

**Mona City  
Disbursement Listing  
Checking - 08/24/2022 to 09/13/2022**

Payee Name	Reference Number	Payment Date	Payment Amount	Void Date	Void Amount	Source
Amazon.com	0	09/08/2022	\$29.66			Purchasing
Jones & DeMille Engineering	5992	08/24/2022	\$655.00	water line		Purchasing
Jones & DeMille Engineering	5993	08/24/2022	\$7,498.01	water line		Purchasing
Jones & DeMille Engineering	5994	08/24/2022	\$4,300.00	water line		Purchasing
Computer Confidence LLC	5996	08/25/2022	\$91.08			Purchasing
Barton Excavating	5996	08/29/2022	\$125,140.08	water line		Purchasing
CenturyLink	5997	08/29/2022	\$74.94			Purchasing
Juab High School	5998	08/29/2022	\$300.00	Rec		Purchasing
Monroe City Corporation	5999	08/29/2022	\$150.00	Rec		Purchasing
Nephi City Work Orders	6000	08/29/2022	\$178.38	cover for Chad		Purchasing
Rocky Mountain Power	6001	08/29/2022	\$1.33			Purchasing
Scholzen Products Company	6002	08/29/2022	\$17,451.86	water tank		Purchasing
Squire, Lorna M	6003	08/29/2022	\$150.00	cemetery		Purchasing
Chemtech-Ford Laboratories	6004	08/29/2022	\$60.00			Purchasing
Choice Hardware and Home Center	6005	08/29/2022	\$90.13			Purchasing
Alma L. Allred	6018	09/01/2022	\$1,250.00	building inspections		Purchasing
Juab High School	6019	09/01/2022	\$300.00	Rec		Purchasing
Chemtech-Ford Laboratories	6020	09/07/2022	\$205.00	water samples		Purchasing
Department Of Environmental Quality	6021	09/07/2022	\$443.00	permit		Purchasing
Intermountain Farmers Association	6022	09/07/2022	\$33.98			Purchasing
Mona Library	6023	09/07/2022	\$300.00	donation (annual)		Purchasing
Nephi CarQuest	6024	09/07/2022	\$617.08	batteries for vehicles		Purchasing
Scholzen Products Company	6025	09/07/2022	\$5,606.87	water tank		Purchasing
The Sports Field Doctor	6026	09/07/2022	\$2,523.34	ball field in park		Purchasing
Utah Dept. of Workforce Services	6027	09/07/2022	\$218.00			Purchasing
Jay Mecham Country Garbage LLC	6028	09/13/2022	\$6,176.00			Purchasing
Jones & DeMille Engineering	6029	09/13/2022	\$5,745.14	water tank		Purchasing
JRDA	6030	09/13/2022	\$4,601.00			Purchasing
Mona City	6031	09/13/2022	\$1,111.23			Purchasing
Mountainland Supply, LLC.	6032	09/13/2022	\$192.23			Purchasing
Nephi City Work Orders	6033	09/13/2022	\$1,138.04	cover for Chad		Purchasing
Pelorus Methods, Inc.	6034	09/13/2022	\$850.00	software		Purchasing
Rocky Mountain Power	6035	09/13/2022	\$3,782.84			Purchasing
Scholzen Products Company	6036	09/13/2022	\$1,051.60	water tank		Purchasing
Utah League of Cities and Towns	6037	09/13/2022	\$30.00			Purchasing
Jones & DeMille Engineering	6038	09/13/2022	\$6,793.89	water line		Purchasing
Wex - Mona Conoco	EFT	08/25/2022	\$417.82	gas for streets		Purchasing
Amazon.com	EFT	08/29/2022	\$67.96			Purchasing
Canyon Pizza	EFT	08/29/2022	\$52.68			Purchasing
Costco	EFT	08/29/2022	\$25.89			Purchasing
PDF Filler	EFT	08/29/2022	\$38.19	software		Purchasing
Skedda	eft	08/29/2022	\$500.00	software		Purchasing
Amazon.com	eft	08/30/2022	\$13.00			Purchasing
Amazon.com	EFT	09/01/2022	\$15.64			Purchasing
Costco	EFT	09/06/2022	\$13.82			Purchasing
Young Living Family Farm	EFT	09/06/2022	\$32.16			Purchasing
CentraCom Interactive	EFT	09/07/2022	\$399.29			Purchasing
Amazon.com	EFT9999	08/29/2022	\$9.98			Purchasing
Amazon.com	EFT9999	08/29/2022	\$80.96			Purchasing
Amazon.com	EFT9999	09/08/2022	\$16.13			Purchasing
Amazon.com	EFT9999	09/08/2022	\$42.68			Purchasing
Amazon.com	EFT9999	09/08/2022	\$48.88			Purchasing
Amazon.com	EFT9999	09/08/2022	\$339.60			Purchasing
			<b>\$201,254.39</b>		<b>\$0.00</b>	

RW TP JC

Looking for Input  
Pg. 9 & 10 -  
Comp time

Pg. 30 -  
Planned  
recognition  
program



# PERSONNEL POLICY

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Resolution Number:

Sept. 12, 2019

This amendment supersedes any prior versions of the policies set forth herein.

Mona City looks forward to a productive and successful association with you. The most vital component in any organization is the staff and we know our success depends, in a large part, on you. As a City employee, you not only help serve the general interest of the community but represent the City government to our residents.

This Mona City Employee Handbook contains general statements of City policy and applies to all employees of Mona City, except as specifically excluded. Do not consider this document comprehensive; it does not address all the possible applications of, or exceptions to, the general policies and procedures described. This manual contains general information and guidelines; it is not, and should not be construed as, a contract.

We designed this handbook to acquaint you with some of our basic policies, rules, and benefits. The information and guidelines are to help you understand your privileges, benefits, obligations and responsibilities as a Mona City employee.

The procedures, practices, policies and benefits described are subject to change and may be modified or discontinued. We recognize we have a responsibility to inform you of changes and will try to inform you of any changes as they occur or as soon as we can. Should anything in this handbook be unenforceable, invalid, or in conflict with State or Federal Code (Federal/USC) it does not invalidate the entire document, but only that particular provision.

These policies and procedures do not apply to members of councils and commissions, persons contracted to supply professional or technical services, and volunteer personnel who receive no compensation from the City. Please direct any questions concerning the contents of this Mona City Employee Handbook to your supervisor, or the Mayor.

If any departmental policies and procedures are found to be in conflict, they will be superseded by the provisions of this manual and this manual shall supersede any existing agreements made between the City and its employees.

"You," "your," "his or her," and "employee" any variants of those words used in this Employee Handbook refer to an employee of Mona City, regardless of gender or pronoun used or written herein, and should be read and interpreted to effectuate the intent of this Employee Handbook as being a personnel policy relating to the employment practices of Mona City.

## SECTION II-ADMINISTRATION

- A. Responsibility for Administration of Policies: The day-to-day management of personnel activities and operations within the City is the responsibility of the Mayor who is also responsible for ensuring the effective administration of all policies and procedures.
- B. Personnel Records:
1. Keeping employee personnel file current is important. To help keep records up to date, it is important that employees notify the Finance Director of any changes in an employee's:
    - Legal Name
    - Address
    - Emergency Contact
    - Marital Status
    - Telephone Number
    - Beneficiary
    - W-4 Deductions
    - Eligible Dependents
    - Military or Draft Status
    - Required Certifications, Licenses and Permits
  2. Personnel records are considered by Mona City to be private and are classified as Private Records under the Government Records Access and Management Act as contained in Utah Code Ann. 63G-2-2101 est seq., as amended, and are kept in secure and confidential files. An employee may see his or her own personnel file and you may have copies of any of the documents. Direct any questions or requests to Mayor. Other users authorized by law or as determined by the Mayor to have a legitimate "need to know" may access the records. A log or record of those reviewing personnel records and information shall be maintained together with the reasons for access to the records. All reviews of personnel records shall be done in the presence of the Mayor or Finance Director.
  3. If a disciplinary action is rescinded or disapproved upon appeal, all forms, documents and records pertaining to the case shall be removed from the personnel record and destroyed.

### SECTION III -HIRING FOR NEW AND VACANT POSITIONS

- A. Recruiting: Selecting new employees or advancing employees in the City personnel system to fill a job opening shall be based on their ability, knowledge and skill levels related to the vacant position.
- B. Hiring Procedures:
1. When there is a need to recruit to fill a vacant position, Mona City shall prepare, advertise, and post the opening where all City employees will be made aware of the opportunity, if the vacancy is not filled by promotion. Employees wishing to apply for the position must do so by the closing date of the recruitment. All applicants will be given equal consideration.
  2. The community and labor market shall become the object of an appropriate recruitment effort. Outside applications will be accepted for a minimum of seven calendar days after or concurrent with in-house recruitment and the date of initial advertising.
  3. Interested job applicants shall complete an employment application form.
  4. Upon closing the recruitment, the Mayor, City Council, and invited employees shall review all applications and select interview candidates. Upon completing the interviews, the interviewing panel shall submit the recommendation for hire to the Mayor and City Council for approval.
- C. Disqualification: The City reserves the right to reject any application that indicates on its face that the applicant does not possess the minimum qualifications required for the position. Applicants and subsequently hired applicants who make false statements or who are found to have engaged in any type of deception or fraud in the application or testing process shall be rejected or immediately terminated.
- D. Qualifications:
1. Testing: Applicants may be subjected to competitive testing which may include, but not be limited to: determination of bonding ability; rating of education and experience; written, oral or physical tests; and/or background investigations.
  2. Physical Examination: Public health and safety demand that employees be physically able to perform the duties of the job classification to which they are hired. The physical requirements of the job constitute bona-fide occupational qualifications. The City will also accommodate employees and applicants in compliance with the ADA and provide "reasonable accommodation" when the cost of such is deemed "reasonable" within the City's ability to pay, and where to do so does not impair the City in its business necessities creating undue hardship.
    - a. A physical examination may be required before an applicant is appointed to any City position. If the results of the examination give indication of physical limitations that would prevent the applicant from reasonably

## SECTION IV-EMPLOYMENT STATUS

- A. Applicability: All employees, officers, and other personnel not exempted herein, who, prior to the effective date of these policies and procedures and have successfully completed the introductory period; (see provisional employees, this section) are deemed to be fully covered employees under these personnel policies and procedures.
- B. Exempted Positions: The following types of positions have been designated as being exempt from the provisions of the personnel system (as defined below, positions in these categories are also exempt from the overtime provisions of the FLSA).
1. Mayor and City Council.
  2. Members of policy, advisory, review, appeal boards, or similar bodies who do not perform administrative duties as individuals.
  3. Attorneys serving as contracted legal counsel.
  4. Time-limited positions established for conducting a special study or investigation.
- C. Types of Employment:
1. Seasonal/Temporary Employees: Temporary is defined as being limited to a definite period of not more than six (6) consecutive months per fiscal year. Appointments, such as summer help, may be made by the Mayor to carry out necessary seasonal work. Temporary employees, whether part-time or full-time, shall not qualify for regular employee benefits (except that mandatory benefits shall be provided as prescribed by law, i.e., social security, workers compensation and unemployment).
  2. Regular Full-Time Employees: An employee who has satisfactorily met the requirements for employment, completed the designated new hire provisional period and is generally working forty hours per week (is expected to work 2,080 hours per year), that employee is considered a regular full-time employee and is eligible for leave benefit programs.
  3. Salaried Full-Time Employees: An employee that works 12 months a year on a salary, that is expected to work more than 20 hours a week, and is eligible for paid holidays or other benefits. This employee is eligible for URS benefits.
  4. Part-Time Employees: Employees who were hired to work on a regular basis less than 20 hours per week.
  5. Contract Employees: Contractual employment relationships shall apply to time limited positions requiring specific professional skills and abilities. The Mayor and City Council shall establish the duration of the contracts; or, in the case of time limited professions, shall be specifically determined on a project-by-project or service-by-service basis. Participation in any benefit program or the application of any of these policies and procedures shall be negotiated and written into the contract or service agreement. For the good of the service to the City or to enhance the employment opportunity offered by the City, the Mayor

## SECTION V-COMPENSATION

- A. Policy: Compensation for City employees shall be equitable and competitive with the market and in accord with the City's ability to pay.
- B. General Wage/Market/Salary Adjustments: It is the intent of the City to consider prevailing practices related to cost of living and market trends in establishing wages and salaries which constitute the formal pay schedule. On all occasions the amount of the rate changes will ultimately be based upon the anticipated effects upon the City budget. Final determination and any changes to the salary scale will be made by the Mayor and City Council. Where general, across-the-board adjustments are approved, the change will be effective on a date determined and approved by the Mayor and City Council. General adjustments are separate and distinct from performance recognition bonuses and longevity increases when they are utilized.
- C. New Hire Introductory Period: All newly hired employees of the City are required to complete a six-month introductory period. During the six-month period the Mayor shall conduct a formal performance appraisal every three months.
- D. Termination/Separation Pay: When employees terminate, they shall be required to return all equipment and to clear all financial obligations involving their employment with the City prior to receiving their final paycheck. Any such obligation not cleared may be itemized and deducted from their final paycheck. Final paycheck, including compensation for all uncompensated hours worked, unused personal or annual leave and overtime will be issued on the next regularly scheduled pay period following termination. If a written request for final payment is received sooner by the Finance Director or designee, the final payment shall be issued within 3 working days from the date terminated.

### E. Compensatory Time ("Comp Time") and Flex Time:

#### 1. Types:

- a. Flex Time: To accommodate employee events such as employee children's school programs, short medical provider appointments, etc., employees may make minor adjustments to their start/end time and/or lunch hour. For example, an employee may work through a lunch hour on a Monday and be able to attend a dental appointment the following Tuesday. Flex time is recorded 1:1, e.g., for every hour worked during flex time, the employee will earn one hour of flex time.
  - i. Flex hours must be approved in advance by employee supervisor and cannot adversely affect work operations.
  - ii. Flex time use must take place in the same pay period and be documented on an employee's timecard but is not tracked in payroll software.
  - iii. Flex time should be used as the exception, not the rule.

## SECTION VI-WORK HOURS

- A. Office Hours: The normal City office hours are Monday, Tuesday and Wednesday from 11-5, and Thursday from 9-4.
- B. On-Call and Other Schedules: Various work and on-call schedules may be established by the Governing Body to assure twenty-four-hour emergency service to the public during non-business hours.
- C. Approved Leave & Overtime Eligibility: All "non-worked" paid days in any pay period, such as vacation, sick leave, administrative leave, emergency leave, etc., shall not be counted toward the calculation of hours worked for determining overtime hours under the Fair Labor Standards Act (FLSA).
- D. Lunch Break: Employees will have one hour for lunch, which will be taken at a time determined by their supervisor, or the mayor, in conjunction with the employee's work schedule. The lunch break will be taken on the employee's time; therefore, it will not be compensated for by the City.
- E. Rest Periods: All employees of the City will be allowed two fifteen-minute breaks during the normal workday. Rest periods are a privilege therefore rest period abuse shall be subject to discipline.
- F. Absence Notice: An employee unable to report for duty on a workday shall notify their supervisor or the mayor at least one hour prior to the regularly scheduled starting time. All other leave requires at least one day advance approval of the supervisor or Mayor.



emergencies or other circumstances prevented the utilization of such leave as approved by the Mayor.

4. Annual leave will be scheduled to meet the operating requirements of the City. Seniority and/or earliest request shall be the basis for resolving conflicts, should conflicts occur. Management can deny leave requests when scheduling considerations cannot be met.
  5. An authorized holiday shall not constitute a day of annual leave. When an authorized holiday falls within the time of an employee's annual leave, the employee will not be charged annual leave for that day.
  6. Employees who terminate employment shall be paid for all unused annual leave accrued to their credit, up to a maximum of 40 hours. Otherwise, the City shall not make cash payments in lieu of vacation. Annual leave will be prorated back in quarterly increments when Employees terminates employment part way through the year.
  7. Annual leave does not accrue during leaves of absence without pay but shall accrue during holidays and sick leave.
  8. Annual leave should generally be requested at least twenty-four hours in advance. Employees requesting leave should use appropriate documentation to assure timely consideration of the request and assure proper scheduling.
- E. Sick Leave: Sick leave is provided from the date of appointment of a probationary employee at the appropriate number of hours per month as insurance against loss of income when the employee is unable to perform his/her work because of the illness or injury of the employee or for the emergency care of ill or injured dependents of the employee. Discretion must be used in approving sick leave, while at the same time, insisting that sick persons utilize the program to recover and prevent the spread of illness in the workplace. Abuse of the sick leave privilege shall constitute grounds for disciplinary action.
1. **Accrual & Conversion**: Each regular full-time employee shall accrue sick leave at the rate of five hours per month worked. All unused sick leave shall continue to accrue to a maximum of 300 hours. As an incentive to employees who do not utilize sick leave, after thirty sick leave days have been accumulated, an employee has the option of converting additional sick leave to annual leave at the rate of two (2) sick days to one (1) annual leave day, equal to 50% of all unused sick leave.
  2. Sick leave shall not be advanced to employees but may be taken as it is credited to their account. Any sick leave that exceeds (4) four successive working days shall be supported by a medical certificate. When excessive sick leave is being taken, a doctor's diagnosis or other evidences of illness may be required for absences of less than four days as determined by the Mayor.
  3. For sick leave granted to an employee for a period of disability that is compensable under provisions of the Workers Compensation Act, regular payroll

donate or not donate sick leave or annual leave to another employee. To the extent practicable, donations shall be kept anonymous by the City.

H. Holiday Leave: The City recognized the following as paid holidays:

1. Full day Holidays:

New Year's Day	January 1
Martin Luther King, Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Pioneer Day	July 24
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11th
Thanksgiving	4th Wednesday - Thursday in November
Christmas Eve	December 24th
Christmas Day	December 25 <sup>th</sup>
Week between Christmas	Limited schedule/days
And New Year	
New Year's Eve	December 31 <sup>st</sup>

2. When a full day holiday falls on Saturday, the previous regularly scheduled workday shall be observed as the holiday. When a full day holiday falls on a Sunday, the following or next regularly scheduled workday shall be observed as the holiday. All holidays will be taken off per the designated calendar date. Half day holidays are not recognized if they fall on a Saturday, or Sunday.

I. Court or Jury Leave:

1. An employee who, in obedience to a subpoena or direction by proper authority, appears as a witness for the U.S. Federal Government, State of Utah, or a political subdivision thereof or the City, or called as a juror shall be entitled to leave with pay. However, the regular court compensation fees shall be signed over to the City.

## SECTION IIX-EMPLOYEE CONDUCT

- A. Staff Conduct: The measure of City government is, to some extent, based on the effectiveness and personal contact of its employees with the general public. It is expected that all employees will avoid conduct at work or elsewhere that might cause embarrassment to, or criticism of the City. Often, the City employee is the only contact a private citizen has with our municipal government, and although the citizen may not always be right, he/she does have an active interest in the City and in its government. Therefore, it is essential the attitudes and actions of the employees of the City, both on and off duty, bring credit to the City. Good public relations can best be created by the simple process of being helpful, courteous and treating people in the same way the employee would like to be treated.
- B. Protected Information:
1. Personal Information: Mona City collects sensitive personal information in its daily function.
    - a. Mona City employees and elected officials shall keep all protected information confidential.
    - b. Employees and officials may not use protected information for their personal gain.
  2. Keys, Passwords, Access Codes: All keys, codes or other solutions to enter Mona City property shall be kept securely. Employees may not allow non-employees use of their access keys, codes etc. to access Mona City property on their behalf or otherwise.
- C. Public Relations: The very nature of governmental business makes relations one of the most important aspects of the job. The quality of our interpersonal interactions impacts all employees of the City and the public perception of the City. Employees are to take every opportunity through the course of performing in the job to create "good will" with the public. Employees are required to be courteous and show understanding despite the difficulty of situations that may arise. Reports of a negative nature will be investigated by the Mayor and/or City Council and disciplinary actions could result.
- D. Electronic Communications and Media Use:
1. It is the policy of the City to provide or contract for the communications services and equipment necessary to promote the efficient conduct of its business.
  2. All City communications services and equipment, including the messages transmitted or stored by them, are the sole property of the City. The City may access and monitor these communications and files, as it considers appropriate.
  3. Online City accounts may be accessed only by employees specifically authorized by the City. Upon request, authorized employees must disclose all passwords to their supervisor or the Mayor.
  4. Employees should not use e-mail, facsimiles, or any other insecure communication system to communicate confidential information.

## SECTION IX-REIMBURSEMENT/COVERED EXPENSES

- A. Travel: Travel expenses associated with authorized trips on the City business, for attendance at conventions, conferences, field trips, educational courses or meetings etc., will be paid by the City. Generally, such expenses will be paid in advance through registrations, reservations or other formal procedures. Actual costs for materials required for the seminar, training courses, etc., will be paid for or reimbursed by the City. The employee will provide receipts/ledger of expenses to the City upon completion of the trip, but not later than one week after return to normal duties. When considering the mode of travel, car versus airline, that option which creates the greatest advantage to fulfilling the needs of the City shall be utilized. A report will also be provided to the City containing information received from the meetings attended during the trip. This will be provided within two weeks after returning to normal duties. An employee may be accompanied by a spouse or family member on approved City business trips with the understanding that the City will not pay any of the costs incurred by the spouse or be responsible for any liability associated therewith. All absences from work to attend various meetings, training, seminars, conventions, etc. must be approved by the Mayor prior to attendance.
- B. Transportation and Mileage Rates: Reimbursement rate for a personal vehicle used for approved travel shall be at the federally approved rate as determined by the federal standard. Travel distances will be calculated using an internet-based mapping service such as Google Maps, etc. Reimbursement for public transportation, when necessary, will equal actual cost of fares.
- C. Per Diem: Meal reimbursement is subject to the maximum per diem meal allowance as set by federal standard. However, no per diem meal allowance should be claimed for meals provided at the training.
- D. Professional Organizations: Mona City encourages employees to participate in any professional and technical organizations that may help aid in job development and provide professional contacts that may also benefit the City. In some cases, the City may pay membership costs to belong to these organizations. Any payment must be approved in advance by employee supervisor or the Mayor.
- E. Continuing Education and Certification Testing: Continuing education in the field of employment in which the employee is working is desirable and may be a condition of such employment. The Governing Body may stipulate specific schooling as a condition of continued employment. This stipulation must be in writing and signed by the Mayor and Council, and employee at the time of hiring. The written statement shall specify the exact type and amount of education required as well as payment responsibilities and City or employee time for training.

Many positions in the City require specified levels of certification in accordance with the State Certification Council program. The certification program includes testing and continuing education requirements. Reimbursement by the City for certification testing

## SECTION XI - POLITICAL ACTIVITY

### A. Political Activity:

1. No person shall be denied the opportunity to become an applicant for a position by virtue of political opinion or affiliation.
2. No person employed by the City may be dismissed from service because of political opinion or affiliation.
3. An employee may voluntarily contribute funds to political groups and become a candidate for public office as long as it does not create a material conflict of interest. The intent of this provision is to allow the individual freedom of political expression, and to allow employees to serve as voting City officers and as State or city delegates without jeopardizing public programs for which they are responsible.
4. A regular employee wishing to seek election to an elected position for Mona City shall resign from City employment or take a leave of absence without pay upon approval by the Governing Body no later than the day before the day the employee begins their term of office. An employee who runs for office and is defeated in election is entitled to continue employment without interruption.
5. No employee, whether elected or appointed to the City, may directly or indirectly coerce, command, advise or solicit any officer or employee covered under the personnel system to pay, lend, or contribute part of his or her salary or compensation or anything else of value to any party, committee, organization, agency or person for political purposes. No City Board or Commission Member or employee, whether elected or appointed to the City, may attempt to make any officer's or employee's employment status dependent upon the employee's support or lack of support for any political party, committee, organization, agency, or person engaged in a political activity.
6. No employee may be dismissed from service based upon a change of elected official or a supervisor. All dismissals must be based upon performance and the provisions outlined in this handbook.

possible witnesses from both sides of the issue; (d) placing the accused individual on administrative leave with pay, pending the outcome of an investigation if the initial indications from witnesses point towards guilt. Upon completion, an investigation report shall be submitted to the Governing Body as appropriate. Failure by any employee to wholly and honestly cooperate with any investigation procedure shall be grounds Disciplinary Action, up to and including immediate suspension or termination.

- E. Action and Resolution: Based upon the report, steps shall be taken for immediate and appropriate action for determining whether alleged conduct constitutes sexual harassment. The Governing Body will examine the record and the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of an action will be made from the facts, on a case-by- case basis, and may involve special legal counsel. If there appears to be no foundation to the allegation, other than the complaint: (a) no record shall be made of the allegation in either the alleged offender's or informant's (complainant's) personnel file; (b) a reiteration of the policy against sexual harassment may be appropriate; or (c) where bad faith allegations or misuse of this policy have occurred, disciplinary action shall be taken against the informant (complainant). If a foundation for the allegation exists, appropriate disciplinary procedures will be commenced against the offender. Any original and subsequent disciplinary action will be commensurate with the scope and severity of the occurrence.

### SECTION XIII - CITY VEHICLES

All employees who operate City-owned vehicles, whether routinely or occasionally are responsible for abiding by all applicable traffic laws rules and policies. The City carries liability and property damage insurance on all vehicles and, therefore, employees are covered for accidents while driving vehicles on official City business.

- A. Policies that apply to use of City vehicles include the following:
1. Safe and courteous operation is mandatory.
  2. When on duty or on call, reasonable use for personal, private or convenience is allowed. Such use shall be minimal and primarily to ensure that the vehicle is available for the employee to respond to call outs and emergency situations, and, specifically not enough to be considered a fringe benefit of employment.
  3. A valid Utah driver's license is required before any employee may operate a City vehicle. The class of license shall be as required by the employee's job description.
  4. Seat belts shall be properly used always while operating a City vehicle.
  5. All accidents involving a City vehicle shall be reported using a City approved form.
  6. If an employee is involved in an accident while driving a City vehicle, the following shall apply:
    - a. Stops immediately, stay calm, secure vehicle;
    - b. Help injured and call an ambulance, if needed;
    - c. Call and inform the Mayor as soon as possible;
    - d. Don't argue with any involved party;
    - e. Call the sheriff's office to investigate and issue an accident report;
    - f. Complete an accident report.
  7. In the event an individual in the employ of the City receives a moving or nonmoving citation, at the fault of the driver, from a law enforcement agency, in a City-owned vehicle that individual shall be responsible for any fines or fees incurred. The employee must report any violations received in a city-owned vehicle.
  8. It is the driver's responsibility to ensure the vehicle is safe to drive. Verify safety of vehicle before operating. If safety problems are evident-do not operate vehicle. Report problems for repair. Vehicles must be kept free of debris, trash, and clutter that can interfere with safe operation.
  9. There shall be no riding outside any vehicle or in or on the bed of a truck.

- D. Verbal Warning: Whenever grounds for disciplinary action exist, and the Mayor determines that more severe action is not required, the Mayor should verbally communicate to the employee the observed deficiency. Written documentation of the reprimand will be kept for future reference. Sufficient time for improvement should be given before more formal disciplinary action is taken unless extenuating circumstances dictate otherwise.
- E. Reprimand: The Mayor may reprimand an employee in writing for any of the reasons listed below. Such reprimand should be addressed to the employee and a signed copy should be placed in the employee's personnel file.
1. Failure to report to work without notifying the Department Head, unless it is impossible to give such notice and/or excessive absenteeism or tardiness.
  2. Horseplay and related kinds of activities which create safety hazards or distract other workers.
  3. Violating a safety rule or practice.
  4. Smoking in posted or unauthorized areas.
  5. Engaging in violent behavior or threatening violence.
  6. Inattentiveness to work, failing to start work at the designated time, quitting work early, or leaving employer's work premises without authorization.
  7. Vending, soliciting, or collecting contributions on the employer's time or premises without proper authorization.
  8. Unauthorized personal use of company equipment.
  9. Violating City, State or Federal Policy.
  10. Any other action that a supervisor, Mayor or Council deems to be unfitting of a Mona City representative.
  11. Disclosing confidential or privileged information.
- F. Reprimand Procedure:
1. First Reprimand: A written warning notice will be issued to the employee, with a copy placed in the employee personnel file.
  2. Second Reprimand: Ten hours of leave without pay.
  3. Third Reprimand: The penalty for a third reprimand shall be forty hours of leave without pay and possible dismissal.
  4. Third Reprimand within 1 year or 4 Career Reprimands: the employee may be suspended, demoted and/or dismissed.
- G. Suspension: A supervisor or the Mayor may suspend an employee without pay for up to fifteen working days (per incident or occurrence) as a disciplinary measure. On or before the effective date, the employee and the Governing Body shall be furnished with a written statement setting forth reasons for the suspension.
- H. Appeal: Any employee has the right to appeal.
- I. Corrective Action: When an employee's performance does not meet established standards for reasons other than willful misconduct, managers shall take appropriate corrective action in accordance with the following rules:



## SECTION XV - EMPLOYEE GRIEVANCE & APPEAL PROCEDURE

A. General Statement: It shall be the policy of the City, insofar as possible, to prevent the occurrence of grievances and to deal with those which occur in a prompt, forthright, and professional manner. Every effort shall be made to adjust grievances within the framework of existing laws and regulations, in a manner mutually satisfactory to employees and management. A grievance may exist when an employee is dissatisfied with some condition or aspect of employment and desires remedial action and is desirous of filing an appeal for relief of the condition. The employee having the grievance shall have responsibility to carry on the grievance process as far as necessary to reach a satisfactory solution. The Department Heads shall assure that all personnel respond affirmatively to this policy and procedure and expedite the resolution or processing of any grievance that may be received.

B. Procedure:

**STEP 1:** An employee with a grievance or request shall first go to the Mayor with a written statement describing the conditions or circumstances and the remedy desired. If a remedy cannot be agreed to within ten (10) days, or if there is no action taken within ten days, the employee shall provide the Mayor with a copy of the grievance for further processing.

**STEP 2:** If the employee is unsatisfied with the decision of the Mayor, the employee shall deliver the written decision, along with a written statement from the employee, to the City Council; who shall hear testimony from any supervisors, the Mayor, employee and/or employee representative within twenty working days from receipt of notice of grievance. The Governing Body shall render a written decision within ten working days from the date of the hearing, which shall be final and binding as far as the City is concerned.

# Estimate



<b>PROJECT</b>	MONA-SLIDE REPLACEMENT	<b>DRAWING</b>	N/A	<b>ESTIMATE</b>	22272-2
<b>BILL TO</b>	CITY OF MONA	<b>SHIP TO</b>	MICHELLE	<b>OPTION</b>	2
	MONA, UT 84645		MONA CITY PARK	<b>DATE</b>	8/24/2022
	MONACITY.GOV@GMAIL.COM		MONA, UT 84645	<b>EXPIRES</b>	10/23/2022
			MONACITY.GOV@GMAIL.COM		

ITEM	DESCRIPTION	QTY	AMOUNT
4001 PARTS	SPIRAL CLIMBER	1.00	\$ 1,031.00
	PRICE DOES NOT INCLUDE REMOVAL OR INSTALLATION		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

## Thank You

Thank you for choosing Garrett Parks and Play for your recreation equipment needs. We sincerely appreciate your business!

<b>SUBTOTAL</b>	\$ 1,031.00
<b>SALES TAX</b>	\$ -
<b>OFFLOAD</b>	\$ -
<b>TOTAL</b>	\$ 1,031.00

## Questions about your Estimate? Contact us!

P.O. Box 57426, Murray, UT 84157

1 (800) 748-4608 / (801) 265-8443

angela@garrettplay.com

### Notes

#### **SALES TAX**

*Sales Tax (if applicable) is subject to change based on purchase location and order date. Final Sales Tax amount will be reflected on invoice(s).*

#### **FREIGHT**

*Freight costs are included in these prices.*

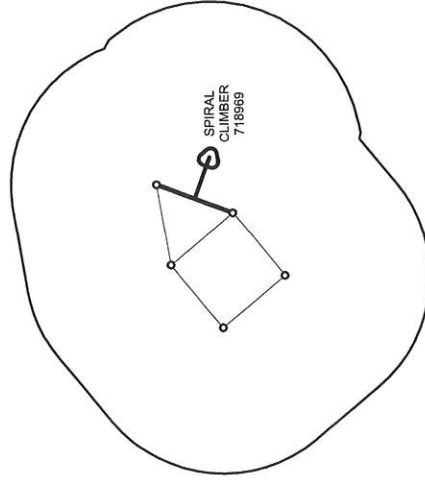
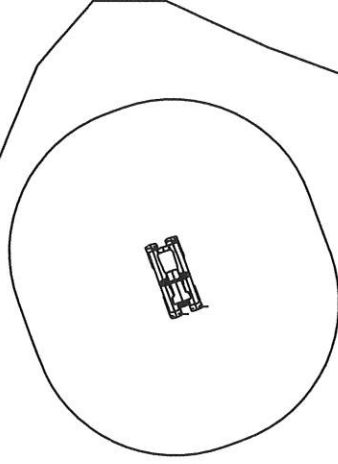
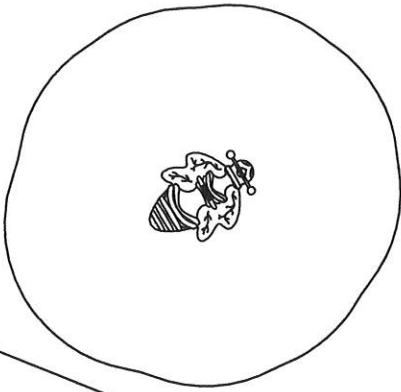
#### **PAYMENT / PERFORMANCE BOND**

*Payment and/or performance bond costs are not included in this estimate. If a payment and/or performance bond is required to complete this project, the cost will be added to this estimate or will result in a change order.*



# Mona 2 Mona, UT

FOR KIDS AGES  
**5-12**  
YEARS



THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF ASTM F1487.

AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS

To promote safe and proper equipment use by children, Miracle recommends the installation of either a Miracle safety sign or other appropriate safety signage near each play system's main entry point(s) to inform parents and supervisors of the age appropriateness of the play system and general rules for safe play.

<b>GARRETT &amp; COMPANY, INC.</b> 850 Quaking Aspen Dr Murray, UT PHONE NO: (801) 265-8443 FAX NO: (801) 263-1254	<b>R0032_44797435111</b>
	COMPLIES TO ASTM/CPS
GROUND SPACE: 45'-0" x 31'-0"	DATE: 9/24/2022
PROTECTIVE AREA: 56'-0" x 42'-6"	DRAWN BY: Angela LeBaron

# Estimate



<b>PROJECT</b>	MONA-SLIDE REPLACEMENT	<b>DRAWING</b>	N/A	<b>ESTIMATE</b>	22272-1
<b>BILL TO</b>	CITY OF MONA	<b>SHIP TO</b>	MICHELLE	<b>OPTION</b>	1
	MONA, UT 84645		MONA CITY PARK	<b>DATE</b>	8/24/2022
	MONACITY.GOV@GMAIL.COM		MONA, UT 84645	<b>EXPIRES</b>	10/23/2022
			MONACITY.GOV@GMAIL.COM		

ITEM	DESCRIPTION	QTY	AMOUNT
4001 PARTS	OPTION 1: 6' TC CHAMELEON SLIDE (MEASUREMENTS TAKEN FROM GOOGLE EARTH, IN-PERSON MEASUREMENTS NEEDED) PRICE DOES NOT INCLUDE REMOVAL OR INSTALLATION	1.00	\$ 4,781.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

## Thank You

*Thank you for choosing Garrett Parks and Play for your recreation equipment needs. We sincerely appreciate your business!*

<b>SUBTOTAL</b>	\$ 4,781.00
<b>SALES TAX</b>	\$ -
<b>OFFLOAD</b>	\$ -
<b>TOTAL</b>	\$ 4,781.00

## Questions about your Estimate? Contact us!

P.O. Box 57426, Murray, UT 84157

1 (800) 748-4608 / (801) 265-8443

angela@garrettplay.com

### Notes

#### **SALES TAX**

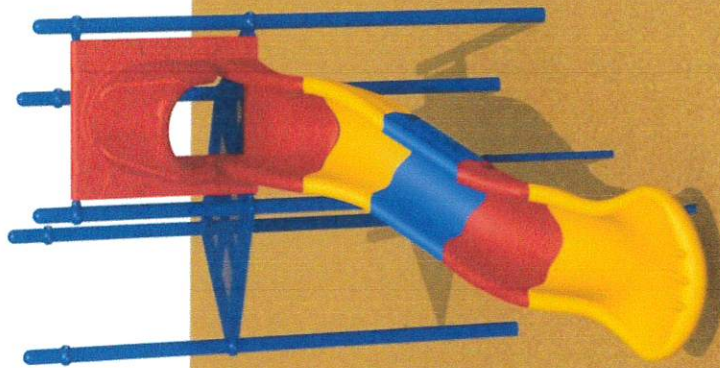
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#### **FREIGHT**

*Freight costs are included in these prices.*

#### **PAYMENT / PERFORMANCE BOND**

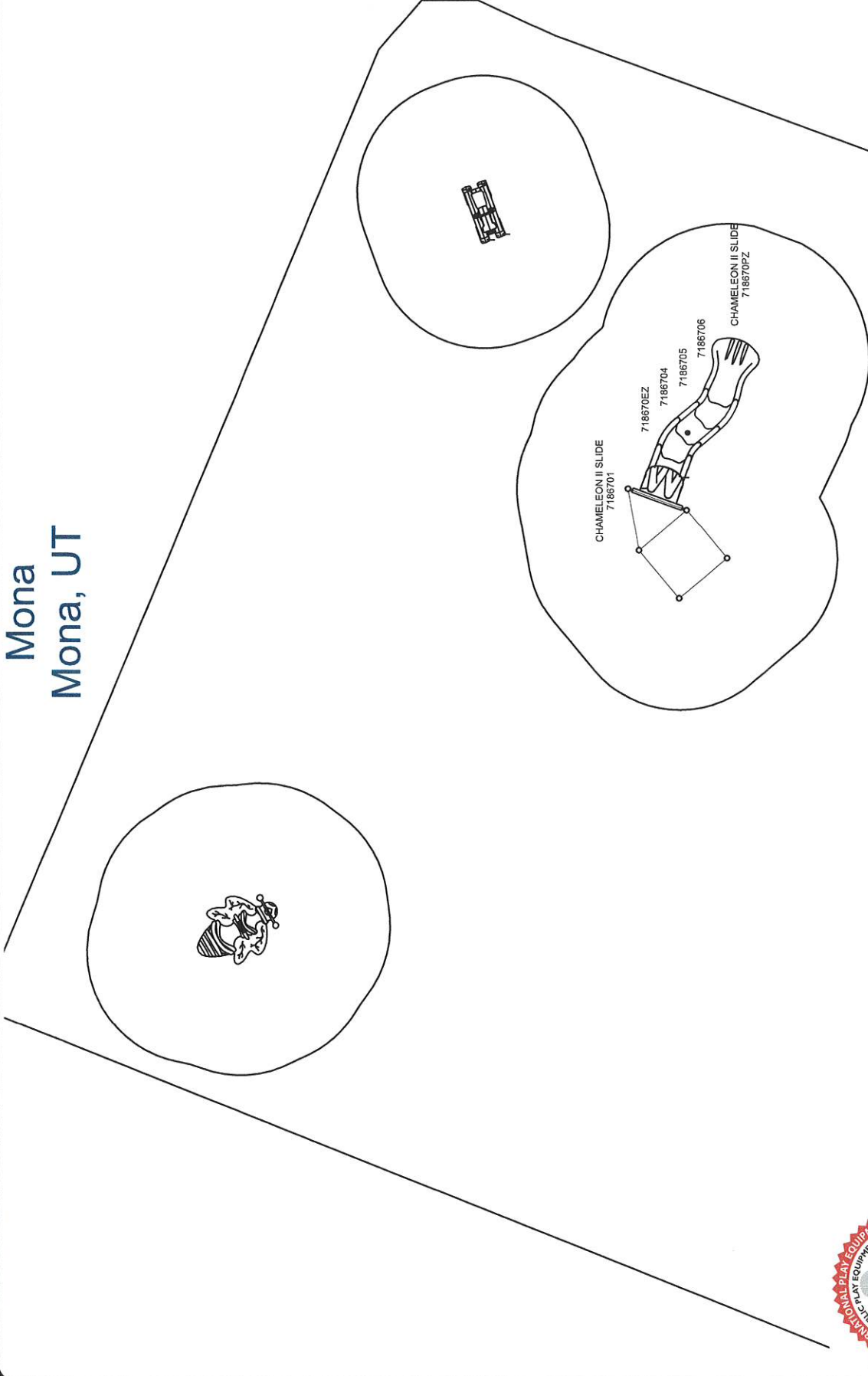
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# Mona Mona, UT

FOR KIDS AGES  
**5-12**  
YEARS



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To verify product certification, visit [www.ipema.org](http://www.ipema.org)

**GARRETT & COMPANY, INC.**

PHONE NO: (801) 265-8443  
FAX NO: (801) 263-1254

850 Quaking Aspen Dr  
Murray, UT

GROUND SPACE: 45'-0" x 33'-0"

PROTECTIVE AREA: 56'-0" x 44'-6"

DRAWN BY: Angela LeBaron

**R0032\_44797421433**

COMPLIES TO ASTM/CPS



DATE: 3/24/2022

**CLOSED MEETING SWORN STATEMENT**

(Required by UCA 52-4-206(6)(a))

I, Randy Christensen, swear, as the person presiding at this closed meeting, that the sole purpose for closing the meeting was to discuss the following:

- The character, professional competence, or physical or mental health of an individual; or
- The deployment of security personnel, devices, or systems.

Sworn to and executed this 13 day of Sept, 2022

Randy Christensen  
Presiding Officer

STATE OF UTAH )  
Wab ss ) ss.  
COUNTY OF UTAH )

Subscribed and sworn to this 13 day of September, 2022, by

Randy Christensen, Presiding Officer.

Sara Samuelson  
Notary Public

My Commission Expires: 12-15-2024

Residing at: N 5 S. 700 W.  
Mona, UT  
84645

