

RESOLUTION NO. 19-49

A RESOLUTION OF THE DRAPER CITY COUNCIL AMENDING SECTION 6115 OF THE PERSONNEL POLICY MANUAL DESIGNATING WHO WILL SERVE AS THE CHAIR OF THE ACCIDENT REVIEW COMMITTEE AND LISTING THE MEMBERS OF THAT COMMITTEE.

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 update this section and designate the Risk Management Coordinator as the chair of the Accident Review Committee and list all members of that committee; 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:

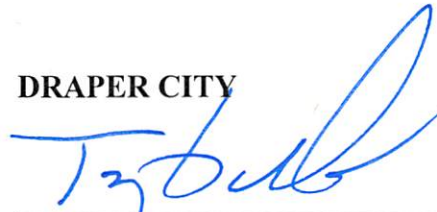
Section 1. Amendment. The Draper City Council does hereby adopt the amendment to the Personnel Policy to update section 6115 as attached hereto as Exhibit "A".

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 6th DAY OF AUGUST, 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 6115 Vehicle Usage and Accident Reporting

5. Accident Review Committee. An internal Accident Review Committee (ARC) shall be established consisting of one representative from each of the following; ~~Human Resources, City Attorney-Legal~~, Police, Fire, ~~Parks & Recreation~~ and Public Works. This committee shall review all incidents involving City Vehicles. This committee must have at least four representatives present for final recommendations to be made. The ARC may also convene and review any incident or loss event at the special request of the City Manager or affiliated Department Director.

The ARC will meet together with the involved employee and his/her supervisor. The Supervisor shall come prepared to give a detailed account of the incident in question. The ~~Human Resource Director-Risk Management Coordinator~~ will chair the committee during the ARC review.

The ARC shall meet on a regular basis, as determined by the City Manager, to review accidents and determine:

- A. The cause of the incident.
- B. Whether or not the employee could have reasonably avoided the incident.
- C. Whether the employee was following safety policies and practices.
- D. How similar incidents may be prevented in the future.
- E. Whether disciplinary action is warranted, and if so, what level of discipline is warranted. If disciplinary action is recommended, the Department Director shall either adopt the committee's recommended discipline, or state in writing to the City Manager why the recommendation was not followed. The ARC will maintain a record to ensure there is consistency between departments.

6. ARC Findings and Recommendations. A written record summarizing the ARC's findings and recommendations will be prepared by the ~~Human Resource Director-Risk Management Coordinator~~. A copy will be sent to the Department Director ~~and City Manager~~. The Department Director will make the final decision on any and all applicable disciplinary and/or corrective actions taken and implemented. The Department Director will also compile a written statement indicating the final decision made, including supporting commentary, and submit it to the City Manager. Any disciplinary and/or corrective action the Department Director imposes shall follow the disciplinary procedures outlined in Section 5030 of the Draper City Personnel Policy. The involved employee's immediate supervisor will be responsible for administering or monitoring the implementation of the recommended actions or programs as chosen by the Department Director.