

RESOLUTION No. 13-09

ROLL CALL

VOTING	YES	NO
G. WAYNE ANDERSEN <i>Mayor (votes only in case of tie)</i>		
ROD DART <i>Council member</i>	X	
RICHARD M. DAVIS <i>Council member</i>	X	
BRANDON B. GORDON <i>Council member</i>	X	
STEVE LEIFSON <i>Council member</i>	X	
KEIR A. SCoubES <i>Council member</i>	X	

I MOVE this resolution be adopted: Council member Scoubes

I SECOND the foregoing motion: Council member Leifson

RESOLUTION No. 13-09

A RESOLUTION AMENDING THE SPANISH FORK CITY EMPLOYEE PERSONNEL MANUAL

WHEREAS, the employee personnel manual must be amended from time to time to reflect needed changes in policy; and

WHEREAS, the employee personnel manual is being re-numbered and re-paged to become a section in the City's Policy Manual; and

WHEREAS, the definitions for various types of employees are reviewed regularly as the City learns more about the Affordable Care Act mandates and applies its current understanding of the requirements to the specific application needed by the City ; and

WHEREAS, needs in the water division and the waste water division require that

additional personnel be available on-call to respond to nightly or weekend issues; and

WHEREAS, the City has had a practice of waiving portions of ambulance bills for employees and their dependents, which practice has never been written and has had various applications over the years; and

WHEREAS, the practice is a good practice which should be specifically authorized and clarified for uniform application of this practice; and

WHEREAS, a change to the higher education assistance policy will improve budgeting needs and provide a better connection to a student's academic calendars;

NOW THEREFORE, be it resolved by the Spanish Fork City Council that the Employee Personnel Manual is hereby amended as follows:

1. The personnel manual is re-numbered and re-paginated, as designated by the City Manager, so the personnel manual follows the numbering system of the City Policy Manual. The Personnel Manual will now be known as the Personnel Policy and will be located in the City Policy Manual as Section 1.20.
2. The definitions of Part-time Employee, Permanent Part-time Employee, Seasonal Employee and Variable Employee in §1.20.10.050 is amended as follows:

Part-time Employee: Part-time employee means one who is expected to work no more than 130 hours in any month and less than 1560 hours in a year. Occasionally, a part-time employee may work more than 130 hours in a given month due to department needs. If this occurs, the City will offer health insurance benefits if the employee is eligible in accordance with federal law and the City's current health insurance program.

Permanent Part-time Employee: Permanent Part-time employee means one who works a minimum of 1,040 hours per calendar year and is eligible to receive benefits at a rate set by the City Manager.

Seasonal Employee: means one who is expected to work during a specific period or season. The City has three (3) seasons: from March 15 to September 15; from April 15 to October 15; and from May 15 to November 15. Seasonal employees will not work more than 1560 hours during the season. (i.e. swimming pool, golf course, streets, parks)

Variable Employee: means an employee who is expected to work a schedule that may be uncertain and erratic from month to month and throughout one year. A variable

employee may work more than 130 hours in any given month or for a few consecutive months, however, a variable employee will not work more than 12 consecutive months.

3. Section 1.20.35.080 is amended as follows:

C. On-call positions for the City will be approved by the City Manager and properly budgeted for. Such positions shall receive a base compensation at the rate equal to seven (7) hours of their individual overtime rate or \$275 per week, whichever is greater. When the on-call includes a holiday, the employee will receive an additional hour of overtime to the base rate for each holiday in that week. All call outs will be paid at one hour minimum and at the employee's overtime rate. For call-outs taken on a recognized City holiday, the employee will be compensated at double time. Hours worked under this section are not to be confused with callback or regular overtime. The provisions of this section apply only to the employee assigned to an on-call shift.

4. Section 1.20.40.150 is added as follows:

1.20.40.150 Ambulance Bill Waiver

A. In the event that a full time employee, a permanent part-time employee, an elected official, an ambulance division employee or volunteer, or fire volunteer, or their dependent (as defined by the IRS), is transported by a Spanish Fork City ambulance, the City will waive the balance of the ambulance bill after recovery is made from any applicable insurances. The qualified individual must be employed or directly associated with the City at the time of the qualified ambulance transport. This waiver will not be applied automatically. The individual is required to request the waiver with the City billing division and with human resources.

5. Section 1.20.55.010 is amended as follows:

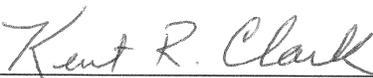
C. For successfully completed courses (passed with at least a "C" grade), the City will reimburse the employee for tuition, fees, and books up to a maximum of \$2,000 per fiscal year.

6. This resolution is effective the 1st day of September, 2013.

DATED this 27th day of August, 2013.


G. WAYNE ANDERSEN, Mayor

Attest:


KENT R. CLARK, City Recorder

