

RESOLUTION No. 14-09

ROLL CALL

VOTING	YES	NO
STEVE LEIFSON <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	
MIKE MENDENHALL <i>Council member</i>	X	
KEIR A. SCUBES <i>Council member</i>	ABSENT	

I MOVE this resolution be adopted: Council member Dart

I SECOND the foregoing motion: Council member Davis

RESOLUTION No. 14-09

A RESOLUTION AMENDING THE SPANISH FORK CITY EMPLOYEE PERSONNEL MANUAL

WHEREAS, Spanish Fork City has adopted an employee personnel manual to govern the conduct and performance of its employees; and

WHEREAS, the Spanish Fork City council is authorized to make changes to the employee personnel manual; and

WHEREAS, it is necessary to review and make changes to the employee personnel manual from time to time in order to remain compliant with changes in the law, as well as to operate more efficiently; and

WHEREAS, recent changes in interpretations of federal and state regulations have

made it necessary to make some changes to the employee personnel manual; and

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

1. Section 1.20.55.020 (A), (B), and (C) Conferences, Seminars and Conventions is amended as follows:

A. Employees or volunteers participating in a job or city-related conference, seminar or convention, must complete a "Request for Training/Education" form and submit it to their supervisor and the finance office for approval.

B. Payment and Reimbursement. Travel expenditures will be paid or reimbursed as follows:

1. Meals. Paid at the prevailing federal per diem rate (M&IE). Per diem for breakfast, lunch or dinner will only be paid for overnight training. No per diem will be paid if meals are included with training registration. Employees, volunteers or elected officials should include a schedule of the conference so that included meals can be excluded from the per diem.

2. Lodging. Paid at actual room rate. In extenuating circumstances, if an employee, volunteer, or elected official places room rental on their personal charge card, approved reimbursement will take place upon presentation of receipt. Employees should always attempt to use direct pay or a city credit card or check so that Utah State taxes can be recovered by the City.

Cost and convenience should be considered when selecting hotels for travel. If an employee chooses to stay at another hotel for personal reasons, the city will reimburse the employee for the actual cost of the hotel and taxes, not to exceed the cost of the conference hotel(s).

The employee or volunteer shall reimburse the city for the cost of additional night stays beyond the necessary nights for the city business.

3. Travel/Mileage Reimbursement. Reimbursed at the prevailing federal rate. When an employee, volunteer or elected official must fly to a travel destination, the city shall pay for the plane ticket in whole. If the option is given to fly or to drive, the employee, volunteer or elected official will be reimbursed a mileage amount not to exceed the cost of air travel to the same destination. The human resource or finance office will assist in calculating the reasonable reimbursed amount.

C. Registration. Paid at rate noted on registration form. Non-essential activities that are not included with the regular cost of registration shall be paid for by the employee. When a volunteer or elected official, serving on behalf of the city, attends a conference that has a spouse agenda, the city may pay the cost of the spouse's registration.

2. Section 1.20.55.040. (A) and (B) City Vehicle Use is amended as follows:

A. The on-call employee in the water, streets, and SFCN divisions are required to take a city vehicle home. This is to allow employees to respond more readily and to more quickly address emergency situations with proper equipment and tools during non-working hours. All vehicles/employees in this category shall be authorized by the city manager upon recommendation of the department director.

B. City owned vehicles that are taken home are to be used only for commuting to and from work or when performing official city duty. City-owned vehicles are not to be used for personal purposes of any kind, unless otherwise noted. When going to lunch, employees should use their personal vehicle, unless traveling to change vehicles is out of the way, or the potential to be called back to work during lunch is present.

3. Section 1.20.55.010 (B) Higher Education Assistance is amended as follows:

B. Employees desiring to participate in this program must submit a request in writing to the employee's department director before commencing the education training. Such requests should describe how the desired education is related to the employee's current job and how the education will benefit Spanish Fork City. The request must then be reviewed with the human resource director for final approval. Pre-approval is necessary for reimbursement. Course work or degrees approved for reimbursement must be related and pertinent to the employee's current position. Final determination shall be made by the human resource manager with input from the department director.

4. Section 1.20.40.010 (D). Holidays is added as follows:

(D)Police Officers assigned in the Patrol Division will be given 4 days (40 hours) of personal holiday hours on January 1 and 6 days (60 hours) on July 1. The officer has the discretion when to use those hours anytime in the six month period immediately following the receipt of such hours, subject to receiving approval from his/her supervisor. The officer will designate on their individual timecard when they use their personal holiday hours. At the end of each 6 month period, the city will buy-out, at full cash value, up to 20 hours in June and 30 hours in December. Any remaining hours above these amounts will be forfeited.

5. Section 1.20.95.100 (C) Driver's License is rewritten as follows:

C. The City will reimburse the employee for the driver's license fee incurred in obtaining the license. Employees required to obtain a physical in order to obtain a CDL are required to submit the costs of the physical through their personal health insurance company. The City will reimburse employees for any license fees, insurance copays, or other costs not covered by the insurance upon presentation of a receipt(s). Physicals must be taken at a certified medical examiner's office as listed on the DOT's national registry.

10. This resolution is effective the 6th day of May, 2014.

DATED this 6th day of May, 2014.



STEVE LEIFSON, Mayor

Attest:



KENT R. CLARK, City Recorder

