

**EAGLE MOUNTAIN CITY
CITY COUNCIL MEETING
MARCH 18, 2014**

TITLE:	Resolution – Consideration and Adoption of a Resolution of Eagle Mountain City, Utah, Amending the Policies and Procedures Manual		
FISCAL IMPACT:	N/A		
APPLICANT:	Administration		
GENERAL PLAN DESIGNATION N/A	CURRENT ZONE N/A	ACREAGE N/A	COMMUNITY Citywide

NOTICES:

- Posted in 2 public places
- Posted on City webpage
- Posted on State website

REQUIRED FINDINGS:

**Planning Commission
Action / Recommendation**

Vote: N/A

Prepared By:
Jason Walker
Asst. City
Administrator

NOTES/COMMENTS:

RECOMMENDATION:

IT IS RECOMMENDED THAT THE CITY COUNCIL AMEND ITS CURRENT POLICIES & PROCEDURES TO INCLUDE THE FOLLOWING:

1. CHANGES TO THE CITY’S TIMECARD POLICY THAT WILL BRING IT IN LINE WITH FLSA GUIDELINES.
2. CLARIFICATION OF THE CITY’S SICK LEAVE POLICY TO SPECIFY WHEN EMPLOYEES ARE REQUIRED TO PROVIDE A NOTE FROM A PHYSICIAN.

BACKGROUND:

AFTER THE RECENT AUDIT CONDUCTED BY THE STATE AUDITOR’S OFFICE, THE CITY REALIZED THAT PART OF ITS TIMECARD POLICY DID NOT COMPLY WITH THE STANDARDS ESTABLISHED BY THE FAIR LABOR STANDARDS ACT (FLSA). THE OLD POLICY STATED THAT TIMECARDS NOT PROMPTLY TURNED IN OR TIMECARDS NOT CERTIFIED WOULD CAUSE A DELAY IN PAYMENT UNTIL THE PROBLEM WAS REMEDIED. THIS PRACTICE IS NOT ALLOWED UNDER FLSA.

ALSO, RECENTLY THERE HAS BEEN SOME QUESTION FROM EMPLOYEES AS TO WHEN A PHYSICIAN’S NOTE IS REQUIRED FOR AN ABSENCE DUE TO ILLNESS. THE POLICY WAS SIMPLY CHANGED TO CLARIFY THAT ANY ABSENCES DUE TO ILLNESS OF 3 DAYS OR MORE WOULD REQUIRE A PHYSICIAN’S NOTE.

Eagle Mountain City, Utah

RESOLUTION NO. R- -2014

**A RESOLUTION OF THE CITY COUNCIL OF EAGLE MOUNTAIN CITY,
UTAH, AMENDING AND APPROVING THE
2008 PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, the City Council of Eagle Mountain City, Utah, finds that it is in the public interest and in the interest of the management of the City and the employees of the City to revise and amend the Personnel Policies and Procedures Manual in use up to the date of this Resolution; and

WHEREAS, the 2008 Eagle Mountain City Personnel Policies and Procedures Manual has been edited, reviewed and compiled to represent the needs of the City and the rights and responsibilities of its employees and should be amended as presented in Exhibit 1 to this Resolution;

NOW THEREFORE, be it resolved by the City Council of Eagle Mountain City, Utah, that the 2008 Eagle Mountain City Personnel Policies and Procedures Manual hereby is amended and adopted as set forth specifically in Exhibit 1 to this Resolution.

This Resolution shall take effect upon its enactment by the City Council.

ADOPTED by the City Council of Eagle Mountain City, Utah, this 18st day of March, 2014.

EAGLE MOUNTAIN CITY, UTAH

ATTEST

Chris Pengra, Mayor

Fionnuala B. Kofoed, City Recorder

CERTIFICATION

The above resolution was adopted by the City Council of Eagle Mountain City on the 18th day of March, 2014.

Those voting aye:

- Adam Bradley
- Donna Burnham
- Ryan Ireland
- Richard Steinkopf
- Tom Westmoreland

Those voting nay:

- Adam Bradley
- Donna Burnham
- Ryan Ireland
- Richard Steinkopf
- Tom Westmoreland

Fionnuala Kofoed, City Recorder

EXHIBIT

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