restrictions with the employee before allowing the employee to return to the work site.

5. Secondary Employment - An employee on worker's compensation leave shall not engage in any secondary employment except as first authorized by Risk Management.

D. Workers Compensation Wage Replacement ("Indemnity Benefits") -

1. Wage Replacement Amount (Indemnity Benefit) - If a worker's compensation injury or illness causes total temporary disability (i.e. the employee cannot perform ANY work tasks for the City) as determined by the Medical Provider and confirmed by Risk Management, the employee receives weekly wage replacement ("Indemnity Benefits") equal to 66 2/3 percent of the employee's weekly wages at the time of the injury, up to a maximum of the state weekly average, adjusted for eligible dependents. The Indemnity Benefit continues until the employee is released by the Medical Provider to Restricted Duty (if available) or Full Duty.

2. First Three Calendar Days After Injury Not Compensated. An injured employee does not receive Indemnity Benefits for the first three days after the injury occurs, unless the period of total temporary disability lasts more than 14 days.

3. Supplement to Indemnity Benefit. Employees may receive supplemental Indemnity Benefits on a taxable basis, to 100% of employee's regular wages where an employee has accrued sick leave, personal leave and/or vacation leave. No employee may receive more than the equivalent of 100% of his or her regular wages, adjusted for taxes and deductions. Supplemental compensation may be allowed when an employee submits documentation of the worker's compensation Indemnity Benefit received from the Program Administrator to the Administration Office. Request for supplemental compensation shall be submitted in writing to the Personnel Officer and must specify which leave will be used for compensation. Payments of supplemental compensation shall be made in accordance with regularly scheduled payroll.

E. Failure to Follow Applicable Law, Policies and Procedures –

1. Questions Concerning Program Requirements. Employees are strongly encouraged to contact the Risk Manager if questions should arise regarding the reporting, treatment, or processing of worker's compensation claims. Additional details pertaining to the City's program may be obtained by contacting the Risk Manager.

2. Loss of Benefits. Failure by an employee to follow procedures for reporting and processing worker's compensation claims as required by State law and the Utah Labor Commission may result in the denial of a claim and/or in the loss of benefits by the employee.

F. Accrual of Leave while on Workers Compensation Leave - Employees on Workers Compensation Leave for 5 consecutive working days, will not accrue sick or vacation leave or holiday pay.

SECTION 7: VEHICLE POLICY

7.1 VEHICLE USE

A. Authorization to Drive - To be authorized to drive a city-owned vehicle, an employee or volunteer must possess a valid Utah driver's license for the type of vehicle being operated.

B. Training Requirements - Additionally, Departments may impose such familiarization or training requirements on vehicle operators as may be necessary.

C. Pool Vehicle Use - Pool vehicles are authorized for use by authorized employees or volunteers who do not have a City vehicle assigned to them that need transportation to conduct City business, subject to availability.

D. Personal Use - Personal use of City vehicles is prohibited, except for incidental local use such as taking breaks or meal periods or completing a personal errand that does not require indirect travel. The Police and Fire Departments have their own personal use policies.

E. Permitted Passengers - Only authorized employees and volunteers are allowed to ride in City vehicles, except for the purpose of conducting City business or personal use incidental to City business.

F. Emergency Use - Functional Area Directors may grant occasional overnight take home vehicle use due to an isolated incident of need because of the lateness of the hour or other circumstances where it is impractical for the user to return a City vehicle at the end of a duty shift.

7.2 DRIVER/OPERATOR DUTIES AND RESPONSIBILITIES

A. Maintenance - All repairs or damage issues shall be reported immediately to driver's supervisor when the driver becomes aware of such issue. Supervisors shall notify the Functional Area Director.

1. Each department is responsible for the care and general maintenance of City vehicles under their control or assigned to their department. Maintenance may be done by the Public Works Department or by a repair shop, whichever the Functional Area Director deems appropriate. Employees shall not,

   (a) make any repairs or have any repairs made to the vehicle at any facility (other than simple repairs, i.e. light bulb, fuse, etc.) not authorized by the Functional Area Director, or

   (b) add or remove auxiliary equipment to vehicles without the permission of the Functional Area Director.

   (c) display unauthorized bumper stickers or other items.

2. Records of all maintenance performed on a vehicle shall be kept by the department to which the vehicle is assigned. This information shall be available for inspection upon request.

B Cleanliness - Drivers shall maintain a high degree of cleanliness of both the interior and exterior of assigned vehicles. Failure to do so may result in disciplinary action.

C. Mileage - Each time a City vehicle is refueled at a station using a Gas card, the driver/operator will accurately enter odometer/hour meter readings. If an incorrect reading is entered, the driver will notify his/her supervisor of the correct readings. If no notification is given, a warning will be issued for the first offense. A second or subsequent offense may result in disciplinary action.

D. Vehicle Registration Renewals - It is the responsibility of each department to complete the state inspection/emissions test by the date required.

E. Compliance with Laws - All City employees and volunteers shall drive and park in accordance with all state and local laws, including wearing seat belts. Any citation received shall be the responsibility of the driver.

F. Idling - Drivers will not allow an unattended vehicle to idle excessively, except as required for safety reasons or operation of auxiliary equipment. Emergency vehicles are exempt during emergency situations.

G. Locking Vehicles - Vehicles unattended for more than one hour should be locked.

H. Abuse or Neglect of Vehicles - Drivers will not abuse or neglect City vehicles.

I. Supervisor Responsibility - Supervisors will know the condition of the vehicles under their direct responsibility. Supervisors will keep in close touch with operators to make sure all equipment is properly cared for and maintained. Supervisors will notify Functional Area Directors when maintenance or repairs are necessary, prior to any maintenance being performed.

7.3 USE OF PERSONAL VEHICLES FOR CITY BUSINESS

A. Employees are strongly discouraged from using personal vehicles for City business. City vehicles should be used when practical and available.

B. When using a personal vehicle for City business, all relevant City policies and ordinances apply.

C. Mileage reimbursements are predicated upon available approved budgets, Department Director approval, and rates established by the Finance Department. ~~is available at the current IRS rate for authorized personal vehicle use. Requests for reimbursement must be approved and signed by the Functional Area Director.~~

7.4 GENERAL LIABILITY PROVISIONS

A. City Vehicles -

1. City vehicles are insured by the City.
2. Third party claims are handled by the City's insurer to the policy limits.
3. Injuries to City employees will be handled as worker's compensation claims.

B. Personal Vehicles -

1. Personal vehicles shall be insured by the owner.
2. Employees must have the state mandated minimum liability coverage on any personal vehicle they may be authorized to drive on City business.

D. Limitation of Liability - The City reserves the right to limit insurance coverage and/or worker's compensation as provided by law, such as actions "outside the scope of an employee's employment."

SECTION 8: SAFETY

8.1 SAFETY POLICY

General Policy – It is the policy of Santaquin City to maintain an environment which is free from any recognizable hazard, which is likely to cause serious injury or death to any employee, through open communication with all employees. The following general safety rules will apply in all agency work places. Each department may prepare separate safety rules applicable to the specific nature of work in their area, but not in conflict with these rules.

A. Proper licensing and extreme caution are required by all employees operating any type of powered equipment.

B. Employees will use safety equipment and PPE appropriate to the job, such as safety glasses, gloves, toe guards, back supports, and hard hats, if required or appropriate to the work performed.

C. Employees will avoid wearing loose clothing and jewelry while working on or near equipment and machines. Long hair will be secured properly.

D. All accidents, regardless of severity, personal or vehicular, shall be reported immediately to the supervisor/manager.

E. Defective equipment will be reported immediately to the supervisor/manager.

F. Employees will not operate equipment or use tools for which licensing and training has not been received.

G. In all work situations, safeguards required by State and Federal Safety Orders and laws will be provided and are required to be used by all employees including seat belts in all motor vehicles.

H. Due to the potential risk of serious injury or death, employees are prohibited from entertaining, or caring for, guests or family members in or around inherently dangerous work areas.

EMPLOYEE POLICIES & PROCEDURE HANDBOOK

ADDENDA

A. ORDINANCE NO. 08-01-2009 (APPEALS BOARD)

Santaquin City Resolution 11-02-2026

A RESOLUTION OF THE SANTAQUIN CITY COUNCIL APPROVING COOPERATIVE WILDFIRE SYSTEM PARTICIPATION COMMITMENT STATEMENT FOR YEAR 2027

WHEREAS, Santaquin City ("City") is a political subdivision of the State of Utah and has a responsibility to provide for the health, safety, and welfare of the City and its residents; and

WHEREAS, the City finds that its cooperation with the Utah Division of Forestry, Fire and State Lands, and other entities to provide services for fire prevention, including wildland fire prevention, and other services will benefit and is in the best interests of the City; and

WHEREAS, the City desires now to participate in the Cooperative Wildfire System of the Utah Division of Forestry, Fire and State Lands, by providing funding and/or services and setting forth appropriate terms and conditions for such an agreement; and

WHEREAS, the City Council finds that the terms and conditions of the attached Participation Commitment titled: Cooperative Wildfire System Participation Commitment Statement for year 2027, are in the best interests of the City and desires to adopt said agreement.

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

Section 1. The attached agreement titled: Cooperative Wildfire System Participation Commitment Statement for year 2027, sets forth terms and conditions consistent with the interests of Santaquin City, Utah, and is hereby adopted and approved.

Section 2. The Mayor is hereby authorized to execute said Agreement and to take actions necessary to implement the terms and conditions thereof.

Section 3. This Resolution shall take effect on the date it is adopted by the Santaquin City Council.

Approved and adopted this 3rd day of November, 2026.

_____
Daniel M. Olson, Santaquin City Mayor

Attest:

_____
Stephanie Christensen, Santaquin City Recorder

Councilmember Art Adcock	Voted	___
Councilmember Brian Del Rosario	Voted	___
Councilmember Lynn Mecham	Voted	___
Councilmember Jeff Siddoway	Voted	___
Councilmember Travis Keel	Voted	___

Cooperative Wildfire System

Participation Commitment Statement for year 2027

for Participating Entity: Santaquin

This statement provides the monetary value of the Participation Commitment the entity is required to meet to maintain active status in CWS.

Value of Participation Commitment:	$8,756	Deadline to complete and return:	December 31, 2026

INSTRUCTIONS: Outline the specific Proposed Actions that the Participating Entity plans on taking this year to address the highest wildfire risk. These actions must connect directly to the Entity's approved Community Wildfire Preparedness Plan and meet the intent of CWS. Include the Category (Mitigation, Preparedness, Prevention) and the Estimated Value that will be attributed to this year alone.

	Proposed Action	CWPP Goal	Category	Value this Year
1)	Fuel reduction in high-risk WUI area	C1	Mitigation	$ 3,000.00
2)	Fuel reduction in other portions of the city	C1	Mitigation	$ 2,500.00
3)	Purchase of updated version of BK radios	B4	Preparedness	$ 5,000.00
4)				
5)				
6)				
7)				
8)				
9)				
10)				

Why are these actions the most impactful way to reduce wildfire risk for this PE?
Consider the highest wildfire risk areas within the boundary and the values to protect from the threat of wildfire.

Answer

The three proposed actions of fuel reduction in high-risk Wildland Urban Interface (WUI) areas, fuel reduction in other portions of the city, and the purchase of updated versions of BK radios represent the most impactful strategies for reducing wildfire risk within the project area. Together, these actions represent a practical and high-impact investment in protecting Santaquin's residents, firefighters, homes, businesses, critical infrastructure, surrounding natural resources, and important watershed areas from the increasing threat of wildfire.

Forestry, Fire & State Lands

Utah Division of Forestry, Fire and State Lands
1594 West North Temple
P.O. Box 145703
Salt Lake City, UT 84114

Area Manager Signature

Print Name | Date

CWS Manager Signature

Print Name | Date

Participating Entity Chief Executive

Signature | Title

Print Name | Date

By signing this document, the Participating Entity and FFSL agree that these proposed actions adhere to the intent of CWS to reduce the impact of catastrophic wildfire to local communities.

Forestry, Fire & State Lands

Utah Division of Forestry, Fire and State Lands
1594 West North Temple
P.O. Box 145703
Salt Lake City, UT 84114

Cooperative Wildfire System
2027 Participation Commitment Calculation
for Participating Entity: Santaquin

TOTAL PARTICIPATION COMMITMENT: $8,756

Participation Commitment is calculated by adding the Risk Assessment by Acres to the Historic Fire Cost Average in each jurisdiction, per R652122300 (2017).

WILDFIRE RISK ASSESSMENT

	Medium Risk	Acres	High Risk	Acres	Cost
Municipal	**$2.68**	2560	**$4.69**	404	$8,756
County	**$0.40**		**$0.54**		$0
				TOTAL:	**$8,756**

HISTORIC FIRE COST AVERAGE

Year	Nominal Fire Suppression Costs	Inflation Rate	Real Fire Suppression Costs
2016	$0	1.37	$0
2017	$0	1.34	$0
2018	$0	1.31	$0
2019	$0	1.29	$0
2020	$239,515	1.26	$301,789
2021	$0	1.24	$0
2022	$0	1.16	$0
2023	$0	1.09	$0
2024	$0	1.05	$0
2025	$0	1.02	$0
	AVERAGE (removing the high year and low year):		**$0**

PC CALCULATION

Wildfire Risk Assessment	**$8,756**
(+) Historic Fire Cost Average	**$0**
(=) Participation Commitment	**$8,756**
(+) Previous Year(s) Unmet PC	**$0**

Instructions: shaded areas must be adjusted annually by FFSL Finance. Do not edit unshaded cells. "Cap Reduction" must be approved by FFSL Director.

Utah Division of Forestry, Fire and State Lands
1594 West North Temple
P.O. Box 145703
Salt Lake City, UT 84114

Forestry, Fire & State Lands

	Totals from Columns	
2016	$0.00	column C
2017	$0.00	column D
2018	$0.00	column E
2019	$0.00	column F
2020	$239,514.80	column G
2021	$0.00	column H
2022	$0.00	column I
2023	$0.00	column J
2024	$0.00	column K
2025	$0.00	column L

Entity	Incident Name	Incident Number	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Santaquin (City)	MM 246	UTNWS-000347	$0.00	$0.00	$0.00	$0.00	$260.00	$0.00	$0.00	$0.00	$0.00	$0.00
Santaquin (City)	Goshen	UTNWS-000938	$0.00	$0.00	$0.00	$0.00	$239,254.80	$0.00	$0.00	$0.00	$0.00	$0.00