

# Proposed Policy

## Salt Lake County Human Resources Policy 4-200: Leave Practices

### Purpose

This policy explains the circumstances under which an eligible employee may use the various types of paid and unpaid leave provided by Salt Lake County.

### I. Policy

Salt Lake County provides various types of paid and unpaid leave for an employee's absence from work for personal and professional reasons. Documentation supporting a request may be required at any time (i.e. military orders; funeral program for funeral leave). Leave under the Family and Medical Leave Act (FMLA), Americans with Disabilities Act as Amended (ADAA), Worker's Compensation and Long Term Disability are covered under separate policies.

### II. Procedures

#### A. Administrative Leave (Paid)

1. An employee may be placed on ~~paid~~ administrative leave for the following purposes:

- a. investigation, disciplinary, or organization needs
  - i. employees will be placed on administrative leave for no longer than is necessary for the agency to determine the employee's status
- b. as a bonus reward ~~to the~~for an employee
  - i. A bonus award in the form of ~~paid administrative~~ leave may not exceed ~~five working days~~40 hours in aggregate over a calendar year.
  - ii. An employee is eligible for a bonus award for outstanding performance that has already occurred.
  - iii. Any administrative leave awarded must be used within a year of the date granted.
- c. as recruitment incentive for a newly hired merit employee
  - i. A recruitment incentive for a new hire in the form of administrative leave may not exceed 120 hours in aggregate over a calendar year.
  - ii. A new hire is eligible for a recruitment incentive in the form of administrative leave during the first four years of employment.
  - iii. Any administrative leave awarded must be used within a year of the date granted.

B. If an employee has their service date adjusted to account for prior service, the adjusted service date shall be used for the purpose of determining vacation accrual.

C. Compensatory time will be granted in accordance with HR Policy 5-300, Payroll.

#### D. Funeral Leave

1. Employees in the following employment statuses are eligible for a paid funeral leave: 02 regular, 03 probationary, 04 provisional, 08 permanent part-time with benefits and 12 time limited appointed.
2. At the discretion of the administrator, funeral leave may be granted to make funeral arrangements, settle family affairs, attend the funeral or memorial service and for bereavement.



# Current Policy

## Salt Lake County Human Resources Policy 4-200: Leave Practices

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### **Purpose**

This policy explains the circumstances under which an eligible employee may use the various types of paid and unpaid leave provided by Salt Lake County.

### **I. Policy**

Salt Lake County provides various types of paid and unpaid leave for an employee's absence from work for personal and professional reasons. Documentation supporting a request may be required at any time (i.e. military orders; funeral program for funeral leave). Leave under the [Family and Medical Leave Act \(FMLA\)](#), [Americans with Disabilities Act as Amended \(ADAA\)](#), Worker's Compensation and Long Term Disability are covered under separate policies.

### **II. Procedures**

#### **A. Administrative Leave (Paid)**

1. An employee may be placed on paid administrative leave for the following purposes:
  - a. investigation, disciplinary, or organization needs
    - i. employees will be placed on administrative leave for no longer than is necessary for the agency to determine the employee's status
  - b. as a bonus reward to the employee
    - i. A bonus award in the form of paid leave may not exceed five working days in aggregate over a calendar year.
    - ii. Any administrative leave awarded must be used within a year of the date granted.

B. If an employee has their service date adjusted to account for prior service, the adjusted service date shall be used for the purpose of determining vacation accrual.

C. Compensatory time will be granted in accordance with [HR Policy 5-300, Payroll](#).

#### **D. Funeral Leave**

1. Employees in the following employment statuses are eligible for a paid funeral leave: 02 regular, 03 probationary, 04 provisional, 08 permanent part-time with benefits and 12 time limited appointed.
2. At the discretion of the administrator, funeral leave may be granted to make funeral arrangements, settle family affairs, attend the funeral or memorial service and for bereavement.
3. The amount of funeral leave granted is at the discretion of the administrator based upon the employee's individual circumstances and the needs of the agency. The maximum time off for funeral leave is as follows:
  - a. Up to 40 work hours for immediate family which includes spouse, adult designee, child, ward, dependent child of an adult designee, parent, legal guardian, brother, sister, grandparent, grandchild, mother-in-law, father-in-law and step-relatives of the same order.
  - b. Up to 24 work hours that may be extended to 40 work hours for other family members who include uncle, aunt, nephew, niece, brother-in-law, sister-in-law, son-in-law and daughter-in-law.





# Former Policy (5.17.16)

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### II. Procedures

#### A. Administrative Leave (Paid)

1. An employee may be placed on paid administrative leave for the following purposes:
  - a. investigation, disciplinary, or organization needs
    - i. employees will be placed on administrative leave for no longer than is necessary for the agency to determine the employee's status
  - b. as an incentive or reward to the employee
    - i. Employees granted administrative leave as an incentive or reward will not receive more than 80 hours in a calendar year
  - ii. Any administrative leave awarded must be used within a year of the date granted.

#### B. Compensatory time will be granted in accordance with [HR Policy 5-100, Pay Practice](#).

#### C. Funeral Leave

1. Employees in the following employment statuses are eligible for a paid funeral leave: 02 regular, 03 probationary, 04 provisional, 08 permanent part-time with benefits and 12 time limited appointed.
2. At the discretion of the administrator, funeral leave may be granted to make funeral arrangements, settle family affairs, attend the funeral or memorial service and for bereavement.
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  - b. Up to 24 work hours that may be extended to 40 work hours for other family members who include uncle, aunt, nephew, niece, brother-in-law, sister-in-law, son-in-law and daughter-in-law.
  - c. Up to ten hours per calendar year for other relatives and friends. Hours not used in the calendar year will not be carried forward to the next year.

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# Salt Lake County Human Resources Policy 4-200: Leave Practices

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Salt Lake County provides various types of paid and unpaid leave for an employee's absence from work for personal and professional reasons. Documentation supporting a request may be required at any time (i.e. military orders; funeral program for funeral leave). Leave under the [Family and Medical Leave Act \(FMLA\)](#), [Americans with Disabilities Act as Amended \(ADAA\)](#), Worker's Compensation and Long Term Disability are covered under separate policies.

## **II. Procedures**

### **A. Administrative Leave (Paid)**

1. An employee may be placed on administrative leave for the following purposes:
  - a. investigation, disciplinary, or organization needs
    - i. employees will be placed on administrative leave for no longer than is necessary for the agency to determine the employee's status
  - b. as a bonus reward for an employee
    - i. A bonus award in the form of administrative leave may not exceed 40 hours in aggregate over a calendar year.
    - ii. An employee is eligible for a bonus award for outstanding performance that has already occurred.
    - iii. Any administrative leave awarded must be used within a year of the date granted.
  - c. as recruitment incentive for a newly hired merit employee
    - i. A recruitment incentive for a new hire in the form of administrative leave may not exceed 120 hours in aggregate over a calendar year.
    - ii. A new hire is eligible for a recruitment incentive in the form of administrative leave during the first four years of employment.
    - iii. Any administrative leave awarded must be used within a year of the date granted.

- B. If an employee has their service date adjusted to account for prior service, the adjusted service date shall be used for the purpose of determining vacation accrual.

- C. Compensatory time will be granted in accordance with [HR Policy 5-300, Payroll](#).

### **D. Funeral Leave**

1. Employees in the following employment statuses are eligible for a paid funeral leave: 02 regular, 03 probationary, 04 provisional, 08 permanent part-time with benefits and 12 time limited appointed.
2. At the discretion of the administrator, funeral leave may be granted to make funeral arrangements, settle family affairs, attend the funeral or memorial service and for bereavement.



## Salt Lake County Human Resources Policy 4-200: Leave Practices

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3. The amount of funeral leave granted is at the discretion of the administrator based upon the employee's individual circumstances and the needs of the agency. The maximum time off for funeral leave is as follows:
  - a. Up to 40 work hours for immediate family which includes spouse, adult designee, child, ward, dependent child of an adult designee, parent, legal guardian, brother, sister, grandparent, grandchild, mother-in-law, father-in-law and step-relatives of the same order.
  - b. Up to 24 work hours that may be extended to 40 work hours for other family members who include uncle, aunt, nephew, niece, brother-in-law, sister-in-law, son-in-law and daughter-in-law.
  - c. Up to ten hours per calendar year for other relatives and friends. Hours not used in the calendar year will not be carried forward to the next year.
  - d. If additional time off is needed, an employee may request to use vacation, compensatory time or leave without pay.
  - e. In the event of a family member's death while an employee is on vacation, the employee's time off may be extended by the amount of funeral leave permitted by this policy if approved by the administrator.

### E. Holiday Leave

1. Employees in the following employment statuses are eligible for paid leave on holidays: 02 regular, 03 probationary, 04 provisional and 12 time limited appointed.
2. Employees in the following employment statuses are eligible for pro-rated paid leave on holidays based on the number of hours the employee is normally scheduled to work weekly (i.e. 20 hours per week = 4 hours paid leave; 30 hours per week = 6 hours paid leave): 04 provisional, and 08 permanent part-time with benefits.
3. A benefits eligible employee who works an alternative schedule is eligible for holiday pay based on the FTE held.
4. Employees in 05 temporary status are not eligible for paid leave on holidays.
5. To be eligible for holiday pay, an employee must be in an eligible pay status the last scheduled work day before the holiday is observed.
6. The following days are defined as legal holidays when most County government offices are closed:

a. The 1st day of January	New Year's Day
b. The 3rd Monday of January	Martin Luther King Day
c. The 3rd Monday of February-	President's Day
d. The last Monday in May	Memorial Day
e. The 4th day of July	Independence Day
f. The 24th day of July	Pioneer Day
g. The 1st Monday of September	Labor Day
h. The 11th day of November	Veterans Day
i. The 4th Thursday of November	Thanksgiving Day
j. The 4th Friday of November	Day after Thanksgiving
k. The 25th day of December	Christmas Day



## Salt Lake County Human Resources Policy 4-200: Leave Practices

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7. A holiday that falls on a Sunday will be observed on the following Monday. A holiday that falls on a Saturday will be observed on the preceding Friday.
  8. Employees required to work on holidays are paid in accordance with [HR Policy 5-100 Pay Practices](#).
  9. As holidays occur, the eligible employee will receive either a cash payment based on the FTE held or leave added to their holiday bank based on the FTE held.
  10. When employees record holiday on their time card, the hours will be deducted from the holiday bank.
  11. Employees may accrue up to 24 hours of holiday leave. Holiday leave will be audited annually at the conclusion of each employee's last full work cycle in July. Holiday leave exceeding 24 hours will be forfeited on August 1 of each year.
  12. Hours remaining in the holiday bank will be cashed out upon separation.
- F. Holiday Leave – Sheriff's Office Sworn Employees
1. Employees in the following employment statuses are eligible for 96 hours of holiday leave per calendar year: 02 regular and 03 probationary. The 96 hours of holiday leave is in lieu of the holidays listed in 4-200-II-D-6 and the personal preference holiday.
  2. The 96 hours of holiday leave will be divided equally between the 12 calendar months of the year. Employees are eligible to use eight hours of holiday leave at the beginning of each month.
  3. Employees who take 80 hours or more of leave without pay (LWOP) in one month will not be awarded holiday leave for the following month.
  4. Holiday hours will be prorated based on the number of months worked by an employee entering the Deputy Sheriff's Merit Commission (DSMC) system during the calendar year.
  5. Employees entering the DSMC system from the Career Service system will be awarded unused hours in the former position for the calendar year.
  6. Employees who work on holidays will be paid at straight time unless the requirements for overtime are met.
  7. Supervisors should allow for the scheduling of eight holiday hours off per month. Due to the difficulty in maintaining shift schedules for 24 hour coverage, holiday leave may be scheduled by the Sheriff's Office Divisions.
  8. Employees may accrue up to 24 hours of holiday leave. Holiday leave will be audited annually at the conclusion of each employee's last full work cycle in July. Holiday leave exceeding 24 hours will be forfeited on August 1 of each year.
- G. Jury and Witness Leave
1. Employees in the following employment statuses are eligible for a paid leave of absence for jury or witness duty in response to a subpoena or directive by the Federal Government, State of Utah or its political subdivisions: 02 regular, 03 probationary, 04 provisional, 08 permanent part-time, 09 part-time and 12 time limited appointed.
    - a. Sheriff's Office sworn employees in employment status 02 regular.
  2. Jury duty is an approved absence.
    - a. An employee will be granted paid time off for jury duty.
    - b. Scheduled work time may be spent traveling to and from jury duty.
    - c. An employee may keep income received from jury duty.

## Salt Lake County Human Resources Policy 4-200: Leave Practices

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3. Witness duty may be an approved absence if related to employment.
  - a. Traveling to and from employment-related witness duty.
  - b. An employee may keep income received from witness duty.
4. An employee subpoenaed for private litigation or by a party other than the Federal Government, State of Utah or its political subdivisions, to testify as an individual and not in a work-related official capacity, may request to use vacation or leave without pay.
- H. Leave Without Pay (Excluding Long Term Disability Applicants, Workers Compensation, Military Leave and Family and Medical Leave (FMLA))
  1. Employees in the following employment statuses may submit a written request for an unpaid leave of absence not to exceed 180 consecutive days in a 12 month period to the employee's supervisor: 02 regular, 08 permanent part-time and 09 part-time. The supervisor will submit a recommendation for approval of a request for leave without pay of more than 2 calendar days to their department director or elected official.
  2. An employee on leave without pay for more than a cumulative 30 calendar days does not accumulate retirement benefits and contributions to the employee's state Retirement Fund will not be made during the period of leave.
  3. An employee on leave without pay does not accrue sick or vacation leave.
  4. Insurance benefits for leave without pay of 30 or more consecutive days will be handled in accordance with [HR Policy 4-300 Insurance and Retirement Programs](#) and [HR Policy 4-900 Retirement Policy](#).
  5. An employee returning from leave without pay status will be reinstated in accordance with [HR Policy 2-700 Employment Practices](#).
- I. Military Leave
  1. Employees in the following employment statuses are eligible for a paid leave of absence for military duty: 02 regular, 03 probationary, 04 provisional, 08 permanent part-time and 12 time limited appointed.
  2. The employee may be granted up to a maximum of 15 working days (120 hours) per calendar year.
  3. If additional time off is required, the employee may use vacation or leave without pay.
  4. A copy of the military orders supporting the leave request will be submitted to the employee's Administrator before beginning leave. The agency will forward a copy of the military orders to the Human Resources Division for placement in the employee's official personnel file.
  5. Employees activated for military duty under the [Uniformed Services Employment and Re-Employment Rights Act \(USERRA\)](#) may be absent from employment for the period required by the official orders and as prescribed in the Act.
  6. An employee returning from active duty will be reinstated in accordance with [Uniformed Services Employment and Re-Employment Rights Act \(USERRA\)](#) and [HR Policy 4-300 Insurance and Retirement Programs](#) and [HR Policy 4-900 Retirement Policy](#).
- J. Sick Leave
  1. Employees in employment statuses 02 regular, 03 probationary, 04 provisional, 08 permanent part-time and 12 time limited appointed will accumulate sick leave according to the following formula:



## Salt Lake County Human Resources Policy 4-200: Leave Practices

- a. Accrual = regular hours worked x (times) .04615
  - b. A Multiple Jobs Employee accrues sick leave based upon the hours worked in the Primary Position and not the hours worked in a Subordinate Position or the hours worked for a Subordinate Agency.
2. There is no limit on the amount of sick leave that may be accrued and carried forward to succeeding years.
  3. Sick leave may be used for an employee's absence from work due to illness, injury, medical appointments and to care for an ill or injured immediate family member.
  4. Sick leave may be used after the employee has completed one month of employment.
  5. Sick leave may be used in increments of one quarter hour or more.
  6. Employees are not allowed to use sick leave for any period of time beyond or in advance of time already accrued.
  7. Holidays occurring while an employee is on sick leave are not deducted from accrued leave.
  8. Employees will report an intended absence to their supervisor prior to the beginning of their scheduled work day or following normal agency call-in procedures.
  9. Administrators are responsible for approving or denying sick leave requests and may require medical clarification of illness. Employees using five or more consecutive days of sick leave will be required to provide a note from a health care provider documenting the medical need for the absence.
  10. Employees who use little or no accrued sick leave during the calendar year will automatically have a portion of the unused sick leave converted to vacation in January of each year according to the following formula:
    - a.  $\text{Accrued Credit} - (\text{minus}) \text{Used Credit} - (\text{minus}) 64 \text{ Hours} = \text{Converted Credit}$ 
      - i. Employees may waive conversion of sick leave by submitting a written request to the Human Resources Division no later than December 15 of each year.
  11. Sick leave is not accrued when an employee is on leave without pay.
  12. When an employee transfers from one Agency to another, accrued sick leave will be transferred to the new Agency.
  13. Employees terminating County employment, for reasons other than retirement, will not be compensated for unused sick leave accumulated prior to the termination date.
  14. An employee may not donate sick leave to another employee
  15. Agencies may not require a minimum balance of accrued sick leave.
- K. Vacation and Personal Preference Day
1. Employees in statuses 02 regular, 03 probationary, 04 provisional, 08 permanent part-time and 12 time limited appointed will accrue vacation according to the following schedule:

COUNTY SERVICE	ACCRUAL
Service date through completion of the 8 <sup>th</sup> year	Regular hours worked x (times) .04615
After completion of the 8 <sup>th</sup> year through completion of the 16 <sup>th</sup> year	Regular hours worked x (times) .06923
After completion of 16 <sup>th</sup> year through end of employment	Regular hours worked x (times) .09231

## Salt Lake County Human Resources Policy 4-200: Leave Practices

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- a. A Multiple Jobs Employee accrues vacation leave based upon the hours worked in the Primary Position and not the hours worked in a Subordinate Position or for a Subordinate Agency.
2. Vacation and the personal preference day may be used after the employee has completed one month of employment.
3. Vacation may be used in increments of one quarter hour or more.
4. Personal Preference Day
  - a. Employees eligible to accrue and use vacation are eligible to use a personal preference day based on FTE.
    - i. Employees may take the Personal Preference Day at their discretion with supervisor approval.
    - ii. The Personal Preference Day may not be taken in increments (i.e., a .75 FTE may take one 6 hour Preference Day, not two 3-hour Preference Days).
  - b. Preference days are not cumulative and will be forfeited if not used within the calendar year.
5. Employees must request approval to use accrued vacation from their supervisor prior to scheduling.
6. Administrators will encourage employees to use accrued vacation and to arrange work schedules so that employees may take vacations at times convenient for them as well as for the County.
7. Holidays occurring while an employee is on vacation are not deducted from accrued vacation.
8. Employees are not allowed to use vacation for any period of time not currently documented in the payroll system.
9. No more than 40 days (320 hours) of unused accrued vacation will be carried from one year to the succeeding year (use or lose).
10. Vacation is not accrued when an employee is in leave without pay status.
11. An employee may not receive cash payment of vacation accruals until separation from employment.
12. Vacation accrued at the time an employee terminates will be paid in accordance with HR Policies [2-800 Resignation and Exit Interviews](#); [4-300 Insurance and Retirement Programs](#); and [4-900 Retirement Policy](#).
13. Agencies may not require a minimum balance of accrued vacation leave.
- L. Voluntary Furlough
  1. Employees in the following employment statuses are eligible to participate in the voluntary furlough program: 02 regular, 03 probationary, 04 provisional, 08 permanent part-time, 09 part time, 12 time limited appointed and 95 appointed.
  2. The Voluntary Furlough Program is available only when authorized for budget-required reasons by the County Council.
  3. Employees in the following employment statuses must have a combination of 80 hours of accrued vacation and sick leave before the voluntary furlough is approved and taken: 02 regular, 03 probationary, 04 provisional and 08 permanent part-time.
  4. Voluntary furlough leave is approved in the same manner as vacation and sick time.



## Salt Lake County Human Resources Policy 4-200: Leave Practices

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5. An employee may take no more than 30 voluntary furlough days per calendar year and no more than ten consecutive voluntary furlough days at a time.
  6. Voluntary furlough leave is recorded as leave without pay.
  7. Employees designated as Fair Labor Standards Act (FLSA) non-exempt may take furlough as a normal scheduled work day or partial day; a partial day is considered to be one-half the employee's normally scheduled work day.
  8. Employees designated as FLSA exempt may take furlough in full day increments and do not lose their exempt status except for the workweek in which the furlough occurs.
    - a. An FLSA exempt employee will not perform any work related tasks while on furlough.
    - b. An FLSA exempt employee will not work more than 40 total hours including regular hours and furloughed hours during a workweek.
  9. Employees cannot use leave time or work extra hours during a work week to cover furlough time.
  10. Employees cannot use furlough time as part of an approved leave without pay or for a disciplinary suspension.
  11. An employee who elects to include a legal holiday as part of the Voluntary Furlough Program will not be paid for the designated legal holiday(s).
  12. Employees approved for furlough receive the same benefits available under this policy, HR Policy [4-300 Insurance and Retirement Programs](#), and HR Policy [4-900 Retirement Policy](#) at a reduced rate.
  13. Voluntary furlough is not considered a break in service requiring a service date adjustment.
  14. No overtime costs or the use of temporary employees will be used or incurred as a result of granting a furlough.
  15. The Human Resources Division will develop and distribute a [form](#) for participating agencies to document the terms of the voluntary furlough program.
  16. Employees paid by a funding source other than the County will only be granted furlough time consistent with the terms and conditions of the funding source.
- M. Unauthorized Leave
1. Any other absence not covered above and approved by the agency may be designated as unauthorized leave without pay and could result in discipline.
- N. Intra-County Transfer
1. A transferred employee keeps all accrued annual and sick leave.
  2. A non-exempt transferred employee shall have their accrued compensatory time either cashed out prior to the transfer or transferred with the employee if approved by the receiving agency's discretion.
- O. Inter-Jurisdictional Transfer
1. An employee directly transferred from a comparable public merit system without a competitive process automatically have their service date adjusted to reflect all previous comparable public merit service.
- P. Prior Public Merit Employee
1. An employee of who was previous employed by a comparable public merit system may apply to have their service date adjusted to reflect all previous comparable public merit system employment.

# Salt Lake County Human Resources Policy 4-200: Leave Practices

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## III. References

- A. Utah Code 63.13.2 as amended, 2000
- B. Uniformed Services Employment & Re-employment Rights Act, 1994; 38 U.S.C.; 4301-4333
- C. Utah Code 39.1.36 as amended, 1989
- D. Human Resources Policy:
  - 1. 1-200, General Definitions
  - 2. 2-100, Employment Status
  - 3. 2-800, Resignation
  - 4. 4-400, Workers' Compensation
  - 5. 4-600, Family and Medical Leave (FMLA)
  - 6. 4-800, Service Awards
  - 7. 5-100, Pay and Employment Practices

APPROVED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

**SALT LAKE COUNTY COUNCIL**

By \_\_\_\_\_  
Steve Debry, Chair

ATTEST:

\_\_\_\_\_  
Sherrie Swensen  
County Clerk

Approved as to form and legality:

\_\_\_\_\_  
Zachary L. Lancaster  
Deputy District Attorney  
Date: \_\_\_\_\_

Voting:

Council Member Bradley voting	_____
Council Member Bradshaw voting	_____
Council Member Burdick voting	_____
Council Member DeBry voting	_____
Council Member Granato voting	_____
Council Member Jensen voting	_____
Council Member Newton voting	_____
Council Member Snelgrove voting	_____
Council Member Wilson voting	_____

# Salt Lake County Human Resources Policy 5-100: Pay And Employment Practices

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# Salt Lake County Human Resources Policy 5-100: Pay And Employment Practices

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## **Purpose**

Salt Lake County's Total Compensation Philosophy is to attract, motivate and retain quality employees who support the County mission of providing high-quality, cost-effective public services. This policy outlines the procedures to implement pay practices in support of the Total Compensation Philosophy and provides the foundation for a performance-based pay system.

## **I. Policy**

Salt Lake County believes in a transparent, performance-based approach to compensation. Our goal is to compete in comparable markets for high performing employees and recognize that public service has rewards beyond a base pay. We strive to provide employees with competitive compensation, benefits and retirement programs that reflect current market practices and are fiscally responsible. All pay practices are contingent on budget availability. Our pay practices will provide consistency, while remaining flexible in meeting diverse County needs.

As part of our Total Compensation Policy, Salt Lake County is committed to providing employees the opportunity for career development and advancement within the organization. The County recognizes the importance of having the ability to rehire, reinstate and transfer employees. This policy does not apply to Sheriff's Office sworn employees to the extent that there is a controlling Peace Officer Merit Commission Policy and Procedure or controlling provision in the Sworn Officer Pay Plan.

## **II. Procedures**

### **A. Responsibility**

1. Department Heads, Division Directors and Elected Officials or their designees are responsible for consulting with Human Resources regarding any pay changes and for notifying employees of final pay adjustments. These individuals and their designees are referred to as agency administrators throughout this policy.
2. Human Resources reviews and provides final approval for all pay changes addressed in this policy. A final approval of a pay change shall be implemented upon approval or upon satisfying the prerequisite conditions.
3. All new employee pay or changes in current employee pay shall be evaluated based on the Pay Range Guidelines, internal pay equity, and a competitive external market rate. Base pay shall not exceed the maximum of the grade.
4. The agency shall review all pay decisions within their agency and determine budget availability. The agency shall make internal budgetary adjustments to implement a pay change and may request additional funding from the County Council.

### **B. Temporary Employee Compensation**

1. Temporary employees are paid on an hourly basis and within the pay range established by Human Resources for the position.



## Salt Lake County Human Resources Policy 5-100: Pay And Employment Practices

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2. Temporary employees may be granted pay increases based on budget availability and in consultation with Human Resources.
3. Temporary employees are eligible for Incentive Awards or Bonus Awards.
- C. Employment Practices for Rehire, Intra-County Transfer, Promotion, Demotion, Involuntary Reassignment, Voluntary Reassignment, Reinstatement, Inter-Jurisdictional, Assimilation.
  1. Rehire of Former County Merit Employees
    - a. Former County merit employees who successfully completed a probationary period and left the County in good standing (not terminated for cause or resigned in lieu of termination) with the County are eligible for rehire, without competition, into any vacant position for which they meet the minimum qualifications. All rehired employees shall serve a new probationary period.
    - b. Agency administrators shall notify the Human Resources Division of their intention to rehire a former merit employee and request certification of the individual's eligibility for rehire.
    - c. If the individual is not certified as eligible for rehire by the Human Resources Division, the agency administrator shall provide the individual written notification of the decision.
  2. Intra-County Transfer: the transfer of a current county employee between agencies.
    - a. Intra-County transfers shall be approved by Human Resources.
  3. Promotion: a change from one position to another position in a higher grade which may result in a pay increase.
    - a. Merit employees may be promoted without a competitive recruitment into higher grade positions for which they meet the minimum qualifications and are certified as eligible by the Human Resources Division.
    - b. Probationary employees may be required to serve a new merit probationary period or serve out the remainder of the original probation period at the new agency administrator's discretion.
  4. Demotion: a disciplinary change from one position to another position that results in a reduction in grade and/or pay.
    - a. Pay and/or grade shall be reduced if an employee in a supervisory role is demoted to a non-supervisory role.
  5. Involuntary Reassignment: a non-disciplinary change from one position to another position that has the same grade and pay.
    - a. An involuntary reassignment may be temporary or permanent.
  6. Voluntary Reassignment: a non-disciplinary change from one position to another position that has the same grade and pay.
    - a. A voluntary reassignment may be temporary or permanent.
  7. Reinstatement: the mandatory rehire of a former County merit employee who (a) has been reduced-in-force within the last six (6) months, or (b) is a veteran eligible under

# Salt Lake County Human Resources Policy 5-100: Pay And Employment Practices

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the Uniformed Services Employment and Reemployment Rights Act, or (c) has been reinstated as a result of Career Service Council or subsequent court action.

- a. Merit employees accepting an appointed position who are not retained by the appointing officer shall be reinstated in accordance with the County Personnel Management Act.
  - b. USERRA eligible employees leaving county for the purpose of entering the Armed Forces shall be reinstated with all the rights and benefits provided in accordance with the provisions of the USERRA.
  - c. Merit employees shall be reinstated as required by any final Career Service Council or court order.
8. Inter-Jurisdictional Transfer: the transfer of a current employee of another comparable public merit system.
- a. Inter-Jurisdictional Transfers shall be approved by Human Resources.
  - b. Inter-jurisdictional transfer employee is required to serve a probationary period.
9. Assimilation: the transfer of a function of service to the County which may include the transfer of employees.
- a. When the County Council elects to assimilate a function or service to Salt Lake County government from another public jurisdiction, the assimilated employees automatically become merit employees of Salt Lake County.

## D. Annual Merit Adjustments

1. The Council may approve funding for an Annual Merit Adjustment. Merit employees are eligible for an annual merit increase if they received an overall score of at least 3.0 in their most recent annual performance appraisal.
2. The Council may approve funding for redlined merit employees to receive a lump sum payment in lieu of a merit adjustment. Redlined merit employees are eligible for a lump sum payment if they received an overall score of at least 3.0 in their most recent annual performance appraisal.

## E. Pay Differentials

1. Pay differentials provide additional compensation to employees for specific working conditions. Pay differentials will apply to hours actually worked.
2. Pay Differentials follow the Pay Range Guidelines.
3. Human Resources shall consult with agency administrators to define positions eligible for pay differentials and document the reason for the differential.
4. Pay Differentials are paid as additional pay and recorded through payroll. Employees are responsible for accurately recording time in payroll.
5. Supervisors are responsible for communicating approved differentials to eligible employees.
6. Pay differentials include:

# Salt Lake County Human Resources Policy 5-100: Pay And Employment Practices

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a. Lead Worker Differential

- i. A lead worker differential is paid for assigned lead worker duties. The differential only applies to a shift that consists of at least one full day of work.
- ii. A lead worker differential is not paid to supervisory positions.
- iii. A lead worker shall perform all of the following:
  - a) Leading a group consisting of not less than the equivalent of two full-time merit or temporary employees;
  - b) Assigning the work of all group members;
  - c) Assisting, guiding, and instructing group members in the performance of their duties (excluding supervisory duties such as disciplinary actions and conducting performance evaluations); and
  - d) Performing the same or similar work assignments as the other members of the group a majority of the time.

F. Career Development

1. Acting In

- a. A merit employee may be temporarily assigned to an allocated, higher grade position upon approval by the Human Resources Director.
- b. An agency placing an employee in an Acting In assignment provides the employee a written agreement outlining the requirements of the position.
- c. The agency and employee agreement shall contain the following information:
  - i. Title of the position
  - ii. Effective date of the assignment
  - iii. The length of the appointment
    - a) Acting In assignments are generally six months or less and may not be retroactive for a period greater than 30 calendar days.
    - b) Requests for Acting In extensions beyond the six months shall be made by the agency and approved by the Human Resources Director.
  - iv. Duties and responsibilities of the new assignment; and
  - v. The employee's pay while Acting In.
- d. An employee's pay while Acting In shall be increased to at least the minimum of the Acting In grade. The actual amount of pay shall be based upon the Pay Range Guidelines, internal pay equity and a competitive external market rate
- e. The employee's position number, job code and grade shall not change during an Acting In assignment.
- f. The employee's pay returns to the prior rate of pay upon completion of the assignment. If the employee becomes eligible for a career progression or in-grade advancement while in the Acting In position, the employee receives the corresponding pay adjustment
- g. Employees shall meet the minimum qualifications of the Acting In position.



# Salt Lake County Human Resources Policy 5-100: Pay And Employment Practices

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## 2. Career Mobility Assignments

- a. Career Mobility Assignments are designed to increase the skill set of employees through a temporary assignment in another section, division, department or elected office of the County or other public jurisdiction.
- b. Career Mobility Assignments may be a temporary assignment in a position with the same or higher grade. There may be an increase in pay for career mobility assignments. Agencies interested in creating a career mobility assignment shall contact the Human Resources Division prior to any negotiations.
- c. Agencies shall complete a [Career Mobility Agreement Form](#) for approval by the Human Resources Director.
- d. Career mobility agreements include duties and responsibilities of the assignment and should not exceed one year. Requests for Career Mobility extensions shall be approved by the Human Resources Director.
- e. The assignment may be full-time or part-time.
- f. If the career mobility does not involve an exchange of employees, the vacated allocation may not be reclassified or abolished until after the career mobility assignment has been terminated.
- g. An employee from a public jurisdiction other than the County assuming a career mobility assignment shall be subject to an interlocal agreement.

## G. In-Grade Advancement

1. In-Grade Advancements provide an increase in base pay within a grade when an employee has demonstrated new skills, knowledge or competencies related to their position. Qualifying criteria shall be outlined and pre-approved in an In-Grade Advancement Plan. This is a movement from within a grade that does not require a vacant position.
2. In-Grade Advancement Plans shall describe how higher-level skills, knowledge or competencies will be achieved and provide an explanation of how the plan will meet or further agency objectives.
3. In-Grade Advancement Plans shall be approved by the agency administrator and Human Resources Director, or designee.
4. A current job description shall accompany the In-Grade Advancement Plan.
5. Employees are not eligible for an In-Grade Advancement if they receive an overall score of less than 3.0 in their most recent annual performance appraisal.
6. In-Grade Advancements are based on the following criteria:
  - a. Employees consistently demonstrate increased/new proficiencies and competencies gained through successful performance of complex and significant projects, assignments and responsibilities related to the current position as approved in the In-Grade Advancement Plan.



# Salt Lake County Human Resources Policy 5-100: Pay And Employment Practices

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- b. Employees demonstrate a significantly higher level of knowledge and skill in areas directly related to the current position and/or agency objectives (which may be a result of obtaining certain certifications).
  - c. Employees shall have successfully completed their probationary period in the current position at the time the in-grade advancement plan is completed with an overall score of at least 3.0 in their most recent annual performance appraisal.
  - d. Time in the job in and of itself does not qualify for an In-Grade Advancement.
- 7. Additional education, certifications, or licenses not directly related to the position or agency objectives do not qualify for an In-Grade Advancement.
- H. Grade Advancement
  - 1. Grade Advancement is an approved classification series through which an employee will move to a higher grade based on upon pre-approved advancement criteria.
  - 2. Qualifying criteria shall be outlined and pre-approved in a Grade Advancement Plan.
  - 3. Grade Advancements are not advancements *within* a grade. This is a movement from one grade to another that does not require a vacant position.
  - 4. Grade Advancement plans are subject to the pre-approval of the Human Resources Division Director or designee.
  - 5. Agency administrators wishing to develop Grade Advancement plans shall provide current position descriptions to the Human Resources Division and develop and include criteria for advancement.
  - 6. A Grade Advancement plan consists of a grade advancement that is defined by more complex and responsible actions, reflected in the minimum requirements and essential functions of the next higher grade. Job Descriptions shall be designated as Grade Advancement eligible and define the minimum qualifications required to advance from one grade to another.
  - 7. Employees may only advance through Grade Advancement by satisfactorily performing the duties of their current position and meeting the minimum qualifications of the next higher job in the Grade Advancement plan. A merit employee who meets the criteria for Grade Advancement shall be advanced.
  - 8. Employees are not eligible for Grade Advancement if they received an overall score of less than 3.0 in their most recent annual performance appraisal.
- I. Bonus Awards
  - 1. An agency administrator may give a discretionary Bonus Award to an employee for outstanding performance. The award may be in the form of cash or paid administrative leave. The agency shall keep a record of the outstanding performance being awarded and ensure that other similar outstanding performance is being awarded equitably.
  - 2. A bonus award in the form of cash may not exceed \$3,000 in aggregate over a calendar year without Council approval. The Council shall be notified upon the award of any bonus.

# Salt Lake County Human Resources Policy 5-100: Pay And Employment Practices

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3. A bonus award in the form of paid leave may not exceed 40 hours in aggregate over a calendar year.
4. Merit employees are not eligible for bonus awards if they received an overall score of less than 3.0 in their most recent annual performance appraisal.

## J. Incentive Plans

1. The County encourages agency administrators to establish incentive plans that reward employees for exceptional performance that contributes to higher productivity or other recognizable achievements. Agency administrators shall utilize the [Incentive Plan Form](#) when submitting a plan for approval.
2. Eligibility for participation in an incentive plan:
  - a. Incentive plans may be developed for any employee or class of employees and are normally submitted on a division or section-wide basis.
  - b. Written proposals for an incentive plan shall be on an employee or group basis and any or all incumbents in the specified group within the division or office covered under the incentive plan shall be equally eligible.
  - c. Merit employees are not eligible for incentive plans if they received an overall score of less than 3.0 in their most recent annual performance appraisal.
  - d. Incentive plans may not be applied retroactively.
  - e. Incentive plans for a department, office or division shall be approved by the agency administrator prior to being submitted to the Human Resources Director for approval. The Council shall be notified upon the approval of any incentive plan.
  - f. All incentive plan pay is taxable compensation that shall be processed through payroll.
3. An incentive plan shall be in writing and include the following:
  - a. A description of the performance needed to receive the incentive.
  - b. Clearly defined performance measurement criteria.
  - c. A description of the efforts made to make the plan available to all qualifying employees.
  - d. The time frame for the incentive plan.
  - e. The amount of the incentive to be awarded.

## K. Career Ladder Transition

1. Merit employees who were on a career ladder prior to January 16, 2017 shall receive a pay increase to at least the level of the next step of the career ladder if they complete the requirements of the career ladder by December 31, 2017.

## III. References

# Salt Lake County Human Resources Policy 5-100: Pay And Employment Practices

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- A. County Personnel Management Act, [Utah Code 17.33](#)
- B. Salt Lake County [Nepotism Ordinance](#)
- C. Human Resources Policies:
  - 1. 1-200, General Definitions
  - 2. 2-900, Reduction in Force Separations
  - 3. 3-400, Discipline
- D. Uniformed Services Employment & Reemployment Rights Act ("USERRA"), 38 U.S.C. §§ 4301-4335
- E. Fair Labor Standards Act of 1938 as amended
- F. County Personnel Management Act, Utah Code 17.3301-16
- G. Countywide Policies and Procedures
- H. Pay Range Guidelines

APPROVED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

## SALT LAKE COUNTY COUNCIL

By \_\_\_\_\_  
Steve Debry, Chair

ATTEST:

\_\_\_\_\_  
Sherrie Swensen  
County Clerk

Approved as to form and legality:

\_\_\_\_\_  
Zachary L. Lancaster  
Deputy District Attorney  
Date: \_\_\_\_\_

Voting:

Council Member Bradley voting	_____
Council Member Bradshaw voting	_____
Council Member Burdick voting	_____
Council Member DeBry voting	_____
Council Member Granato voting	_____
Council Member Jensen voting	_____
Council Member Newton voting	_____
Council Member Snelgrove voting	_____
Council Member Wilson voting	_____



# Salt Lake County Human Resources Policy 5-100: Pay And Employment Practices

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## Pay Range Guidelines

Below are general guidelines for a market-based approach to determining an employee's placement within a grade range. Following these market-based guidelines is a grid with various pay action scenarios along with corresponding guidelines to be used and followed when establishing where within a grade range an employee should be paid.

First Quartile. Employees may be placed within the first quartile of their grade range if they:

- Meet minimum qualifications; are fairly new to the job and field, have little or no direct related prior experience.
- Will have a steep learning curve, building skills and knowledge as well as ability to handle job responsibilities.

Second Quartile. Employees may be placed within the second quartile of their grade range if they:

- Perform (or have demonstrated capability to perform based on prior experience) some or most job responsibilities with increasing effectiveness.
- Possess most or all of the basic knowledge and skill requirements, but may need to build upon them through experience.
- May still be learning some aspects of the job or developing expertise to handle them more independently and effectively.
- Consistently exhibit many or most of the desired competencies to perform the job successfully.

Third Quartile. Employees may be placed within the third quartile of their grade range if they:

- Perform (or have demonstrated the capability to perform based on prior experience) all aspects of the job effectively and independently.
- Are experienced in the job and possess required knowledge and skills.
- Consistently exhibit the desired competencies to perform the job successfully.
- Are a seasoned and proficient professional.

Fourth Quartile. Employees may be placed within the fourth quartile of their grade range if they:

- Are an expert (or have demonstrated the capability to perform as an expert based on prior experience) in all job functions.
- Have broad and deep knowledge in their own area of expertise, as well as related areas.
- Have depth and breadth of experience, specialized skills, and a perspective that adds significant value to the County.
- Serve as an expert resource, role model or mentor to others at the County.

## Salt Lake County Human Resources Policy 5-100: Pay And Employment Practices

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Pay Action	General Guidelines
New or change in pay	All new or changes in pay shall be evaluated based on the Pay Range Guidelines, internal pay equity, and a competitive external market rate.
Differentials	An increase in pay added for the period the differential applies. The amount of pay shall be evaluated based on the Pay Range Guidelines, internal pay equity and a competitive external market rate.
Bonus Awards	A one-time addition to pay. May not exceed the amount stated in policy without Council approval.
Incentive Awards	A one-time addition to pay based upon an approved incentive plan. May not exceed the amount stated in policy without Council approval.
Acting In	At least the minimum pay of the Acting In Grade. The amount of pay shall be evaluated based upon Pay Range Guidelines, internal pay equity and a competitive external market rate.
Career Mobility	The amount of pay shall be evaluated based upon Pay Range Guidelines, internal pay equity and a competitive external market rate.
In-Grade Advancement	Determined by In-Grade Advancement Plan, which is evaluated based upon Pay Range Guidelines, internal pay equity and a competitive external market rate.
Grade Advancement	At least the minimum pay of the new Grade. The Grade Advancement Plan shall be evaluated based upon Pay Range Guidelines, internal pay equity and a competitive external market rate.

# Salt Lake County Human Resources Policy 5-100: Pay And Employment Practices

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## **In-Grade Advancement Guidelines**

### **Purpose**

- The purpose of In-Grade Advancement is to provide upward pay mobility for employees within the same grade.

### **Establishing an In-Grade Advancement Plan**

- Proposed In-Grade Advancement Plans are submitted to the Human Resources Director or designee for final approval.
- In-Grade Advancement Plans shall be signed by the immediate supervisor, division director, department director/elected official, and the Human Resources Director or designee.
- In-Grade Advancement Plans shall provide a business justification that clearly demonstrates the added value to be provided to the organization by the employee upon completion of the plan.
- In-Grade Advancement Plans are evaluated based upon Pay Range Guidelines, internal pay equity and a competitive external market rate.

### **Evaluating an In-Grade Advancement Request**

- An In-Grade Advancement request shall be accompanied by a signed and completed In-Grade Advancement Plan.
- In-Grade Advancement requests will clearly describe the business justification including, but not limited to, how an employee has gained additional education, experience, certification, skill or competency that is directly related to furthering the objectives of the agency.
- The Human Resources Director or designee holds final approval authority for In-Grade Advancements.



# Salt Lake County Human Resources Policy 5-100: Pay And Employment Practices

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## Grade Advancement Guidelines

### Purpose

- The goal of Grade Advancement is to provide upward mobility for employees to move from a lower grade to a higher grade based on pre-approved advancement criteria.

### Definition

- A Grade Advancement is not a movement within a grade; rather it is advancing from one pay grade and job code to another and does not require a vacant position.
- Grade Advancement typically requires the attainment of an additional license, required certification, or specialized competency in order to meet the minimum qualifications of the next higher grade.

### Establishing a Career Progression path

- Agency administrators shall establish Grade Advancement plans by identifying the job codes to be included in the plan, clearly establishing minimum qualifications for each job, and submitting current job descriptions.
- Proposed Grade Advancement plans are submitted to the Human Resources Director or designee for final approval.

### Evaluating a Grade Advancement request

- Grade Advancement plans shall show a clear and standardized requirement for additional licensure, certification or specialized competency that allows the bearer to perform increasingly more complex and responsible actions, reflected in the minimum requirements and essential functions of the next higher grade. Some examples include:
  - o Engineering: Engineer in Training (EIT) → Fundamentals in Engineering → Professional Engineer.
  - o Nursing: Licensed Professional Nurse (LPN) → Registered Nurse (RN) → Advanced Practice Registered Nurse (APRN).



# Salt Lake County Human Resources Policy 4-200: Leave Practices

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## **Purpose**

This policy explains the circumstances under which an eligible employee may use the various types of paid and unpaid leave provided by Salt Lake County.

## **I. Policy**

Salt Lake County provides various types of paid and unpaid leave for an employee's absence from work for personal and professional reasons. Documentation supporting a request may be required at any time (i.e. military orders; funeral program for funeral leave). Leave under the [Family and Medical Leave Act \(FMLA\)](#), [Americans with Disabilities Act as Amended \(ADAA\)](#), Worker's Compensation and Long Term Disability are covered under separate policies.

## **II. Procedures**

### **A. Administrative Leave (Paid)**

1. An employee may be placed on administrative leave for the following purposes:
  - a. investigation, disciplinary, or organization needs
    - i. employees will be placed on administrative leave for no longer than is necessary for the agency to determine the employee's status
  - b. as a bonus reward for an employee
    - i. A bonus award in the form of administrative leave may not exceed 40 hours in aggregate over a calendar year.
    - ii. An employee is eligible for a bonus award for outstanding performance that has already occurred.
    - iii. Any administrative leave awarded must be used within a year of the date granted.
  - c. as recruitment incentive for a newly hired merit employee
    - i. A recruitment incentive for a new hire in the form of administrative leave may not exceed 120 hours in aggregate over a calendar year.
    - ii. A new hire is eligible for a recruitment incentive in the form of administrative leave during the first four years of employment.
    - iii. Any administrative leave awarded must be used within a year of the date granted.

B. If an employee has their service date adjusted to account for prior service, the adjusted service date shall be used for the purpose of determining vacation accrual.

C. Compensatory time will be granted in accordance with [HR Policy 5-300, Payroll](#).

### **D. Funeral Leave**

1. Employees in the following employment statuses are eligible for a paid funeral leave: 02 regular, 03 probationary, 04 provisional, 08 permanent part-time with benefits and 12 time limited appointed.
2. At the discretion of the administrator, funeral leave may be granted to make funeral arrangements, settle family affairs, attend the funeral or memorial service and for bereavement.



## Salt Lake County Human Resources Policy 4-200: Leave Practices

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3. The amount of funeral leave granted is at the discretion of the administrator based upon the employee's individual circumstances and the needs of the agency. The maximum time off for funeral leave is as follows:
  - a. Up to 40 work hours for immediate family which includes spouse, adult designee, child, ward, dependent child of an adult designee, parent, legal guardian, brother, sister, grandparent, grandchild, mother-in-law, father-in-law and step-relatives of the same order.
  - b. Up to 24 work hours that may be extended to 40 work hours for other family members who include uncle, aunt, nephew, niece, brother-in-law, sister-in-law, son-in-law and daughter-in-law.
  - c. Up to ten hours per calendar year for other relatives and friends. Hours not used in the calendar year will not be carried forward to the next year.
  - d. If additional time off is needed, an employee may request to use vacation, compensatory time or leave without pay.
  - e. In the event of a family member's death while an employee is on vacation, the employee's time off may be extended by the amount of funeral leave permitted by this policy if approved by the administrator.

### E. Holiday Leave

1. Employees in the following employment statuses are eligible for paid leave on holidays: 02 regular, 03 probationary, 04 provisional and 12 time limited appointed.
2. Employees in the following employment statuses are eligible for pro-rated paid leave on holidays based on the number of hours the employee is normally scheduled to work weekly (i.e. 20 hours per week = 4 hours paid leave; 30 hours per week = 6 hours paid leave): 04 provisional, and 08 permanent part-time with benefits.
3. A benefits eligible employee who works an alternative schedule is eligible for holiday pay based on the FTE held.
4. Employees in 05 temporary status are not eligible for paid leave on holidays.
5. To be eligible for holiday pay, an employee must be in an eligible pay status the last scheduled work day before the holiday is observed.
6. The following days are defined as legal holidays when most County government offices are closed:

a. The 1st day of January	New Year's Day
b. The 3rd Monday of January	Martin Luther King Day
c. The 3rd Monday of February-	President's Day
d. The last Monday in May	Memorial Day
e. The 4th day of July	Independence Day
f. The 24th day of July	Pioneer Day
g. The 1st Monday of September	Labor Day
h. The 11th day of November	Veterans Day
i. The 4th Thursday of November	Thanksgiving Day
j. The 4th Friday of November	Day after Thanksgiving
k. The 25th day of December	Christmas Day

## Salt Lake County Human Resources Policy 4-200: Leave Practices

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7. A holiday that falls on a Sunday will be observed on the following Monday. A holiday that falls on a Saturday will be observed on the preceding Friday.
  8. Employees required to work on holidays are paid in accordance with [HR Policy 5-100 Pay Practices](#).
  9. As holidays occur, the eligible employee will receive either a cash payment based on the FTE held or leave added to their holiday bank based on the FTE held.
  10. When employees record holiday on their time card, the hours will be deducted from the holiday bank.
  11. Employees may accrue up to 24 hours of holiday leave. Holiday leave will be audited annually at the conclusion of each employee's last full work cycle in July. Holiday leave exceeding 24 hours will be forfeited on August 1 of each year.
  12. Hours remaining in the holiday bank will be cashed out upon separation.
- F. Holiday Leave – Sheriff's Office Sworn Employees
1. Employees in the following employment statuses are eligible for 96 hours of holiday leave per calendar year: 02 regular and 03 probationary. The 96 hours of holiday leave is in lieu of the holidays listed in 4-200-II-D-6 and the personal preference holiday.
  2. The 96 hours of holiday leave will be divided equally between the 12 calendar months of the year. Employees are eligible to use eight hours of holiday leave at the beginning of each month.
  3. Employees who take 80 hours or more of leave without pay (LWOP) in one month will not be awarded holiday leave for the following month.
  4. Holiday hours will be prorated based on the number of months worked by an employee entering the Deputy Sheriff's Merit Commission (DSMC) system during the calendar year.
  5. Employees entering the DSMC system from the Career Service system will be awarded unused hours in the former position for the calendar year.
  6. Employees who work on holidays will be paid at straight time unless the requirements for overtime are met.
  7. Supervisors should allow for the scheduling of eight holiday hours off per month. Due to the difficulty in maintaining shift schedules for 24 hour coverage, holiday leave may be scheduled by the Sheriff's Office Divisions.
  8. Employees may accrue up to 24 hours of holiday leave. Holiday leave will be audited annually at the conclusion of each employee's last full work cycle in July. Holiday leave exceeding 24 hours will be forfeited on August 1 of each year.
- G. Jury and Witness Leave
1. Employees in the following employment statuses are eligible for a paid leave of absence for jury or witness duty in response to a subpoena or directive by the Federal Government, State of Utah or its political subdivisions: 02 regular, 03 probationary, 04 provisional, 08 permanent part-time, 09 part-time and 12 time limited appointed.
    - a. Sheriff's Office sworn employees in employment status 02 regular.
  2. Jury duty is an approved absence.
    - a. An employee will be granted paid time off for jury duty.
    - b. Scheduled work time may be spent traveling to and from jury duty.
    - c. An employee may keep income received from jury duty.



## Salt Lake County Human Resources Policy 4-200: Leave Practices

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3. Witness duty may be an approved absence if related to employment.
  - a. Traveling to and from employment-related witness duty.
  - b. An employee may keep income received from witness duty.
4. An employee subpoenaed for private litigation or by a party other than the Federal Government, State of Utah or its political subdivisions, to testify as an individual and not in a work-related official capacity, may request to use vacation or leave without pay.
- H. Leave Without Pay (Excluding Long Term Disability Applicants, Workers Compensation, Military Leave and Family and Medical Leave (FMLA))
  1. Employees in the following employment statuses may submit a written request for an unpaid leave of absence not to exceed 180 consecutive days in a 12 month period to the employee's supervisor: 02 regular, 08 permanent part-time and 09 part-time. The supervisor will submit a recommendation for approval of a request for leave without pay of more than 2 calendar days to their department director or elected official.
  2. An employee on leave without pay for more than a cumulative 30 calendar days does not accumulate retirement benefits and contributions to the employee's state Retirement Fund will not be made during the period of leave.
  3. An employee on leave without pay does not accrue sick or vacation leave.
  4. Insurance benefits for leave without pay of 30 or more consecutive days will be handled in accordance with [HR Policy 4-300 Insurance and Retirement Programs](#) and [HR Policy 4-900 Retirement Policy](#).
  5. An employee returning from leave without pay status will be reinstated in accordance with [HR Policy 2-700 Employment Practices](#).
- I. Military Leave
  1. Employees in the following employment statuses are eligible for a paid leave of absence for military duty: 02 regular, 03 probationary, 04 provisional, 08 permanent part-time and 12 time limited appointed.
  2. The employee may be granted up to a maximum of 15 working days (120 hours) per calendar year.
  3. If additional time off is required, the employee may use vacation or leave without pay.
  4. A copy of the military orders supporting the leave request will be submitted to the employee's Administrator before beginning leave. The agency will forward a copy of the military orders to the Human Resources Division for placement in the employee's official personnel file.
  5. Employees activated for military duty under the [Uniformed Services Employment and Re-Employment Rights Act \(USERRA\)](#) may be absent from employment for the period required by the official orders and as prescribed in the Act.
  6. An employee returning from active duty will be reinstated in accordance with [Uniformed Services Employment and Re-Employment Rights Act \(USERRA\)](#) and [HR Policy 4-300 Insurance and Retirement Programs](#) and [HR Policy 4-900 Retirement Policy](#).
- J. Sick Leave
  1. Employees in employment statuses 02 regular, 03 probationary, 04 provisional, 08 permanent part-time and 12 time limited appointed will accumulate sick leave according to the following formula:



## Salt Lake County Human Resources Policy 4-200: Leave Practices

- a.  $\text{Accrual} = \text{regular hours worked} \times (\text{times}) .04615$
  - b. A Multiple Jobs Employee accrues sick leave based upon the hours worked in the Primary Position and not the hours worked in a Subordinate Position or the hours worked for a Subordinate Agency.
2. There is no limit on the amount of sick leave that may be accrued and carried forward to succeeding years.
  3. Sick leave may be used for an employee's absence from work due to illness, injury, medical appointments and to care for an ill or injured immediate family member.
  4. Sick leave may be used after the employee has completed one month of employment.
  5. Sick leave may be used in increments of one quarter hour or more.
  6. Employees are not allowed to use sick leave for any period of time beyond or in advance of time already accrued.
  7. Holidays occurring while an employee is on sick leave are not deducted from accrued leave.
  8. Employees will report an intended absence to their supervisor prior to the beginning of their scheduled work day or following normal agency call-in procedures.
  9. Administrators are responsible for approving or denying sick leave requests and may require medical clarification of illness. Employees using five or more consecutive days of sick leave will be required to provide a note from a health care provider documenting the medical need for the absence.
  10. Employees who use little or no accrued sick leave during the calendar year will automatically have a portion of the unused sick leave converted to vacation in January of each year according to the following formula:
    - a.  $\text{Accrued Credit} - (\text{minus}) \text{Used Credit} - (\text{minus}) 64 \text{ Hours} = \text{Converted Credit}$ 
      - i. Employees may waive conversion of sick leave by submitting a written request to the Human Resources Division no later than December 15 of each year.
  11. Sick leave is not accrued when an employee is on leave without pay.
  12. When an employee transfers from one Agency to another, accrued sick leave will be transferred to the new Agency.
  13. Employees terminating County employment, for reasons other than retirement, will not be compensated for unused sick leave accumulated prior to the termination date.
  14. An employee may not donate sick leave to another employee
  15. Agencies may not require a minimum balance of accrued sick leave.
- K. Vacation and Personal Preference Day
1. Employees in statuses 02 regular, 03 probationary, 04 provisional, 08 permanent part-time and 12 time limited appointed will accrue vacation according to the following schedule:

COUNTY SERVICE	ACCRUAL
Service date through completion of the 8 <sup>th</sup> year	Regular hours worked x (times) .04615
After completion of the 8 <sup>th</sup> year through completion of the 16 <sup>th</sup> year	Regular hours worked x (times) .06923
After completion of 16 <sup>th</sup> year through end of employment	Regular hours worked x (times) .09231

## Salt Lake County Human Resources Policy 4-200: Leave Practices

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- a. A Multiple Jobs Employee accrues vacation leave based upon the hours worked in the Primary Position and not the hours worked in a Subordinate Position or for a Subordinate Agency.
  2. Vacation and the personal preference day may be used after the employee has completed one month of employment.
  3. Vacation may be used in increments of one quarter hour or more.
  4. Personal Preference Day
    - a. Employees eligible to accrue and use vacation are eligible to use a personal preference day based on FTE.
      - i. Employees may take the Personal Preference Day at their discretion with supervisor approval.
      - ii. The Personal Preference Day may not be taken in increments (i.e., a .75 FTE may take one 6 hour Preference Day, not two 3-hour Preference Days).
    - b. Preference days are not cumulative and will be forfeited if not used within the calendar year.
  5. Employees must request approval to use accrued vacation from their supervisor prior to scheduling.
  6. Administrators will encourage employees to use accrued vacation and to arrange work schedules so that employees may take vacations at times convenient for them as well as for the County.
  7. Holidays occurring while an employee is on vacation are not deducted from accrued vacation.
  8. Employees are not allowed to use vacation for any period of time not currently documented in the payroll system.
  9. No more than 40 days (320 hours) of unused accrued vacation will be carried from one year to the succeeding year (use or lose).
  10. Vacation is not accrued when an employee is in leave without pay status.
  11. An employee may not receive cash payment of vacation accruals until separation from employment.
  12. Vacation accrued at the time an employee terminates will be paid in accordance with HR Policies [2-800 Resignation and Exit Interviews](#); [4-300 Insurance and Retirement Programs](#); and [4-900 Retirement Policy](#).
  13. Agencies may not require a minimum balance of accrued vacation leave.
- L. Voluntary Furlough
1. Employees in the following employment statuses are eligible to participate in the voluntary furlough program: 02 regular, 03 probationary, 04 provisional, 08 permanent part-time, 09 part time, 12 time limited appointed and 95 appointed.
  2. The Voluntary Furlough Program is available only when authorized for budget-required reasons by the County Council.
  3. Employees in the following employment statuses must have a combination of 80 hours of accrued vacation and sick leave before the voluntary furlough is approved and taken: 02 regular, 03 probationary, 04 provisional and 08 permanent part-time.
  4. Voluntary furlough leave is approved in the same manner as vacation and sick time.



## Salt Lake County Human Resources Policy 4-200: Leave Practices

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5. An employee may take no more than 30 voluntary furlough days per calendar year and no more than ten consecutive voluntary furlough days at a time.
  6. Voluntary furlough leave is recorded as leave without pay.
  7. Employees designated as Fair Labor Standards Act (FLSA) non-exempt may take furlough as a normal scheduled work day or partial day; a partial day is considered to be one-half the employee's normally scheduled work day.
  8. Employees designated as FLSA exempt may take furlough in full day increments and do not lose their exempt status except for the workweek in which the furlough occurs.
    - a. An FLSA exempt employee will not perform any work related tasks while on furlough.
    - b. An FLSA exempt employee will not work more than 40 total hours including regular hours and furloughed hours during a workweek.
  9. Employees cannot use leave time or work extra hours during a work week to cover furlough time.
  10. Employees cannot use furlough time as part of an approved leave without pay or for a disciplinary suspension.
  11. An employee who elects to include a legal holiday as part of the Voluntary Furlough Program will not be paid for the designated legal holiday(s).
  12. Employees approved for furlough receive the same benefits available under this policy, HR Policy [4-300 Insurance and Retirement Programs](#), and HR Policy [4-900 Retirement Policy](#) at a reduced rate.
  13. Voluntary furlough is not considered a break in service requiring a service date adjustment.
  14. No overtime costs or the use of temporary employees will be used or incurred as a result of granting a furlough.
  15. The Human Resources Division will develop and distribute a [form](#) for participating agencies to document the terms of the voluntary furlough program.
  16. Employees paid by a funding source other than the County will only be granted furlough time consistent with the terms and conditions of the funding source.
- M. Unauthorized Leave
1. Any other absence not covered above and approved by the agency may be designated as unauthorized leave without pay and could result in discipline.
- N. Intra-County Transfer
1. A transferred employee keeps all accrued annual and sick leave.
  2. A non-exempt transferred employee shall have their accrued compensatory time either cashed out prior to the transfer or transferred with the employee if approved by the receiving agency's discretion.
- O. Inter-Jurisdictional Transfer
1. An employee directly transferred from a comparable public merit system without a competitive process automatically have their service date adjusted to reflect all previous comparable public merit service.
- P. Prior Public Merit Employee
1. An employee of who was previous employed by a comparable public merit system may apply to have their service date adjusted to reflect all previous comparable public merit system employment.



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## III. References

- A. Utah Code 63.13.2 as amended, 2000
- B. Uniformed Services Employment & Re-employment Rights Act, 1994; 38 U.S.C.; 4301-4333
- C. Utah Code 39.1.36 as amended, 1989
- D. Human Resources Policy:
  - 1. 1-200, General Definitions
  - 2. 2-100, Employment Status
  - 3. 2-800, Resignation
  - 4. 4-400, Workers' Compensation
  - 5. 4-600, Family and Medical Leave (FMLA)
  - 6. 4-800, Service Awards
  - 7. 5-100, Pay and Employment Practices

APPROVED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

**SALT LAKE COUNTY COUNCIL**

By \_\_\_\_\_  
Steve Debry, Chair

ATTEST:

\_\_\_\_\_  
Sherrie Swensen  
County Clerk

Approved as to form and legality:

\_\_\_\_\_  
Zachary L. Lancaster  
Deputy District Attorney  
Date: \_\_\_\_\_

Voting:

Council Member Bradley voting	_____
Council Member Bradshaw voting	_____
Council Member Burdick voting	_____
Council Member DeBry voting	_____
Council Member Granato voting	_____
Council Member Jensen voting	_____
Council Member Newton voting	_____
Council Member Snelgrove voting	_____
Council Member Wilson voting	_____