

HUMAN RESOURCES POLICY ADJUSTMENTS

JULY 12, 2022



HR Policy Revisions



Policies for approval:

- Human Resources Policy 4-200: Leave Practices
- Human Resources Policy 4-800: Service Awards

HR Policy 4-200: Leave Practices

New language to comply with HB 449 and the Juneteenth ordinance amendment

New Section: II.D. and II.E.7.a (pages 2-3)*

- **New II.D:** New language offers any employee three (3) work-days of paid bereavement leave for employees affected by the miscarriage or stillbirth of a child.
 - Includes the circumstances for that leave
 - * Complies with Utah Code Ann. 10-3-1103 passed on 3/22/2022.
- **II.E.7.a:** New language updates the Juneteenth Holiday observance

HR Policy 4-200: Leave Practices

Miscarriage and Still Birth Bereavement Circumstances:

- Following the end of the employee's pregnancy by way of a miscarriage or stillbirth; or
- Following the end of another individual's pregnancy by way of a miscarriage or stillbirth, if:
 - The employee is the individual's spouse or partner; or
 - The employee is the individual's former spouse or partner; and the employee would have been a biological parent of a child born as a result of the pregnancy; or
- The employee provides documentation to show that the individual intended for the employee to be an adoptive parent, as that term is defined in Utah Code Ann. § 78B-6-103, of a child born as a result of the pregnancy; or

HR Policy 4-200: Leave Practices

- Under a valid gestational agreement in accordance with Utah Code Ann. § 78B-15-8, the employee would have been a parent of a child born as a result of the pregnancy.

For Benefits Eligible employees-bereavement leave following a miscarriage or stillbirth runs concurrently with, and is not separate from, Funeral Leave.

Added: Section: II.E.7.a

- New language to clarify the Juneteenth observance
 - If June 19 falls on any day Tuesday-Friday, it will be observed the preceding Monday.
 - If June 19 falls on Saturday or Sunday, it will be observed the following Monday.

HR Policy 4-800: Service Awards

Change to the amount in the form of a gift card that can be given for commendable performance (Section II. A. 1.c.vii)

- **Change:**

Updates policy from the current \$100.00 gift card award limit to a proposed \$200.00 limit in any tax year.

- offers flexibility for agencies to give an additional \$100 if supported within their own budget
- The increase offers more of an incentive during tough times; increased inflation

HR Policy 4-800: Service Awards

New language to comply with a request to change the Updated Retirement allowance to read consistent with updated Countywide Policy 1020 (Section II.C.1).

Countywide Policy 1020: Meals (section I.7) was modified to allow agencies to spend up to \$500.00 for use at retirement employee events.

– HR Policy 4-800 was not updated at that time

- **Change:**

- Updates policy from the current \$200.00 limit to the \$500.00 limit: creates consistency and eliminates confusion.

QUESTIONS

Thank you!

