

CHAPTER 10
PERSONNEL POLICIES

Last Updated: June 14, 2010

10-1 INTENT

(1) The District's goals are:

(a) To provide each District employee with a work place that is safe, rewarding, and fair, as well as free of discrimination and sexual harassment.

(b) To recruit, select, retain, and advance District employees on the basis of their relative ability, knowledge, and skills and without regard to race, color, religion, sex, national origin, political affiliation, age, disability as defined by applicable law, or familial relationship.

(c) To provide each District employee with equitable and adequate compensation.

(d) To provide each District employee with reasonably clear descriptions of their benefits, job responsibilities, and required and prohibited practices.

(e) To adopt procedures free of discrimination, coercion, restraint, or reprisal for processing employee grievances and appeals. Each District employee will receive a reasonably clear description of those procedures.

(f) The Board will provide to the GM the authority, support, and resources reasonable and necessary to implement these policies consistent with applicable state and federal law and other instructions of the Board.

(2) The Management Advisory Committee shall cause the District's Employee Manual to be reviewed annually by counsel to ensure that it conforms to state and federal law, this Chapter, and other instructions of the Board.

10-2 ANNUAL EMPLOYEE BENEFIT REVIEW

As a part of the annual budget process the GM will consult with the Management Advisory Committee regarding an appropriate employee benefits package. Health and dental care, life insurance, a cafeteria plan, accident and disability insurance, retirement benefits, and District matching contributions (up to a maximum of 3%) to 401(k), IRA, and 457 accounts, as well as other benefits, should be considered. The District is interested in providing benefits that will help the District attract and keep skilled, loyal and experienced employees. The District is interested in maintaining reasonable stability and predictability for its employees and their families, while also maximizing the

District's investment in an employee benefit package by reacting appropriately to changes in the insurance industry, insurance products, applicable state and federal laws, and economic conditions. The District is interested in providing benefits that are reasonably comparable to those offered by other local entities similar to the District. In providing these benefits the District shall comply with all applicable federal, state and local laws including but not limited to Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA), Fair Labor Standards Act (FLSA), and Employee Retirement Income Security Act (ERISA). Only regular full-time employees are eligible for benefits unless otherwise required by law.

10-3 EMPLOYEE EDUCATION ASSISTANCE

(1) Subject to available unencumbered appropriations in the budget, the District may assist employees with the expense of qualifying educational courses.

(2) Courses must be approved in advance and must be part of a degree, licensing or certification program that the GM determines is related to the employee's current job duties or a reasonably foreseeable future District position, considering the employee's overall job performance and the employee's potential for applying his or her educational experience to the job. A particular course being approved for one employee does not mean that the same course will be approved for other employees.

(3) The District may reimburse up to 100% of tuition, books, and fees (defined as "mandatory fees" (University of Utah), "student fees" (Salt Lake Community College), lab fees, or similar fees from other institutions). Fees do not include costs or fees related to transportation, parking, school supplies, entrance exams, or other related items.

(4) The employee is fully responsible for all other costs.

(5) Reimbursement is contingent upon the employee achieving a "B" grade or better.

(6) Reimbursement will be made to the employee only after completion of the class and submission of a transcript. Employees must submit receipts, grades, and reimbursement requests no later than 3 months after the course is completed.

(7) Employees must remain on the active payroll and be performing their job satisfactorily through the completion of each course in order to be eligible for education assistance.

(8) The District makes no promises of any kind that participation in qualifying courses will entitle the employee to any job advancement, any different job assignment, or any pay increase. Nothing in this policy should be construed as creating a contract of employment for any period of time.

(9) Typically, the pursuit of education under this policy will be done outside of a regular work schedule (on the employees own time).

10-4 OPERATOR CERTIFICATION PROGRAM

(1) The District encourages employees to become certified both in the area of treatment as well as distribution. Subject to available and unencumbered appropriation in the budget, each employee who takes and passes the tests at various grade levels will be compensated as follows:

Grade I - \$20.00/month
Grade II - \$30.00/month
Grade III - \$40.00/month
Grade IV - \$50.00/month

(2) The District, at its discretion, may pay for the employee to take tests in both areas.

(3) If an employee takes each grade level test in succession, the District, at its discretion, may pay in advance for the employee to take the test. If an employee wishes to skip steps and take a higher level test, the employee must pay for the test in advance, and request reimbursement from the District upon passing the test.

(4) Although an employee may test for both treatment and distribution, they may be awarded each grade of compensation only once.

(5) For each grade level, one-half of the compensation will be issued at the time the test is passed and the remaining one-half will be issued at the time the employee shows proof that they are unrestricted.

(6) Proof must be submitted in a timely manner, as compensation will only be retroactive for up to 2 months from the time the proof is provided.

(7) Employees must obtain the necessary Continuing Education Units to maintain their certification in order to continue receiving certification pay.

10-5 EMPLOYEE TRAINING

The District may request or require employees to enroll in various workshops, seminars, courses, or schools (“training”) so that both the employee and the District may benefit from added knowledge. In the event the District requests or requires the employee to train, the District will pay the costs associated with such training. This also applies to Continuing Education Units (CEUs) required for maintaining certification. The District will determine which courses are appropriate for fulfilling CEU requirements.

Typically, training will take place as part of the employees regular work schedule (on District time).

10-6 SICK LEAVE

- (1) Only regular full-time employees are eligible for paid Sick Leave.
- (2) Eligible employees will receive 88 hours of Sick Leave per year.
- (3) Accrual of Sick Leave starts upon the employee's date of hire.
- (4) Employees may have a maximum of 1080 hours of Sick Leave available for use.
- (5) Permissible Uses of Sick Leave:
 - (a) Office visits to doctors, dentists or other health practitioners for the employee or the employee's dependents;
 - (b) Caring for the employee's own illness or injury; and
 - (c) Caring for the employee's immediate family member who is suffering a serious illness. Immediate family is defined for these purposes as spouse, child, or parent. If another person can attend to the needs of an ill family member, the employee is expected to work his or her regular hours. (See FMLA Policy (section 10-16))
- (6) Sick Leave benefits will be calculated based on the employee's rate of pay at the time of absence and will not include any special forms of compensation such as incentives, overtime, bonuses or shift differentials. For exempt employees, an hourly equivalent of their salary, based upon a 40-hour work week, will be used.
- (7) Sick Leave must be reported in the pay period it is used.
- (8) If an employee has 1080 hours of Sick Leave available for use as of the last pay period of each calendar year and has not used any Sick Leave during the prior year, 40 hours of Sick Leave will be converted to Vacation Leave for the following calendar year. If the employee has used Sick Leave, the number of Sick Leave hours used will be subtracted from the number of available hours of Sick Leave converted to Vacation Leave. Accordingly, if an employee uses 40 hours or more of Sick Leave, there will be no conversion of Sick Leave hours to Vacation Leave hours.
- (9) Sick Leave is not counted as time worked for purposes of calculating overtime.

(10) Sick Leave may not be cashed out at any time except as described in the District's Sick Leave Conversion Policy.

(11) Accumulated Sick Leave will not be paid to employees who voluntarily or involuntarily terminate their employment with the District prior to eligibility for retirement.

(12) Abuse, misuse, or excessive use of Sick Leave, or misrepresentation or dishonesty regarding the use of Sick Leave may result in denial of Sick Leave and/or disciplinary action up to and including termination of employment.

10-7 SICK LEAVE CONVERSION

(1) For Sick Leave accumulated after February 28, 2001:

(a) The eligible employee may upon retirement elect to receive a one-time cash payment equal to 25 percent of the employee's accumulated Sick Leave at the employee's rate of pay at the time of retirement.

(b) In the alternative, the eligible employee may elect to convert 25 percent of the employee's accumulated Sick Leave to continuing group health insurance coverage for the employee and any previously enrolled eligible dependents on a dollar-for-dollar basis. Under this option, the value of 25 percent of the employee's accumulated Sick Leave at the employee's rate of pay at the time of retirement will be held in reserve for the employee and applied to the applicable group health insurance premium or Medicare supplement for the benefit of the employee and previously enrolled eligible dependents. This will continue until the employee's reserve is exhausted or the employee and all previously enrolled eligible dependents become eligible for Medicare or health insurance under another group plan. Conversion of Sick Leave to insurance coverage ceases for the employee and previously enrolled eligible dependents as each becomes eligible for Medicare or health insurance under another group plan. The District will cash out any remaining converted Sick Leave that is not used to pay for health insurance premiums or Medicare supplement. This option is subject to all limitations, terms and conditions of the group health insurance policy.

(c) In the alternative, the eligible employee may elect to convert 25 percent of the employee's accumulated Sick Leave, at the employee's rate of pay at the time of retirement, to purchase service credit in their 401k Plan, subject to IRS guidelines, and only to the extent allowed under the law. Written notice of the employee's intention to exercise this option must be given to the District no later than four (4) weeks prior to the employee's retirement date.

(d) Under any of the above options, the remaining accumulated Sick Leave is surrendered to the District.

(2) For Sick Leave accumulated through February 28, 2001 by District employees who are not eligible to retire before the age of Medicare eligibility:

(a) The employee may elect to receive a one-time cash payment equal to 25 percent of the Sick Leave accumulated through February 28, 2001, at the employee's rate of pay at the time of retirement.

(b) In the alternative, the employee may elect to convert 25 percent of the Sick Leave accumulated through February 28, 2001 to continuing group health insurance coverage for the employee and any previously enrolled eligible dependents on a dollar-for-dollar basis. Under this option, the value of 25 percent of the employee's accumulated Sick Leave at the employee's rate of pay at the time of retirement will be held in reserve for the employee and applied to the applicable group health insurance premium or Medicare supplement for the benefit of the employee and previously enrolled eligible dependents. This will continue until the employee's reserve is exhausted or the employee and all previously enrolled eligible dependents become eligible for Medicare or health insurance under another group plan. Conversion of Sick Leave to insurance coverage ceases for the employee and previously enrolled eligible dependents as each becomes eligible for Medicare or health insurance under another group plan. The District will cash out any remaining converted Sick Leave that is not used to pay for health insurance premiums or Medicare supplement. This option is subject to all limitations, terms and conditions of the group health insurance policy.

(c) In the alternative, the employee may elect to convert 25 percent of the Sick Leave accumulated through February 28, 2001, at the employee's rate of pay at the time of retirement, to purchase service credit in their 401k Plan, subject to IRS guidelines, and only to the extent allowed under the law. Written notice of the employee's intention to exercise this option must be given to the District no later than four (4) weeks prior to the employee's retirement date.

(d) Under any of the above options, the remaining accumulated Sick Leave is surrendered to the District.

(3) For Sick Leave accumulated through February 28, 2001 by District employees who are eligible to retire, and do retire, before reaching the age of Medicare eligibility:

(a) The employee may elect to receive a one-time cash payment equal to 25 percent of the Sick Leave accumulated through February 28, 2001, at the employee's rate of pay at the time of retirement.

(b) In the alternative, the employee may elect to convert 50 percent of the Sick Leave accumulated through February 28, 2001 to continuing group health insurance coverage for the employee and any previously enrolled eligible dependents on a dollar-for-dollar basis. Under this option, the value of 50 percent of the employee's accumulated Sick Leave at the employee's rate of pay at the time of retirement will be

held in reserve for the employee and previously enrolled eligible dependents and applied to the health insurance or Medicare supplement for the benefit of the employee and previously enrolled eligible dependents. This will continue until the employee's reserve is exhausted or the employee and all previously enrolled eligible dependents become eligible for Medicare or health insurance under another group plan. Conversion of Sick Leave to insurance coverage ceases for the employee and previously enrolled eligible dependents as each becomes eligible for Medicare or health insurance under another group plan. The District will cash out any remaining converted Sick Leave that is not used to pay for health insurance or supplemental Medicare insurance premiums. This option is subject to all limitations, terms and conditions of the group health insurance policy.

(c) The employee may elect to convert 50 percent of the Sick Leave accumulated through February 28, 2001, at the employee's rate of pay at the time of retirement, to purchase service credit in their 401k Plan, subject to IRS guidelines, and only to the extent allowed under the law. Written notice of the employee's intention to exercise this option must be given to the District no later than four (4) weeks prior to the employee's retirement date.

(4) Under any of the above options, the remaining accumulated Sick Leave is surrendered to the District.

(5) Any conversion of Sick Leave upon retirement is contingent upon an adequate unencumbered appropriation in an approved budget.

10-8 VACATION LEAVE

(1) Only regular full-time employees are eligible for paid Vacation Leave.

(2) Vacation Leave accrual is as follows:

Number of years of service completed as a Full-Time employee (years of service based on 12 month period starting on date of hire)	Hours per year
Date of hire thru year 4	80
Start of year 5 thru year 9	120
Start of year 10 and beyond	160

(3) Full time employees are eligible to begin accruing Vacation Leave upon their date of hire.

(4) Eligible employees may carry over to the following calendar year a maximum of 320 hours.

(5) Vacation Leave benefits will be calculated based on the employee's rate of pay at the time of the leave and will not include any special forms of compensation such as incentives, overtime, bonuses or shift differentials. For exempt employees, an hourly equivalent of their salary, based upon a 40-hour workweek, will be used. Vacation Leave is not counted as time worked for purposes of calculating overtime.

(6) The District will not grant advances on Vacation Leave.

(7) Any accrued, unused vacation will be cashed out at termination of employment. Upon retirement, any accrued, unused vacation will be cashed out or converted only as described in the District's Vacation Conversion Policy.

(8) Vacation Leave is not counted as time worked for purposes of calculating overtime.

10-9 VACATION CONVERSION

(1) Upon retirement, all employees who accumulate vacation time are entitled to a cash payout, at their rate of pay at the time of retirement, for accumulated vacation time.

(2) In the alternative the employee may elect to convert their accumulated Vacation Leave to continuing group health insurance coverage for the employee and any previously enrolled eligible dependents on a dollar-for-dollar basis. Under this option, the value of the employee's accumulated Vacation Leave at the employee's rate of pay at the time of retirement will be held in reserve for the employee and applied to the applicable group health insurance premium or Medicare supplement for the benefit of the employee and previously enrolled eligible dependents. This will continue until the employee's reserve is exhausted or the employee and all previously enrolled eligible dependents become eligible for Medicare or health insurance under another group plan. Conversion of Vacation Leave to insurance coverage ceases for the employee and previously enrolled eligible dependents as each becomes eligible for Medicare or health insurance under another group plan. The District will cash out any remaining converted Vacation Leave that is not used to pay for health insurance premiums or Medicare supplement.

(3) In the alternative the employee may elect to have the accumulated vacation time, at the rate of pay at the time of retirement, contributed to their 401k Plan,

subject to IRS guidelines, and only to the extent allowed under the law. Written notice of the employee's intention to exercise this option must be given to the District no later than 4 weeks prior to the employee's retirement date.

(4) Any conversion of Vacation Leave upon retirement is contingent upon an adequate unencumbered appropriation in an approved budget.

10-10 PERSONAL LEAVE

(1) Only regular full-time employees are eligible for paid Personal Leave.

(2) Eligible employees receive 32 hours of paid Personal Leave each year.

(3) Personal Leave for new employees will be prorated for the first calendar year as follows:

<u>Hire date:</u>	<u>Personal Leave time</u>
January 1-March 31	32 hours
April 1-June 30	24 hours
July 1-September 30	16 hours
October 1-December 31	8 hours

(4) This leave is intended to be used for purposes other than employee illness or taking vacations.

(5) Personal Leave is granted every year on a calendar year basis, does not accrue from year to year and cannot be converted or cashed out.

(6) Employees must receive prior approval from their supervisor before taking Personal Leave.

(7) Personal Leave benefits will be calculated based on the employee's rate of pay at the time of absence and will not include any special forms of compensation such as incentives, overtime, bonuses or shift differentials. For exempt employees, an hourly equivalent of their salary, based upon a 40-hour workweek, will be used.

(8) Personal Leave is not counted as time worked for purposes of calculating overtime.

10-11 HOLIDAYS

(1) Only regular full-time employees are eligible for paid holidays.

(2) The GM will announce 12 paid holidays annually.

(3) Holiday leave benefits will be calculated based on the employee's rate of pay at the time of the leave and will not include any special forms of compensation such as incentives, overtime, bonuses or shift differentials. For exempt employees, an hourly equivalent of their salary, based upon a 40-hour workweek, will be used.

(4) Holiday leave is not counted as time worked for purposes of calculating overtime.

(5) Non-Exempt employees working the holiday will be paid at two and one-half times their hourly rate.

10-12 BEREAVEMENT LEAVE

(1) Only regular full-time employees are eligible for paid Bereavement Leave.

(2) In the event of the death of a spouse or a child, the usual paid Bereavement Leave is 5 working days. The GM may provide up to 2 additional days of paid leave for travel.

(3) In the event of the death of a parent, sibling, father-in-law, mother-in-law, brother-in-law or sister-in-law, the usual paid Bereavement Leave is 3 working days. The GM may provide up to 2 additional days of paid leave for travel.

(4) In the event of the death of a relative other than spouse, child, parent, sibling, father-in-law, mother-in-law, brother-in-law or sister-in-law, eligible employees will receive up to 8 hours of paid leave to attend funeral services.

(5) In the event of a non-bloodline relative or friend, eligible employee will receive up to 4 hours of paid leave to attend funeral services.

(6) Upon their supervisor's approval, employees may use accrued Sick, Vacation or Personal Leave to obtain additional paid time off.

(7) The District will in addition make reasonable efforts to provide unpaid time off determined by the GM to be appropriate for the situation.

(8) While exceptions will be made as warranted in the case of a death of an immediate family member, employees are required to get advance approval from their supervisor prior to taking Bereavement Leave. Failure to do so may result in denial of leave.

(9) Bereavement Leave benefits will be calculated based on the employee's rate of pay at the time of the leave and will not include any special forms of compensation such as incentives, overtime, bonuses or shift differentials. For exempt

employees, an hourly equivalent of their salary, based upon a 40-hour workweek, will be used.

(10) New employees are immediately eligible for Bereavement Leave.

(11) Bereavement Leave is not counted as time worked for purposes of calculating overtime.

(12) The District may require a copy of an obituary or other confirmation.

10-13 JURY DUTY AND WITNESS LEAVE

(1) Regular full-time employees will receive paid leave for jury duty.

(2) Except as excused by their immediate supervisor, employees on Jury Duty Leave should return to work if released by the court prior to the end of the regular working day in time to make it practicable to return to work.

(3) Employees may retain any compensation received for jury duty.

(4) While temporary employees do not receive paid leave for jury duty, the District will provide unpaid time off so they can attend to their civic responsibilities.

(5) Regular full-time employees who are serving as witnesses in litigation in which the District is a party will receive their regular wage or salary while attending court or serving as a witness.

(6) Employees who are serving as witnesses in court actions that do not involve the District will not receive their regular wage or salary, but may request to use Vacation Leave or Personal Leave to maintain their income.

(7) Jury Duty and Witness Leave will be calculated based on the employee's rate of pay at the time of the leave and will not include any special forms of compensation such as incentives, overtime, bonuses or shift differentials. For exempt employees, an hourly equivalent of their salary, based upon a 40-hour workweek, will be used.

(8) Jury Duty and Witness Leave is not counted as time worked for purposes of calculating overtime.

10-14 MILITARY SERVICE

The District will not deny initial employment, reemployment, retention in employment, promotion, or any benefit of employment by the District on the basis of military service, performance of service, application for service, or obligation. The District will comply

with all applicable statutes, including Employment and Reemployment Rights of Members of the Unified Services Act, 38 U.S.C. § 4301 *et seq.*, and Utah Code Ann. §§ 71-10-1 *et seq.*

10-15 MATERNITY LEAVE

Regular full time employees are eligible to receive up to 6 weeks of paid leave for physical recovery following the delivery of a child. Thereafter, the District may require eligible employees to use other accrued paid leave (Sick Leave, Personal Leave and Vacation Leave) before going on unpaid leave status. This leave will run concurrently with the District's Family and Medical Leave.

10-16 FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE

(1) The District will comply with all requirements of the Family and Medical Leave Act (FMLA).

(2) Eligible employees are entitled to up to 12 weeks of unpaid FMLA Leave within the calculated leave year for the following reasons:

(a) To care for a child after birth or placement for adoption or foster care.

(b) To care for a spouse, child or parent who has a serious health condition.

(c) For the employee's own serious health condition that makes him or her unable to perform their job.

(3) An employee's leave year will be calculated on a rolling schedule. This means that an employee's eligible leave will be measured backward from the date they began using FMLA leave.

(4) In order to be eligible for FMLA leave status, the employee must have worked for the District for 12 months and must have worked 1,250 hours for the District in the past year.

(5) When taking FMLA Leave, the District requires the employee to use accrued paid leave (Sick Leave, Personal Leave and Vacation Leave) before leave is unpaid.

(6) If an employee has less than 12 weeks of eligible paid leave, they may be eligible to go on unpaid leave status for the remainder of the 12-week period.

(7) Married employee couples may be restricted to a combined total of twelve

weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

(8) To the extent the law requires, eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

(9) FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

(10) During the single 12-month period for servicemember care leave, an eligible employee is entitled to a combined total of 26 weeks of servicemember care leave and leave for any other FMLA-qualifying reason, provided that the eligible employee may not take more than 12 weeks for any other FMLA-qualifying reason during this period. For example, in the single 12-month period an employee could take 12 weeks of FMLA leave to care for a newborn child and 14 weeks of servicemember care leave, but could not take 16 weeks of leave to care for a newborn child and 10 weeks of servicemember care leave.

(11) While on paid leave and FMLA Leave, each employee will be responsible for his or her portion of monthly insurance premiums. The District will continue to pay its portion for the employee's coverage. The employee will be responsible for making any payments that would normally be taken out of their paycheck according to the payment schedule agreed upon.

(12) If FMLA leave is due to the employee's own serious health condition or the serious health condition of a parent, spouse or child, certification must be timely obtained from a health care provider.

(13) The District reserves the right to ask the employee to re-certify a serious health condition that extends beyond 30 days.

(14) If the employee fails to timely return a requested certification, he or she may lose protection under the FMLA.

(15) If the employee does not return to District service after the expiration of FMLA Leave, he or she may be required to repay the District for any paid benefit contributions made for the employee during any qualified unpaid leave period unless the reason they do not return to work is (1) the continuation, reoccurrence, or onset of a serious health condition that entitles the employee to leave to care for a child, parent or spouse with a serious health condition, or (2) if the employee is unable to perform the functions of his/her position due to his or her own serious health condition or (3) other conditions beyond his or her control that prevent them from returning.

(16) To the extent practicable, employees must give the District 30 days advance notice of needed FMLA Leave.

10-17 FAIR LABOR STANDARDS ACT COMPLIANCE

Exempt employees will be paid for their performance on a salary basis in accordance with the Fair Labor Standards Act (FLSA). Deductions from exempt employees' pay that are barred by the FLSA are prohibited.

10-18 REPORTING WORK HOURS

Non-exempt employees are required to accurately report all of their work time to their supervisor on approved District time sheets, to the nearest quarter-hour. Exempt employees are not required to report their work hours, but are required to report any paid leave time that is used during a pay period.

10-19 EMPLOYEE CLASSIFICATIONS

(1) *Regular full-time employees:* an employee who works in a designated full-time position and who is normally scheduled to work at least a 40-hour workweek.

(2) *Temporary employees:* an employee hired directly by the District (not through a temporary agency) for an unspecified period, for a specific task, on a seasonal basis, and/or who is assigned to work on an intermittent and/or irregular basis. Temporary employee status does not change to "regular" employee status simply by length of service, but requires a formal change of status by the District.

10-20 EMPLOYEE NOTIFICATION OF CHANGES TO PERSONAL INFORMATION

Employees are expected to help the District keep their personnel records current by immediately reporting to their supervisor any changes to their:

- Address
- Telephone number
- Marital status

- Number of dependents
- Emergency contact information
- Educational achievements
- Change in W-4 information
- Any change that would affect eligibility to work in the United States (I-9 form)
- Professional certifications

10-21 NEPOTISM

The District will comply with all applicable state statutes regarding nepotism.

10-22 EQUAL EMPLOYMENT OPPORTUNITY

The District is an equal employment opportunity employer. The law prohibits employment discrimination and harassment due to:

- Race
- Color
- National origin
- Sex (including pregnancy)
- Age (forty and older)
- Religion
- Disability as defined by law
- Veteran status
- Any other class protected under federal, state or local laws.

Discrimination and harassment is prohibited in all aspects of employment, including hiring, compensation, training, promotions, benefits, etc. Reports of discrimination are treated as discreetly and confidentially as practicable. The District prohibits retaliation against any employee who makes a discrimination complaint

10-23 APPEAL FROM DISCIPLINARY ACTIONS

(1) Employee disciplinary actions are final and effective when made or confirmed by action of the GM, subject to the appeal process described here.

(2) Any such disciplinary action which involves termination, suspension for more than two days without pay, demotion or involuntary transfer to a position with less remuneration may be appealed to the Management Advisory Committee. Such appeal shall be initiated by written notice received by the Management Advisory Committee detailing briefly the date and nature of the disciplinary action appealed from and a summary of the grounds for the appeal. Such written notice must be received by the Management Advisory Committee within 10 calendar days after the disciplinary action appealed from was taken or confirmed by the GM.

(3) If an appeal is timely filed, the Management Advisory Committee will schedule a hearing at which 2 or more members of the Management Advisory Committee will hear the appeal. The employee who is the subject of the termination, suspension, or transfer may: appear in person and be represented by counsel; have a public hearing; confront the witness whose testimony is to be considered; and examine the evidence to be considered by the Management Advisory Committee. The Management Advisory Committee has discretion to set, on a hearing by hearing basis, all necessary requirements for the hearing to provide a fair, efficient and professional process.

(4) If the employee wishes to appeal the decision of the Management Advisory Committee, a further appeal may be taken to the Board. Such appeal shall be initiated by written notice received by the Board detailing briefly the date and nature of the disciplinary action appealed from and a summary of the grounds for the appeal. Such written notice must be received by the Board within 10 calendar days after the Management Advisory Committee decision. The Board may at its discretion schedule a further hearing, and has discretion to set, on a hearing by hearing basis, all necessary requirements for any hearing to provide a fair, efficient and professional process.

The decision of the Board of Trustees is final. Any appeal therefrom must be taken as allows by law.

10-24 DELEGATION OF EMPLOYMENT MATTERS TO GENERAL MANAGER

(1) The GM is delegated authority to determine employment and discipline guidelines that are consistent with the P&P, instructions of the Board, budget appropriations, and applicable law.

(2) The GM should from time to time consider appropriate, consistent guidelines regarding health, life, accident, disability and retirement benefits, COBRA compliance, workers compensation, education, recruiting, leave benefits, FMLA compliance, Fair Labor Standards Act compliance, new hires, standards of conduct, drug and alcohol testing, security, safety, equal opportunity compliance and public relations. To the extent appropriate, these should be summarized in the Employee Manual or in other written form. Substantive changes to the Employee Manual and/or other written guidelines shall be brought to the Management Advisory Committee attention promptly.

10-25 EMPLOYEE AUTHORIZATION STATUS

The District is, and shall remain, registered with the federal “status verification system” (e-verify or current equivalent). The District will use this “status verification system” to verify the federal employment authorization status of new employees. Utah Code Ann. § 63G-11-103(2).

