

## ***Employee Acknowledgement Form***

The employee handbook describes the policies, practices and benefits of employment with Perry City. I agree to abide by the policies in this handbook and I accept the responsibility for informing myself about these policies and understand that I should consult my supervisor, the City Recorder, or the City Administrator, regarding any questions not answered in the handbook. I have entered into my employment relationship with Perry City voluntarily and acknowledge that there is no specified length of employment.

Since the information in this Personnel Policies and Procedures handbook is necessarily subject to change, I understand that the information that I have received may be changed or replaced by other policies and procedures, which Perry City may adopt in the future. I understand and acknowledge that no one has promised me that Perry City will not change these policies, and understand that Perry City has reserved the right to change these policies in the future.

For Probationary Employees and Exempt Department Heads, I understand and agree that my employment with Perry City may be terminable at-will, meaning that either Perry City or I may terminate the employment relationship at any time for any reason. I understand that neither Perry City nor I have any obligation to base a termination decision on anything other than intent not to continue the employment relationship. No one has promised me that my employment will only be terminated for cause, or only for any particular reason, or will only be terminated through some particular process or procedure above, beyond, or in addition to such due process as may be required by federal or state law.

I understand and agree that **unless otherwise listed in a contract approved by the Mayor and Council**, no one at Perry City has authority to offer me employment on terms different from what is stated in this handbook, and I understand and agree that no one in Perry City is authorized by Perry City to promise in the future that the terms of my employment will be different from what is stated in this handbook.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

plan:

- Regular Full-Time employees
- Introductory Full-Time employees
- Grandfathered Part-Time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between Perry City and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Payroll Clerk for more information about life insurance benefits.

### **401k and other Retirement Plans**

Only regular & Introductory Full-Time employees are eligible for Perry City's retirement plans. For plan details, please see contact the Payroll Clerk.

### **Vacation Benefits**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular Full-Time employees
- Introductory Full-Time employees
- Grandfathered Part-Time (Eligible for 50% of Full-Time Benefit)

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

#### **VACATION SCHEDULE**

<b>Full-Time Employees</b>			
<b>Years Employed</b>	<b>Hours Accrued Per Pay Period</b>	<b>Hours Accrued Per Year</b>	<b>Days Accrued Per Year</b>
<b>*0-1 year</b>	<b>2</b>	<b>52</b>	<b>6.5</b>
<b>1-9 years</b>	<b>4</b>	<b>104</b>	<b>13</b>
<b>10-14 years</b>	<b>5.5</b>	<b>144</b>	<b>18</b>
<b>15+</b>	<b>6.5</b>	<b>168</b>	<b>21</b>

\*Introductory period

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee begins to earn vacation time and ends every June 30<sup>th</sup>. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Vacation time can be used, on the 1<sup>st</sup> of the month following 30 days of employment, or upon entering an eligible employment classification. Employees can request use of earned vacation time including that accrued during the waiting period.

Paid vacation time can be used in minimum increments of **one-half** hour per day. To take vacation, employees **generally must** request approval from their supervisors **at least 48 hours in advance**. Requests will be reviewed based on a number of factors, including city needs and staffing requirements.

**In order to meet staffing requirements departments will need at least 2 employees scheduled to work simultaneously during operating hours. Vacation approval will be limited to this staffing requirement. Any exceptions will require approval from the Mayor.**

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, June 30<sup>th</sup>, employees may carry over up to 150% of their accrued benefit hours. For example if you have been with the City for 2 years you can carry over up to 156 hours, if you have been with the City for 11 years you can carry over up to **216 hours (see following matrix)**. Any accrued annual leave in excess of 150% of your current benefit accrual shall be forfeited on July 1<sup>st</sup> of any given year. Upon Separation of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

### VACATION CARRY OVER MATRIX

Full-Time Employees			
Years Employed	Hours Accrued Per Year	Days Accrued Per Year	Hours allowed to Carry Over (150%)
0-1 year	52	6.5	52*
1-9 years	104	13	156
10-14 years	144	18	216
15+	168	21	252

\*First year only 52 hours possible

### Holidays

Perry City will grant 12 paid holidays to all Regular and Introductory Full-time employees. 10 regular set holidays and 2 floating holidays that will be pre-determined by administration at the beginning of the year. The set holidays are listed below:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- President's Day**
- Memorial Day

Independence Day  
 Labor Day  
 Veteran's Day  
 Thanksgiving  
 Day after Thanksgiving  
 Christmas

Perry City will grant paid holiday time off to all eligible employees on the 1<sup>st</sup> of the month following 30 days of employment. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular Full-Time employees
- Introductory Full-Time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's regular time off, the holiday time will given to the employee as a floating holiday to be used within 1 month of the time being earned.

If eligible nonexempt employees work on a recognized holiday, they will receive pay for the holiday as detailed above, and pay for hours worked on the holiday at 1 and ½ times their normal hourly rate. Exempt employees will receive pay for the holiday and compensatory time at 1 and ½ times their normal rate for hours worked on the holiday. However, employees must have written authorization from their immediate supervisor prior to working on a holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

**Sick Leave Benefits**

Perry City provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Regular Full-Time Employees
- Introductory Full-Time employees
- Grandfathered Part-Time employees (Eligible for 50% of Full-Time Benefit)

Eligible employees will accrue sick leave benefits as follows:

<b>SICK LEAVE</b>				
<b>Eligible</b>	<b>Accrual Hours Per Pay Period</b>	<b>Hours Accrued Per Year</b>	<b>Days Accrued Per Year</b>	<b>Maximum Annual Accrual</b>
Regular/Introductory Full-Time Employees	2	52	6.5	480 hours

Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Employees can request use of paid sick leave on the first of the month following 30 days of employment. Paid sick leave can be used in minimum increments of one hour. Eligible employees may use sick leave benefits for an absence due to their own illness, injury or to take care of a sick family member.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of absence. The department head may ask for a doctor's note following three consecutive days of sick leave and employee is required to provide such note.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or City-provided disability insurance programs if available and if offered by the city. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 480 hours or 12 weeks worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit. Unused sick leave may be converted into vacation leave at a rate of three hours of sick leave for each hour of vacation with a maximum conversion of 36 hours of sick leave to 12 hours of vacation leave. The conversion of hours must be approved by the Mayor.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

If an employee is separated and has unused accrued sick leave, they will not be compensated for the unused sick leave.

Perry City realizes that employees with contagious temporary illnesses, such as influenza, colds and other viruses, need to continue with normal life activities, including working. In deciding whether an employee with an apparently short-term contagious illness may continue to work, the City considers several factors. The employee must be able to perform normal job duties and meet regular performance standards. In the judgment of the employer, the employee's continued presence must pose no risk to the health of the employee, other employees and customers. If an employee disputes the company's determination that such a risk exists, the employee must submit a statement from his or her attending health care provider that the employee's presence in the workplace poses no significant risk to the employee, other employees or customers.

Supervisors are encouraged to remind employees that the company provides paid sick leave to cover absences due to contagious temporary illnesses. All employees are urged to contact Human Resources regarding any questions about the possible contagious nature of another employee's temporary illness.

### ***Workers' Compensation Insurance***

Perry City provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Perry City nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Perry City.

## **Employee Compensation**

### **Salary Schedule**

Perry City's Salary Schedule and Performance Guidelines are detailed in Appendix **A - Departmental Pay Matrixes**. The Salary schedule for each position at Perry city is based on the **level** of qualifications that the position is assigned to, the work experience of the employee, and the employee's performance. Each employee is eligible for performance-based raises that are made effective starting the pay period which includes July 1<sup>st</sup>.

Your performance is generally evaluated according to an ongoing 12-month cycle, each April. However, your department may be directed to evaluate your performance on a quarterly basis.

## **Timekeeping/Payroll**

### **Timekeeping**

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Perry City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each unpaid meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved by the direct supervisor before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

### **Work Hours**

Regular prompt attendance at work is required of all employees. The normal work day for a full-time employee shall be eight (8) hours and the normal work week forty (40) hours, except for departments approved for alternate work schedules. The workday for public safety employees shall be determined by the needs of providing twenty-four hour a day service to the community.

**9/80 Alternate Work Schedule:**

Perry City may allow employees upon approval to work a 9/80 work schedule. An approved full-time employee will work 9 days totaling 80 hours in a 2 week pay-period. The schedule includes working 9 hours Monday-Thursday, and 4 hours on Friday during one week of the pay period, and 10 hours Monday – Thursday, with Friday off during the other week of the pay period.

Hours reported on timecards exceeding forty (40) in 1 week for non-public safety employees, and eighty (80) in a 2 week period for public safety employees must be hours worked and should be approved by the Mayor prior to work being performed. The City Administrator may also approve overtime for non-public safety employees. The Chief of Police may approve up to 5% overtime per month for public safety employees, hours beyond 5% must be approved by the Mayor. See the *Overtime/Compensatory Time* section of this policy for rules regarding how overtime or compensatory time is calculated.

## ***Paydays***

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck or statement of wages will be available upon his or her return from vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to Perry City. Employees will receive an itemized statement of wages when Perry City makes direct deposits.

## ***Administrative Pay Corrections***

Perry City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Department so that corrections can be made as quickly as possible.

## ***Pay Deductions and Setoffs***

The law requires that Perry City make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Perry City also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Perry City matches the amount of Social Security taxes paid by each employee.

Perry City offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by Perry City, usually to help pay off a debt or obligation to Perry City or others.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

hang up only after the caller has done so.

## ***Use of Tobacco Products***

In keeping with Perry City's intent to provide a safe and healthful work environment, and to comply with the Utah Clean Air Act, Tobacco use is prohibited throughout the workplace and Smoking is prohibited within 50 feet of the building entrance and any ventilation ducts. Tobacco use is also prohibited in all City Vehicles.

This policy applies equally to all employees and visitors.

## ***Work Schedules***

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

## ***Rest and Meal Periods***

Perry City follows the current state and federal laws for rest and meal periods. Supervisors will advise employees of the regular rest period length and schedule.

Except for Public Safety employees or as otherwise required by law, rest breaks of short duration, usually 15 minutes, are considered hours worked and should be compensated. Meal periods, typically 30 - 60 minutes, generally need not be compensated provided the employee is completely relieved from duty for the purpose of eating. The rest break is paid work time, while the meal period is unpaid time provided during the 30 minutes or more.

Each workday, full-time nonexempt employees are provided with two rest periods, part-time employees are provided with one rest period. Supervisors will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time employees are provided with one unpaid meal period each workday. Part-time employees working at least 4 hours a day may request a scheduled unpaid meal period not to exceed 30 minutes each work day. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Perry City encourages team and morale building through occasional Recognition Luncheons. Employees participating in these lunches will only be expected to use 30 minutes of their allowed unpaid meal period to attend the event, no matter the length of the event. Full-Time employees will be given an additional unpaid 30 minute meal period to use at their leisure.

Employees may not accumulate break periods or combine them with lunch breaks, or take them at the beginning of the day so as to arrive late for work, or use them at the end of the day so as to leave work early. If an employee chooses to not take a break, no additional compensation will be given.

### ***Overtime/Compensation Time***

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must have signed authorization from both the department head and the City Administrator or Mayor prior to any overtime worked. The Chief of Police can approve up to 5% overtime per month for public safety employees, overtime hours beyond 5% must be approved by the Mayor. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid or given as compensatory time to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, guaranteed show-up time in certain situations, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Compensatory time is paid time off the job which is earned and accrued by an employee in lieu of immediate cash payment for overtime hours worked at a rate of time-and-one-half of hours worked as required by the Fair Labor Standards Act. Perry City prefers that employees required to work overtime elect to take compensatory time. Upon Perry City's fiscal year end, June 30<sup>th</sup>, all but 40 hours of unused accrued compensatory time will be paid out to the employee at the required overtime rate.

Perry City follows the Fair Labor Standards Act for all overtime calculations and compensation, including exceptions for law enforcement and fire protection employees. For law enforcement employees, overtime hours are any hours worked over 171 hours during a 28-day period. Fire Protection employees are due overtime for any hours worked over 212 hours during a 28-day period.

Employees may be subject to disciplinary action, up to and including possible termination of employment for working overtime without receiving prior authorization from their supervisor.

### ***On Call or Standby Duties***

Perry City may need employees to be on call or standby to help with emergency situations. While the employee is on call or standby, they can use their time freely, and are not performing a specific assigned task they just need to be available by phone or pager to respond to Perry City needs within 15 minutes, unless otherwise approved by the Mayor.

Perry City offers on call or standby compensation. Employees working on call will be paid one hour per day, up to 4 hours per week of on call duty at their regular rate of pay. If the employee is called to duty, they will receive their on call pay and their regular rate of pay for all time that work was actually performed.

Overtime pay will not apply to on call wages if the employee did not actually perform work.

### ***Emergency Closings***

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt Perry City operations. In extreme cases, these circumstances may require the closing of a work facility. This will be officially announced by the Mayor or the City Administrator as authorized by the Mayor.

When operations are officially closed due to emergency conditions, the time off from scheduled work will