

RESOLUTION NO. 19-13
A RESOLUTION OF THE DRAPER CITY COUNCIL AMENDING SECTIONS 7030
AND 9030 OF THE PERSONNEL POLICY MANUAL UPDATING AND
CLARIFYING POLICY REQUIREMENTS.

WHEREAS, The City Council, from time to time, reviews and adopts policies and procedures to assist in the efficient utilization of scarce City resources and the fair and uniform application of requirements and benefits to City employees; and

WHEREAS, The City Council has reviewed the proposed amendments to the Personnel Policy Manual and has determined the need to clarify those sections; and

WHEREAS, The City Council believes these changes to the Personnel Policy Manual are in the best interest of the employees of Draper City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, AS FOLLOWS:

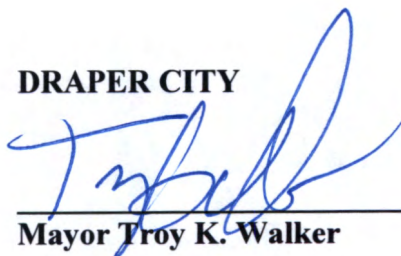
Section 1. Amendment. The Draper City Council does hereby adopt the amendment to the Personnel Policy to update and clarify sections 7030 and 9030 as attached hereto as Exhibit "A".

Section 2. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 3. Effective Date. This Resolution shall become effective immediately upon its passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, THIS THE 5th DAY OF MARCH, 2019.

DRAPER CITY



Mayor Troy K. Walker

ATTEST:



Laura Oscarson, City Recorder

VOTE TAKEN:

YES

NO

Councilmember Green

Councilmember Lowery

Councilmember Summerhays

Councilmember Vawdrey

Councilmember Weeks

Mayor Walker

EXHIBIT "A"

Section 7030 – OVERTIME, COMPENSATORY TIME AND ON-CALL PAY

On Call

1. On-call time is not considered "hours worked." It is generally characterized by a readiness to respond to a call, text or other notice to report to an emergency situation. Employees on-call are expected to report as directed within 45 minutes of notification. Employees are not paid for time spent carrying a cell phone but are paid for actual time spent responding to calls, or for when they have returned to the work site. Time spent responding to calls (traveling to and from the work site) also counts as hours worked.
2. Employees designated by their supervisor as on-call will be paid an additional on-call compensation at the current budget approved rate. On-call designation must be recorded on the employee's time record and approved by their supervisor.
3. If an employee is designated on-call for more than one purpose (for example snowplow on-call and the division rotational on-call), they will receive on-call compensation for both designations during that week.

Call back Compensation

- 4-1. Any non-exempt (hourly) employee called back to work shall be entitled to call back compensation for actual time worked. The minimum call back compensation shall be for two hours. Only time worked in excess of an employee's specified work week will be compensated at the overtime rate. ~~Employees called back to work after the employee's normal workday shall be paid for at least two hours at the appropriate rate.~~

Section 9030 - EDUCATION AND TUITION REIMBURSEMENT

3. Department Head Pre-Approval.

Requests for educational assistance must be approved prior to enrollment. All requests are subject to necessary appropriations by the City Council **and are approved on a first-come first-served basis.**

5. Reimbursement.

Employees may apply for up to \$1,000 per fiscal year. If funding is available at the end of the same fiscal year, an employee can request reimbursement for an additional \$1,000 on a first-come first-served basis. Total yearly (fiscal) reimbursement may not exceed \$1,000 per employee. To receive reimbursement of tuition and educational materials expenses the employee must earn a grade of "B" or better, or a "pass" in courses evaluated by pass or fail.

6. **Reimbursement Process.** Within sixty (60) days of completion of approved education, employees must submit a reimbursement form to their Department Head for endorsement by the City Manager. ~~The form will be filed in the employee's personnel file~~ **request to Human Resources and** include the following information:

- A) The cost of tuition and educational materials must be itemized and documented.
- B) Official documents which indicate a qualifying grade of "B" or better. In those cases of "pass" or "fail," a pass is required to receive financial assistance.