

Mayor's Office: Council Agenda Item Request Form

This form and supporting documents (if applicable) are due the Wednesday before the COW meeting by noon.

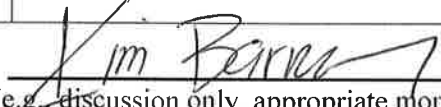
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Date Received

(office use)

Date of Request	5.15.18
Requesting Staff Member	Michael Ongkiko
Requested Council Date	5.22.18
Topic/Discussion Title	HR Policy Amendments, County-Wide Policy Amendments- Charitable Solicitation of County Employees and update on Sexual Harassment Prevention
Description	<ul style="list-style-type: none">• HR Policy Revision Review<ul style="list-style-type: none">• 1-200 Definitions• 2-100 Employment Status• 4-200 Leave Practices• 4-300 Insurance & Retirement Programs• 5-100 Pay Practices• 6-200 Training & Training Repayment• 6-300 Tuition Reimbursement Program• County-wide Policy<ul style="list-style-type: none">• Charitable Solicitation of County Employees• Update on Sexual Harassment Prevention<ul style="list-style-type: none">• Toolkit• Website reporting mechanism.
Requested Action ¹	Discussion and Approval
Presenter(s)	Michael Ongkiko/Nilsa Carter
Time Needed ²	25 minutes
Time Sensitive ³	
Specific Time(s) ⁴	
Will You Be Providing a PowerPoint	X <input type="checkbox"/> Yes <input type="checkbox"/> No
Will You Be Providing Back-Up Documentation or Handouts?	<input type="checkbox"/> Yes x <input type="checkbox"/> No

Mayor or Designee approval:



¹ What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms. ² Assumed to be 10 minutes unless otherwise specified. ³ Urgency that the topic to schedule on the requested date. ⁴ If important to schedule at a specific time, list a few preferred times.

Salt Lake County Human Resources Policy 1-200: Definitions

Purpose

To define and clarify the terminology used in the Human Resources Policies. NOTE: Policy references at the end of each definition are indicated in parentheses.

The following Human Resources Policy Definitions are applicable to all County Human Resources Policies and Procedures and are not intended to have any effect on County-wide Policies or internal agency policies.

ABUSE/MISUSE: Abuse is the use of either an illegal substance or controlled substance obtained without a prescription for other than medicinal purposes; the inappropriate use of drugs obtained by prescription; or the inappropriate use of legally obtained alcohol products or over-the-counter medications. (Alcohol and Drug Screening, Testing and Treatment)

ACA: The Patient Protection and Affordable Care Act.

ACTING IN: Temporary assignment of a merit employee to an allocated, higher grade position.

ACTIVE DUTY: Time served on active military duty as defined under the Utah Code Annotated, 71-10-1, 71-10-2 and 71-10-3, "Veterans Preference" which does not include active duty for training, initial active duty for training or inactive duty for training. (Recruitment and Selection)

ACTUAL HOURS WORKED: The time an employee is required to be on duty performing job-related activities on the employer's premises or at an alternate work location. (Pay and Employment Practices)

ACTUAL HOURS WORKED (FMLA): Hours actually worked on the job 1) does not include any type of paid or unpaid leave time (e.g. sick, vacation, compensatory time off, paid administrative leave, incentive leave, paid county holidays, Workers Compensation, etc.); 2) does include military service time (active duty and reserve) that occurs during the employee's normally scheduled work hours; and 3) overtime calculated as straight time. (Family and Medical Leave)

ADDITIONAL PAY: Pay in addition to an employee's base pay including, but not limited to, incentive awards, bonus plans, differential pay, acting in pay, and career mobility pay.

ADJUSTED SERVICE DATE: The date a merit employee began employment with Salt Lake County which is increased or decreased by: 1) the amount of time during which the employee was not employed by Salt Lake County, 2) the amount of cumulative time in excess of 30 days each calendar year in which the employee was on leave-without-pay status (except for workers' compensation or military leave) 3) the certified and accepted time worked in another comparable public merit system and 4) the amount of time granted a Sheriff's Office sworn employee for all qualifying outside public safety credit applicable to his/her current category. (Pay and Employment Practices; Leave Practices)

ADMINISTRATIVE LEAVE: A paid leave of absence which may be authorized and granted to employee(s) by the Mayor or an Administrator that is inclusive of emergency leave, leave for purposes of employee

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safety during major storms, power outages, etc., leave pending an administrative review or investigation, or any other situation which is deemed to be in the best interest of the County. (Leave Practices)

ADMINISTRATOR: Any person who has responsibility for the operation of an agency or their official designee.

ADULT DESIGNEE: An individual who is not the spouse of an employee, has resided in the same domicile with the eligible employee for at least the past twelve consecutive months and intends to remain so for a period of time, is at least eighteen years of age, and is directly dependent upon or interdependent with the employee sharing a common financial obligation. (Leave Practices; Family and Medical Leave; Insurance and Retirement Programs)

AGENCY: An administrative unit of Salt Lake County government. An agency is an Elected Office, Department or a Division.

AGENCY PERSONNEL FILE: Employee unofficial file kept at the division level containing the immediate supervisor's record on employee performance and/or other employment related matters. (Personnel Records)

ADA - ADAA: Americans With Disability Act (as amended). (Reasonable Accommodations; Long Term Disability; Return to Work After Injury or Illness)

ANNUAL PERFORMANCE APPRAISAL: A formal (regular) performance evaluation conducted by the employee's supervisor once a year at the end of the rating period. (Performance and Development)

APPLICANT: Any person who has filed an official Salt Lake County Application for employment for a position of which recruitment has been announced. (Recruitment and Selection)

APPLICANT LIST: A list of all persons who apply for a job through Human Resources official application process. (Recruitment and Selection)

APPOINTED EMPLOYMENT: Employment status which does not comprise tenure in the career service as defined in the County Personnel Management Act; UCA, 17-33-1, inclusive of temporary, exempt appointed and other seasonal employment statuses. (Employment Status; Allocation and Classification of Merit Positions; Pay and Employment Practices)

APPOINTED NON-MERIT: Appointed employees include department directors, chief deputies, administrative assistants or other positions exempt under the Personnel Management Act, state law or approved by the Career Service Council. (Employment Status; Tuition Reimbursement)

ASSIMILATION: The transfer of a function or service to the County which may include the transfer of employees. (Pay and Employment Practices)

AT WILL: Means an employee can be terminated at any time for any reason, except an illegal one, or for no reason. (Employment Status)

BACKGROUND CHECK: Any investigation designed to reveal any criminal history of a candidate, an employee, or a volunteer. (Background Check Requirements; New Hire Requirements)

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BACKGROUND CHECK FOR DESIGNATED POSITIONS: The list of designated positions within Salt Lake County that are subject to a background check. The list will distinguish between those positions for which the County may request a background check, and those positions for which the candidate, employee, or volunteer must obtain their own background check. (New Hire Requirements; Background Check Requirements)

BASE PAY: An employee's monetary pay that does not include benefits or Additional Pay.

BENEFITS ORIENTATION: A mandatory training for newly hired employees regarding matters such as health, dental, life insurance, retirement and other benefits. (New Hire Requirements)

BONUS AWARD: a discretionary award given to an employee for outstanding performance that has already occurred. (Pay and Employment Practices)

CALENDAR DAYS: Consecutive days including Saturdays, Sundays and legal holidays. If a deadline falls on a Saturday, Sunday or legal holiday, the deadline becomes the next County working day.

CALL-BACK: A circumstance when an FLSA non-exempt/covered employee leaves their work site and is subsequently required by the agency administrator to report back to work prior to their normally scheduled shift. Call back is not applicable for those situations when an employee continues a shift. (Pay and Employment Practices)

CANDIDATE: An applicant who is being considered for a job; a person applying for a designated position. (New Hire Requirements)

CAREER MOBILITY ASSIGNMENT: Assignments designed to increase employee skills through a temporary assignment in another section, division, department or Elected Office of the County, other public jurisdiction. (Pay and Employment Practices)

CAREER SERVICE COUNCIL APPEAL: A written request for a formal review by the Career Service Council initiated by the party dissatisfied with the decision of an Administrator. (Recruitment and Selection; Grievance Procedure; Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

CAREER SERVICE POSITION: Any position in the County service except those exempted under Utah Code Section [17-33-8](#) and those covered by the Deputy Sheriffs Merit System under Utah Code [17-30](#).

CERTIFICATION OF ELIGIBLES: A list of qualified applicants certified from a merit employment or open recruitment register who are eligible to be hired. (Recruitment and Selection)

CERTIFIED APPLICANT LIST: A list of the top ranked qualified applicants that are to be interviewed by the hiring agency. (Recruitment and Selection)

CHILD/DEPENDENT CHILD OF ADULT DESIGNEE (FMLA): 1) A son or daughter under age 18 or age 18 or older and 'incapable of self-care because of a mental or physical disability' which includes biological, adopted, foster or stepchild, a legal ward, or a son or daughter of a person standing in loco parentis. 2) A son or daughter of a covered service member, as defined in 1, who is of any age. (Family and Medical Leave)

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CLASSIFICATION: A grouping of positions sufficiently similar to be compensated at the same pay range. The positions are listed/allocated under the same title and grade. (Allocation and Classification of Merit Positions)

CLASSIFICATION APPEAL: A written request for a formal review by the Classification Staff initiated by the party dissatisfied with the decision of the Human Resources Division. (Allocation and Classification of Merit Positions)

CLASSIFICATION HEARING OFFICER: A non-County employee under contract to Human Resources with demonstrated classification expertise. (Allocation and Classification of Merit Positions)

CLASSIFY: The process of assigning a grade, title and FLSA status to a position based on a review by the Human Resources Division. (Allocation and Classification of Merit Positions)

COBRA: Consolidated Omnibus Budget Reconciliation Act of 1986. The federal health care continuation law which requires an employer to offer employer-provided health and dental coverage to employees and their dependents losing coverage due to termination of employment or other qualifying events. (Insurance Eligibility).

COMMERCIAL DRIVERS LICENSE (CDL): Type of license required to operate a commercial vehicle. (CDL Alcohol and Drug Screening, Testing and Treatment)

COMPARABLE PUBLIC MERIT SYSTEM: Another governmental entity which includes 1) a grievance process 2) a system in which recruiting, selecting, and advancing employees is done on the basis of their relative ability, knowledge, and skills.. (Pay and Employment Practices)

COMPENSATION (gross): All remuneration for employment paid to an employee. (Pay and Employment Practices)

COMPENSATORY TIME OFF: Paid leave that is granted to FLSA non-exempt employees in lieu of payment at one and one-half hour for each hour worked over 40 in the workweek. (Pay and Employment Practices)

CONTINGENCY OPERATION (FMLA): A military operation that: 1) is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or 2) Results in the call, order to, or retention on active duty of members of the uniformed services under 10 U.S.C. 688, 12301(a), 12302, 12304(a), 12305, or 12406 and Chapter 15 or any other provision of law during a war or during a national emergency declared by the President or Congress. (Family and Medical Leave)

COUNCIL (County Council): The elected legislative body of Salt Lake County, Utah.

COUNTY BENEFITS: All benefits in addition to FICA, Unemployment Insurance, Workers Compensation and retirement. (New Hire Requirements)

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COURT COMPENSATION: Compensation and/or leave granted to a Sheriff's Office sworn employee required to attend court or an official hearing as a witness and subpoenaed by a governmental agency. (Pay and Employment Practices)

DEMOTION: a disciplinary change from one position to another position that results in a reduction in grade and/or pay. (Discipline)

DEPARTMENT: The major governmental agencies of Salt Lake County Government which are: Administrative Services, Community Services, Human Services, ~~and~~ Public Works, and Regional Transportation, Housing, and Economic Development.

DEPARTMENT TRANSFER: A non-disciplinary move of a merit employee within a department or elected office. A transfer may be at the same or higher grade. (Pay and Employment Practices)

DESIGNATED POSITIONS: Safety sensitive positions or regular positions requiring a criminal background check in accordance with State Statute or County Ordinance. (Background Check Requirements)

DESIGNATED WORK SCHEDULE: Hours established under the telecommuting agreement when the employee will be available and at the designated work site doing County work. (Work Hours, Telecommuting and Remote Access)

DESIGNEE: A person who is designated to respond in the absence of the Administrator.

DISABILITY (AMERICANS WITH DISABILITY ACT / SECTION 504 REHABILITATION ACT – ADAA): A physical or mental impairment that substantially limits one or more of the major life activities; a person having a record of such impairment; or a person regarded as having such impairment. (Reasonable Accommodations)

DISABLED VETERAN: An individual who has served on active duty in the Armed Forces, who has been separated or retired under honorable conditions and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the federal Department of Veterans Affairs or a military department. (Recruitment and Selection)

DISCRIMINATION: Any adverse employment action taken based upon an employee, applicant, or volunteer's race, color, national origin, religion, age, disability, genetic information, gender, gender identity, pregnancy, sexual orientation, marital status and military or veteran status. Sexual harassment is a form of discrimination and will not be tolerated. (Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

DRUG TESTING: The scientific analysis for the presence of drugs and/or their metabolites in the human body. (Alcohol and Drug Screening, Testing and Treatment; CDL Alcohol and Drug Screening, Testing and Treatment)

DRUGS: Any chemical substance ingested into the body including, but not limited to illegal drugs, controlled substances and legal medications, whether prescription or not, which affect a person's motor skills, concentration, alertness or any other aspect of the normal performance of job duties. (Alcohol and Drug Screening, Testing and Treatment; CDL Alcohol and Drug Screening, Testing and Treatment)

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EARLY RETIREE: An employee that has qualified under the guidelines of the Utah State Retirement System(s) for retirement benefits and is under the age of 65. (Insurance and Retirement Programs)

EEO MANAGER: The individual designated by Salt Lake County to monitor Pay and Employment Practices in respect to equal employment opportunity and affirmative action and enforce County policy prohibiting discrimination and reprisal. (Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

ELIGIBLE EMPLOYEE: An employee compensated by Salt Lake County in the following employment statuses: 02 Regular; 04 Provisional; 08 Permanent Part-Time; 12 Time Limited Appointment; 91 Justice Court Judges; 95 Appointed Non-Merit; 97 Elected Official. (Retirement; Long Term Disability; Insurance and Retirement Programs).

ELIGIBLE EMPLOYEE (FMLA): An employee who has worked for Salt Lake County for: 1) at least twelve months, which does not need to be consecutive, and 2) has accrued a minimum of twelve hundred and fifty (1,250) actual hours worked in the last twelve months. (Family and Medical Leave)

ELIGIBLE EMPLOYEE'S FAMILY MEMBERS (20% DISCOUNT AT COUNTY FACILITIES): Dependents as defined for the purposes of I.R.S, personal income taxation. (20% Employee Discount at County Facilities)

EMPLOYEE: All persons working for and compensated by Salt Lake County excluding volunteers, board appointments or those persons hired under another federal or state program.

EMPLOYMENT STATUS: The assignment of an employee to an employment status including, but not limited to, regular, merit probation, provisional, temporary, part-time merit employment with County benefits, part-time merit employment without County benefits, intern, reserve deputies, appointed, federal man-power, and elected. (Employment Status)

ESSENTIAL FUNCTIONS: Job tasks that are indispensable to a position as opposed to tasks that are marginal, not critical, and not frequently performed. (Reasonable Accommodations)

EXIT INTERVIEW: An interview conducted by the Human Resources Division prior to separation (Exit Interview; Resignation; Retirement)

FAMILY AND MEDICAL LEAVE ACT (FMLA): A federal law that provides qualifying employees with up to 12 work weeks of unpaid, job-protected leave in a rolling 12-month period for specified family and medical reasons and up to 26 work weeks of unpaid, job protected leave to care for an ill or injured covered service member. (Family and Medical Leave)

FLEX-TIME: An alternative work schedule within the County's Standard Work Week or approved alternative work week that is approved by an administrator. (Work Hours, Telecommuting and Remote Access)

FLSA: Fair Labor Standards Act. (Pay and Employment Practices; Allocation and Classification of Merit Positions; Sworn Employees Overtime)

Salt Lake County Human Resources Policy 1-200: Definitions

FLSA NON-EXEMPT EMPLOYEES: Employees covered by the overtime and minimum wage provisions of the Fair Labor Standards Act (FLSA). (Pay and Employment Practices; Allocation and Classification of Merit Positions)

FLSA EXEMPT EMPLOYEES: Employees holding an executive, administrative, or professional position that is not covered by the overtime provisions of the Fair Labor Standards Act (FLSA). (Pay and Employment Practices; Employment Status; Allocation and Classification of Merit Positions; Sworn Employees Overtime)

FMLA: Family and Medical Leave Act.

FTE: Full-time equivalency based on the number of hours an employee is regularly scheduled to work in a standard workweek, divided by 40 hours. For example: 32 scheduled/40 full time = .80 FTE. (Leave Practices)

FULL-TIME EMPLOYEE: An employee who works an average of 30 hours or more per week or an average of 130 hours or more per month over the ACA measurement period. (Employment Status)

FUNERAL LEAVE: A paid leave of absence granted to certain categories of employees who have experienced the death of a member of their immediate family, other relative or a close friend as defined in policy. (Leave Practices)

GENETIC INFORMATION: Information about an individual's genetic tests, the genetic tests of family members of such individual and the manifestation of a disease or disorder in family members of such individual. (Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

GRADE: the range of pay for a specific grouping of positions.

GRADE ADVANCEMENT: an approved classification series through which an employee will move to a higher grade based on upon pre-approved advancement criteria. (Pay and Employment Practices)

GRIEVANCE: Formal notice of a merit employee's dissatisfaction with a decision of supervisory personnel regarding matters such as discipline, performance appraisal rating, performance standards, and violations of policy. (Grievance Procedures; Discipline)

GROSS EARNINGS: The combined total of an employee's wages, benefits, bonuses and reimbursements. (Worker's Compensation)

HARASSMENT: Any unwelcome or unsolicited derogatory terms, comments, jokes, innuendos, other verbal, visual or physical conduct based upon race, color, national origin, religion, age, disability, genetic information, gender, gender identity, pregnancy, sexual orientation, marital status and military or veteran status that unreasonably interferes with an employee's working conditions. (Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

HEALTH CARE PROVIDER (FMLA): Doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, clinical social workers, optometrists, chiropractors, nurse practitioners, nurse midwives, clinical social workers, and physician assistants who are authorized to practice medicine and are performing within the scope of their practice under state law or; health care providers in a country other

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than the United States, who are authorized to practice in accordance with the laws of that county and are performing within the scope of their practice under such law; Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or any health care provider recognized by Salt Lake County's group health plans' providers. (Family and Medical Leave)

HIRING AUTHORITY: Any person in any County organization who is responsible for the selection of individuals to fill job vacancies. (Recruitment and Selection)

HOLIDAYS: The designated days when most County offices are closed to commemorate Federal and State historical events and activities. (Leave Practices)

HOLIDAY PAY: Compensation with paid time off or actual cash payment for the eleven County holidays. (Pay and Employment Practices)

IMMEDIATE FAMILY (Excluding FMLA): Wife, husband, son, daughter, ward, mother, father, brother, sister, mother-in-law, father-in-law, grandparent, legal guardian, grandchild, adult designee and dependent children of an adult designee and includes step-relatives of the same order. (Leave Practices)

IMMEDIATE FAMILY (FMLA): Spouse; child (biological, adoptive, step or foster child, legal ward or a child of a person standing in loco parentis) who is under the age of 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence; parent (biological, adoptive, step or foster parent, legal guardian, or individual who stood in loco parentis); adult designee; a dependent child of an adult designee. (Family and Medical Leave)

IMMEDIATE FAMILY (FMLA - Military Caregiver Leave): Spouse; child (biological, adoptive, step or foster child, legal ward or a child of a person standing in loco parentis) of any age; parent (biological, adoptive, step or foster parent, legal guardian, or individual who stood in loco parentis); adult designee; a dependent child of an adult designee; or next-of-kin. (Family and Medical Leave)

INCENTIVE PLAN: A plan that sets out performance measurement criteria, and their accompanying incentives, prior to the performance taking place. (Pay and Employment Practices)

INDIVIDUALS WITH DISABILITIES: An individual with a physical or mental impairment that substantially limits one or more of the major life activities or major bodily functions; a person having a record of such impairment; or a person regarded as having such impairment. (Recruitment and Selection; Reasonable Accommodations)

INEFFICIENCY: Wastefulness of government resources including, but not limited to, time, money, or other resources or failure to maintain the required level of performance. (Standards of Conduct)

IN-GRADE ADVANCEMENT: An increase in base pay within a grade when an employee has demonstrated new skills, knowledge or competencies related to their position. (Pay and Employment Practices)

INSUBORDINATION: Disobedience of a reasonable order issued by any superior within the employee's chain of command, willfully refusing or failing to follow instructions or perform designated work. (Standards of Conduct)

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INTER-JURISDICTIONAL TRANSFER: The transfer of a current employee of a comparable public merit system without requiring a competitive process. (Pay and Employment Practices)

INTERNSHIP: A paid or unpaid opportunity to learn a profession or trade during a defined period of time.

INTRA-COUNTY TRANSFER: The transfer of a current county employee between agencies. (Pay and Employment Practices)

INVOLUNTARY SEPARATION: The separation of employment of an employee for cause. (Discipline)

INVOLUNTARY REASSIGNMENT: a non-disciplinary change from one position to another position that has the same grade and pay. (Pay and Employment Practices)

JOB REQUIREMENTS: The minimum qualifications and duties outlined in the job description. (Recruitment and Selection; Allocation and Classification of Merit Positions)

JURY/WITNESS LEAVE: A paid leave of absence granted to certain categories of employees in response to a subpoena or direction by a proper authority for the purpose of appearing as a witness or a juror for the federal government, State of Utah, or political subdivision thereof. (Leave Practices)

LEAVE WITHOUT PAY: An unpaid leave of absence granted to certain categories of employees for educational pursuits, military duty, family care, medical reasons or other circumstances. (Leave Practices)

LEAVE YEAR (FMLA): 1) The 12-month period measured from the date the employee began using FMLA leave; 2) FMLA Military Caregiver Leave – a separate 12-month period measured forward beginning with the first day of military caregiver leave. (Family and Medical Leave)

LIGHT OR RESTRICTED DUTY: A temporary adjustment of job tasks or duties assigned when an employee is physically or mentally unable to perform regular job duties due to a temporary disability. (Return to Work After Injury or Illness)

LONG TERM DISABILITY: The complete inability, due to injury or illness, to engage in the employee's regular occupation during the three month elimination period and the first 24 months of disability. Thereafter total disability means the complete inability, based solely on physical impairment(s), to engage in any gainful occupation which is reasonable, considering the employee's education, training and experience. (Insurance Eligibility)

MAJOR LIFE ACTIVITY: Activities that an average person can perform with little or no difficulty, such as walking, hearing, speaking, breathing, performing manual tasks, seeing, learning, caring for one's self, standing, and working. (Reasonable Accommodations)

MARKET ADJUSTMENT: A change in base pay due to a change in the competitive external market rate for the position. (Allocation and Classification of Merit Positions)

MAYOR: The chief executive officer (or designee) of Salt Lake County charged with ensuring the day-to-day administration of County government. (Leave Practices)

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MEDICAL REVIEW OFFICER (MRO): A licensed physician who has received training in the field of substance abuse disorders and their treatment. (Alcohol and Drug Screening, Testing and Treatment; CDL Alcohol and Drug Screening, Testing and Treatment)

MENTAL IMPAIRMENT: Any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. (Reasonable Accommodations)

MERIT DATE: The date upon which a merit employee reaches merit status. (Pay and Employment Practices)

MERIT EMPLOYEE: An employee who has been hired under provisions of the County Personnel Management Act as a Merit employee in Salt Lake County, who has also completed a required merit probationary period and is therefore entitled to all merit system benefits appropriate to hours worked. (Employment Status)

MERIT PROBATION EMPLOYEE: An employee who has been hired under the provisions of the County Personnel Management Act as a merit employee of Salt Lake County, who is serving the required probationary period before obtaining full rights and privileges of a merit employee. (Employment Status)

MERIT PROBATION (SHERIFF'S OFFICE SWORN EMPLOYEE): A probationary period required of all newly hired employees in an entry level category. The probationary period includes time spent after hire to obtain required P.O.S.T. certifications, plus an additional nine months following certification. (Employment Status)

MILITARY CAREGIVER LEAVE (FMLA): Leave without pay for a period of twenty-six weeks or less granted to eligible employees to care for a covered service member. (Family and Medical Leave)

MILITARY LEAVE: A paid leave of absence, not to exceed fifteen working days per year (120 hours), granted to certain categories of employees in response to an order requiring the attendance of an employee for military duty. (Leave Practices)

MILITARY LEAVE WITHOUT PAY: Unpaid military leave to serve in the uniformed services as required under the Uniformed Services Employment and Re-employment Rights Act, (38 U.S.C. Section 4303 (13 and 16)). (Leave Practices)

MISCONDUCT: Any violation of the Standards of Conduct Policy, County Policies, County Ordinance, or State Statute. (Standards of Conduct)

MULTIPLE JOBS EMPLOYEE: an employee who works in more than one position or for more than one agency.

NEW HIRE ORIENTATION: A mandatory briefing for newly hired employees. Topics covered include Salt Lake County policies, procedures, sexual harassment, and employee rights, responsibilities, etc. (New Hire Requirements)

NEXT-OF-KIN (FMLA): Blood relatives other than immediate family members, as defined for Military Caregiver Leave, in the following order of priority: a blood relative designated in writing by the covered service member as the nearest blood relative for FMLA Military Caregiver Leave, blood relatives who have

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been granted legal custody, brothers, sisters, grandparents, aunts, uncles, and first cousins. (Family and Medical Leave)

NON-PUBLIC INFORMATION: Information not subject to public disclosure requirements of the Government Records Access and Management Act. (Personnel Records)

NOTIFICATION AND WAIVER FORM: A form created by the Human Resources Division designed to notify a person a background check is going to be performed, to identify the person(s) who will view the information, and to describe how the background check information will be used. (New Hire Requirements; Background Check Requirements)

ON-CALL: As mandated by the administrator, on-call is time spent beyond an FLSA non-exempt/covered employee's regular work schedule, where an employee is required to carry a cellular telephone or leave word with the administrator as to where he or she can be reached in the event the employee is directed to return to work. (Pay and Employment Practices)

OPEN RECRUITMENT REGISTER: A merit employment register that does not expire, for which periodic or continuous recruitment occurs to maintain an adequate number of available applicants. (Recruitment and Selection)

OUTSIDE PUBLIC SAFETY CREDIT: A credit calculated at one-half credit, rounded to the nearest whole year that is granted for qualifying outside public safety experience applicable to a Sheriff's Office sworn officer that is used for pay and promotional testing. (Pay and Employment Practices)

OVERTIME: The hours Fair Labor Standards Act (FLSA) non-exempt employees work over 40 in a workweek or the hours Sheriff's Office Sworn Officers work in excess of a designated and assigned work-cycle. (Pay and Employment Practices; Sworn Employee Compensation)

OVERTIME PAY: Cash payment of overtime at a rate of one and one half times the employee's regular rate of pay. (Pay and Employment Practices; Sworn Employee Compensation)

PAID INTERN: An intern who works under the supervision of a skilled employee while learning a profession or trade for a defined period of time. A paid intern may be affiliated with a school contract and/or receive academic credit, but it is not required. A paid Intern is an employee under FLSA regulations. A paid Intern is not a merit employee, but rather an "at will" employee.

PARENT: A biological or adoptive parent or an individual who stands or stood in place of a parent to an employee when the employee was a child. It does not include parent "in law." (Leave Practices; Family and Medical Leave)

PART-TIME EMPLOYEE: An employee who works an average of 29 hours or less per week or an average of 129 hours or less per month over the ACA measurement period. (Employment Status)

PAYDAY: Will normally be the seventh and the twenty second of each month. If a payday falls on a weekend or holiday then the payday will be the preceding workday. (Payroll)

PAYROLL PERIOD: Either the 1st through the 15th or the 16th through the last day of the month. (Payroll)

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PAYROLL UNIT: An agency or sub-unit of an agency identified by an organizational code. (Payroll)

PRE-EMPLOYMENT MEDICAL EXAMINATION (Sheriff's Office Sworn Employees): A medical examination that includes the completion of a medical history form by the potential employee or current employee and a physical examination by a County designated medical doctor that will evaluate the individual's fitness for duty. (New Hire Requirements)

PERFORMANCE EXPECTATIONS: Written description of the work behavior necessary for adequate performance of each significant job task or objective in the employee's position description. (Performance and Development Process)

PERSONAL PREFERENCE DAY: A personal day of leave, based on FTE, identified by the employee subject to supervisor approval. (Leave Practices)

PERSONNEL FILE (AGENCY): Employee file maintained in an agency containing copies of employee records and/or other unofficial related information. (Personnel Records)

PERSONNEL FILE (OFFICIAL): The employee official personnel file maintained by the Human Resources Division pursuant to the County Personnel Management Act which contains all employment records and documents relating to qualification for employment, employment history, performance data, employment status, pay history, commendation and discipline records and other records legally and administratively required. (Personnel Records)

POLITICAL ACTIVITIES: Activities that are directly related to partisan politics and non-partisan electoral functions such as campaigning, fundraising, political speeches, running for office, initiatives, referendums, etc. (Political Activities)

POSITION: Any combination of duties and responsibilities, assigned by an Administrator and supervisor, to be performed by one person. A position may be full or part-time, filled or vacant. (Allocation and Classification of Merit Positions)

POSITION ALLOCATION: Assignment of a position to a payroll unit by the Human Resources Division subsequent to authorization and notification from the Council. (Allocation and Classification of Merit Positions)

POSITION DESCRIPTION: A written statement describing the objectives and tasks of a position along with the minimum qualifications required to perform the duties of the job. (Allocation and Classification of Merit Positions; Recruitment and Selection; Reasonable Accommodations)

PREFERENCE ELIGIBLE VETERAN: Any individual who has served on active duty in the Armed Forces for more than 180 consecutive days; or members of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized; disabled veterans with any percentage of disability; purple heart recipients or retired members of the armed forces who retired below the rank of major or its equivalent. (Recruitment and Selection)

PREFERENCE ELIGIBLE SPOUSE: The spouse, widow or widower of a preference eligible veteran who has not remarried. (Recruitment and Selection)

Salt Lake County Human Resources Policy 1-200: Definitions

PREMIUM HOLIDAYS: New Year's Day (January 1st), Memorial Day (the last Monday in May), Independence Day (July 4th), Pioneer Day (July 24th), Labor Day (the first Monday in September), Thanksgiving (the fourth Thursday in November), and Christmas (December 25th). (Leave Practices)

PREMIUM HOLIDAY PAY: The rate of pay earned by FLSA non-exempt merit employees who are required to work a shift that overlaps a premium holiday or the observance of a premium holiday, which is one and one-half times the employee's regular rate of pay for actual hours worked. (Payroll)

PRE-TERMINATION LEAVE: Unused vacation taken during the period of time immediately preceding separation from County employment when an employee does not accrue additional leave. (Retirement; Resignation)

PRIMARY AGENCY: The agency that is designated as primary upon hire for purposes of determining responsibility for funding benefits. (Insurance Eligibility; Employment Status)

PRIMARY POSITION: The position that is designated as primary upon hire for purposes of determining leave accrual. (Leave Practices; Employment Status)

PRIVATIZATION: The transfer of a public function or service, through a duly executed contract, to a private sector, profit or non-profit provider. (Privatization)

PROBATIONARY PERIOD: A six-month (career service) or twelve-month (sworn staff) period that must be satisfactorily completed by a new employee in regular status. Probationary employees do not have merit status during this period and are subject to dismissal at any time, for any non-discriminatory reason, without right of appeal. The probationary period may be extended for up to an additional six months for good cause. (Performance and Development Process, Employment Status)

PROMOTION: A change from one position to another position in a higher grade which may result in a pay increase. (Pay and Employment Practices)

PROTECTED ACTIVITY: Participation in, assistance with, assertion of a protected right or opposition to an unlawful practice including participating in an investigation or a complaint. (Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

PROTECTED CLASS: The groups of individuals protected from employment discrimination based on race, color, national origin, sex, pregnancy, sexual orientation, gender identity, marital status, religion, age, disability, genetic information, and military or veteran status. (Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

PROVISIONAL HIRE: A short-term appointment of a qualified individual to fill a vacancy under urgent or emergency conditions pending the establishment of a register where one is not immediately available. (Recruitment and Selection; Employment Status)

PROGRESSIVE DISCIPLINE: A system of discipline where the consequences increase upon repeat occurrences (Discipline; Standards of Conduct)

QUALIFIED APPLICANT LIST: A list of applicants certified by Human Resources as having met minimum qualifications. (Recruitment and Selection)

Salt Lake County Human Resources Policy 1-200: Definitions

QUALIFIED INDIVIDUAL WITH A DISABILITY: A person certified by the ADA Coordinator as having the requisite skill, experience, education and other job-related requirements of the employment position held or desired and who, with or without accommodation, can perform the essential functions of the position. (Reasonable Accommodations)

QUALIFYING EVENT (FMLA): Birth and care of the employee's child, placement for adoption or foster care, within one year of the placement; care of an immediate family member (spouse, child, parent) who has a serious health condition; for the employee's own serious health condition; a qualifying exigency (FMLA); and to care for a covered service member with a serious injury or illness - Military Caregiver Leave. (Family Medical Leave)

QUALIFYING EXIGENCY (FMLA): Military Family leave for a Covered Military Member: 1) Short-notice deployment (seven or less calendar days prior to date of deployment); 2) Military events and related activities; 3) Childcare and school activities; 4) Financial and legal arrangements; 5) Counseling; 6) Rest and recuperation; 7) Post-deployment activities; 8) To care for a military member's parent who is incapable of self-care when necessitated by the member's covered active duty; and 9) Agreed upon additional activities. (Family Medical Leave)

RATING PERIOD: Refers to the 12 month period of time for which performance is evaluated. (Performance and Development Process)

REASONABLE ACCOMMODATION: Any change in the work environment or in the way things are customarily done that would enable an individual with a disability to perform the essential functions of the position. (Reasonable Accommodations)

REASONABLE SUSPICION: Reasonable inferences based on articulable facts, observations, or behaviors that would lead a reasonable person to suspect or believe that work-related misconduct is being, may have been, or may be committed. (Alcohol and Drug Screening, Testing and Treatment; CDL Alcohol and Drug Screening, Testing and Treatment)

REAPPOINTMENT REGISTER: The list of employees who have been reduced in force and have completed any form(s) required by Human Resources. (Reduction in Force Separations)

RECLASSIFICATION: Change in the assigned grade, title, job code and/or FLSA status of a position based on a review by the Human Resources Division. (Allocation and Classification of Merit Positions)

REDLINED: A condition where an employee's base pay is at or above the established maximum pay for their grade level. (Pay and Employment Practices)

REDUCTION-IN-FORCE (RIF): Abolishment of positions resulting in the separation of employees. RIF's can occur due to inadequate funds, a change in workload, a lack of work, cost control or material changes in the duties or organizational structure. (Reduction in Force)

REGULAR HOURS: The first 40 hours compensable in a work week. (Pay and Employment Practices; Overtime for Sworn Employees)

Salt Lake County Human Resources Policy 1-200: Definitions

REGULAR RATE OF PAY: All payments or compensation paid to or on behalf of the employee including, but not limited to, wages, shift differentials, on-call pay, or bonus payments for performance, completion of education or military service, with the exception of gifts, payments for time off (such as vacation, holidays, sick leave, etc.), business expenses, awards, retirement plan payments (such as matching amounts for a 401(k) plan), premium pay, and discretionary bonuses. (Pay and Employment Practices)

REGULAR (Status 02): A merit employee hired through a competitive hiring process or rehire or inter-jurisdictional transfer who may work up to 40 hours per week and is eligible for County benefits. (Insurance Eligibility; Employment Status)

REHIRE: The reemployment of a former County merit employee with or without a competitive hiring process. (Pay and Employment Practices)

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 the Uniformed Services Employment and Reemployment Rights Act, or (c) has been reinstated as a result of Career Service Council or subsequent court action, or (d) has been in an appointed position since leaving their merit position. (Pay and Employment Practices, Recruitment and Selection; Reduction in Force)

RETALIATION: An adverse employment action taken against an employee, volunteer or applicant as a result of participating in a protected activity if there is a causal connection between the adverse action and the protected activity. (Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

RETIREE: An employee/member who has made application and is receiving retirement benefits as provided under the Utah State Retirement and Insurance Benefit Act. (Retirement; Insurance Eligibility)

RETIREMENT: Means withdrawal from active service with a retirement allowance granted under provisions of Utah State Retirement and Insurance Benefit Act. (Retirement)

SAFETY SENSITIVE POSITION: Any position in County employment where the employee engages in duties involving risks of injury to themselves or others where even a momentary lapse of attention can create a reasonable risk of harm that is elevated by drug or alcohol use. Positions included in this definition are those having regular access to controlled substances in the course of performing job duties; the carrying or use of a firearm as part of regular job duties and other public safety support positions. (Alcohol and Drug Screening, Testing and Treatment; CDL Alcohol and Drug Screening, Testing and Treatment)

SEASONAL EMPLOYEE: An "at-will" employee who performs labor that, by its nature, is not performed continuously throughout the year and may only be performed at certain times during the year. Seasonal employment is six months or less. (Employment Status)

SEPARATION: A voluntary or involuntary action that severs a person's employment relationship with Salt Lake County. (Discipline; Resignation)

SERVICE DATE: The date a merit employee began employment with Salt Lake County. This date determines when an employee will be eligible for various county benefits. Adjusted service dates will be considered the employee's service date. (Pay and Employment Practices; Leave Practices)

Salt Lake County Human Resources Policy 1-200: Definitions

SEXUAL HARASSMENT: Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, 2) submission to or rejection of such conduct by such individual is used as the basis for employment decisions affecting such individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. (Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

SICK LEAVE: A paid leave of absence granted to certain categories of employees during an illness or injury or while caring for an ill or injured member of the employee's immediate family. (Leave Practices)

SOCIAL MEDIA: An umbrella term that defines various online technology tools that enable people, groups, businesses and organizations to communicate through the Internet to share information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications (e.g. wikis, blogs, social networking, virtual worlds, etc.). (Standards of Conduct)

SPOUSE: Husband or wife as defined or recognized under Utah law for purposes of marriage. (Family and Medical Leave)

STANDARD WORK WEEK: A 168-hour period consisting of seven consecutive 24-hour periods. The County standard workweek begins at 12:01 a.m. Sunday and ends at 12:00 a.m. (midnight) Saturday. (Work Hours)

SUBORDINATE AGENCY: The agency that is designated as subordinate upon hire for purposes of determining responsibility for funding benefits. (Insurance Eligibility; Employment Status)

SUBORDINATE POSITION: The position that is designated as subordinate upon hire for purposes of determining leave accrual. (Leave Practices; Employment Status)

SUBSTANCE ABUSE PROFESSIONAL: A licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorder. (Alcohol and Drug Screening, Testing and Treatment; CDL Alcohol and Drug Screening, Testing and Treatment)

SUPERVISOR: Any individual designated in the organizational structure or in an employee's chain of command who is responsible for directing subordinate employees and programs. (Alcohol and Drug Screening, Testing and Treatment; CDL Alcohol and Drug Screening, Testing and Treatment; Performance and Development Process)

SUSPENSION: A disciplinary leave of absence without pay for a period no more than 30 calendar days for merit employees. (Discipline, Grievance Procedure)

TELECOMMUTING: A work arrangement made at the administrator's discretion allowing an alternate workplace or schedule. (Work Hours)

Salt Lake County Human Resources Policy 1-200: Definitions

TEMPORARY EMPLOYEE: An “at-will” employee whose employment is intended to be of limited duration and works an average of 29 hours or less per week or an average of 129 hours or less per month over the ACA measurement period. (Employment Status)

TERMINATION: When an employee is separated from County employment for disciplinary reasons. (Discipline; Grievance Procedure; Retirement; Exit Interviews)

UNDUE HARDSHIP: An accommodation requiring significant difficulty or expense, or an action too extensive, disruptive, or one that would fundamentally alter the nature of business. (Reasonable Accommodations)

UNPAID INTERN: An intern that participates with the County in an educational or academic capacity designed to provide the student with professional experience in the continuance of their education and training. An unpaid intern shall be affiliated with a school contract and/or receive academic credit. An unpaid Intern is not an employee under FLSA regulations.

VACATION: A scheduled, paid leave of absence granted to certain categories of employees for a reasonable period of time. (Leave Practices)

VETERAN: An individual who has served on active duty in the Armed Forces for more than 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated or retired under honorable conditions. (Recruitment and Selection)

VOLUNTARY REASSIGNMENT: a non-disciplinary change from one position to another position that may have a lower grade or pay.. (Pay and Employment Practices)

VOLUNTEER: Any person who donates approved services, without pay and without remuneration or reimbursement other than approved incidental expenses. A volunteer must have a civic, charitable, or humanitarian purpose for donating services. (Pay and Employment Practices)

WHILE ON DUTY: Anytime a County employee or volunteer is engaged in the performance of his or her County job duties regardless of the hour. (Standards of Conduct)

WILLFUL: An act or omission done voluntarily or intentionally. (Discipline; Standards of Conduct)

WORK CYCLE (Sheriff’s Office Sworn Employees): A) work cycle is any established and regularly recurring period of work that is not less than seven consecutive days nor more than 28 consecutive days. The work cycle can be of any length and it need not coincide with the pay period or with a particular day of the week or hour of the day. (Sworn Employee Compensation)

Salt Lake County Human Resources Policy 1-200: Definitions

APPROVED and ADOPTED this ____ day of _____, 2018.

SALT LAKE COUNTY COUNCIL

By _____
Aimee Winder Newton, Chair

ATTEST:

Sherrie Swensen
County Clerk

Approved as to form and legality:



Digitally signed
by Zachary L.
Lancaster
Date: 2018.05.17
10:38:09 -06'00'

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 2-100: Employment Status

Purpose

This policy establishes uniform practices governing employment status, benefits and restrictions as they apply to Salt Lake County employees.

I. Policy

The hiring and movement of employees is governed by statute, county ordinance and Human Resource policies. All allocated positions are assigned an employment status.

II. Procedures

- A. Employees hired through a competitive process, rehires, and transfers from other merit systems who successfully complete their probationary period may hold Regular status (Status 02). Regular Status (Status 02) are considered regular, full-time merit employees who:
 - 1. work an average of 40 hours per week
 - 2. are eligible to receive all county benefits
 - 3. are eligible for reclassification, promotion, reassignment or transfer
- B. The number of hours worked per week may not be permanently changed without position reallocation from the Human Resources Division.
- C. Regular Status employees initially hold probationary status, (Probationary Status 03).
 - 1. Movement to Regular Status as a merit employee is conditional upon the satisfactory completion of a merit probationary period. Merit probationary employees serve at-will under this status.
 - 2. The merit probationary period for career service employees is the first six months of employment following the hire or rehire date of a regular or Permanent Part-Time employee.
 - 3. The merit probationary period of a career service employee may not be extended except for performance issues for up to an additional six months for good cause as determined by the Human Resources Division Director.
 - a. Any extension to the merit probationary period will be communicated in writing to the employee prior to the completion of the original probationary period with a copy forwarded to the Human Resources Division.
 - b. Individuals who have been placed on extended merit probation over three months will be given performance evaluations at least every three months with at least one performance evaluation near the end of the extended period.
 - c. Employees placed on an approved extended merit probationary period are not entitled to benefits contingent upon merit employment status except for the right to appeal to the Career Service Council in cases of discrimination or allegations that the extension is intended to thwart merit principles.
 - 4. The merit probationary period for Sheriff's Office sworn employee is the first 12 consecutive months of employment following hire.

Salt Lake County Human Resources Policy 2-100: Employment Status

- a. The probationary period for a Sheriff's Office sworn employee will be extended as necessary for an officer to satisfactorily complete an approved peace officer training program.
 - b. All Sheriff's Office sworn employees must be appointed from a Deputy Sheriff Merit Commission certified register with the exception of a specialist position and a temporary appointment not to exceed 60 calendar days pending certification of a register.
5. Probationary employees will be evaluated prior to completion of the merit probationary period.
6. Prior to the completion of the probationary period, the supervisor will take action following the performance evaluation to either terminate, extend the merit probationary period or convert the employee to merit status.
7. Promotions, Reassignment, and Transfer
 - a. Serving a merit probationary period will not prevent a probationary employee from being promoted, reassigned or transferred to a different position as long as the employee is certified from a merit employment register or is eligible for rehire.
 - b. The supervisor will require a new probationary period if the duties of the new position resulting from promotion, reassignment or transfer are significantly different.
 - c. The supervisor may allow the employee's original probationary period to count towards a new position if the duties and responsibilities of the new position are the same or very similar to the original position, with approval from the Human Resources Division Director.
 - d. Sheriff's Office sworn employees hired from a DSMC certified register or reinstated from a Reduction in Force reappointment register into another category will serve a probationary period in the new category.
8. Reclassification
 - a. Probationary employees reclassified to a higher grade based on market data with no change to their actual duties are not required to complete a new probationary period.
9. Termination
 - a. An employee may be terminated during their merit probationary period. An employee may appeal a termination during their probationary period in cases of alleged discrimination.
 - b. Notice of dismissal and date of termination will be submitted by letter to the employee. A copy of the letter and any additional required forms will be submitted to the Human Resources Division.
- D. Provisional (Status 04)
 1. The Human Resources Division Director will review and approve all appointments to provisional status without competitive hire.
 2. A provisional appointment may only be made when a position has been allocated, classified, had minimum qualifications established and an on-line requisition has been submitted to the Human Resources Division.
 3. Administrators may request an individual be considered for provisional employment if:

Salt Lake County Human Resources Policy 2-100: Employment Status

- a. there are urgent reasons for filling the position and the Human Resources Division is unable to make satisfactory certification from a register
 - b. individuals who are eligible for reassignment, rehire, reinstatement, reclassification or promotion are deemed inappropriate for the position
4. After the Human Resources Division certifies that an individual meets the minimum qualifications of a position, the person may be provisionally appointed to fill the existing vacancy until an employment register is established.
5. Provisional appointments will not be continued beyond 30 calendar days after the establishment of an employment register or beyond the length of a probationary period, whichever comes first.
6. The position must be announced for recruitment within 60 calendar days of the provisional appointment.
7. A position will not be filled by repeated provisional appointments.
8. Time spent in the position as a provisional employee will be credited towards the merit probationary period.
9. Provisional employees accumulate vacation and sick leave, receive holiday pay and are eligible for retirement and insurance benefits commensurate with the number of hours worked.
- E. Temporary (Status 05)
 1. A temporary appointment requires a description of duties submitted to the Human Resources Division.
 - a. If a grade and pay range do not exist, the temporary appointment will be assigned a grade and pay range.
 - b. If a current position description already exists, the grade and pay range previously established will be used.
 2. The hiring authority may directly hire a temporary employee.
 3. A temporary employee shall work 29 hours or less per week or 129 hours or less per month.
 4. Temporary employees are paid on an hourly basis and within the pay range of the grade established by the Human Resource Division.
 5. In order to pay a temporary employee above the established grade range, the supervisor will prepare a letter of justification and obtain approval from the Human Resources Division Director.
 6. Time spent in a temporary appointment is not considered part of the merit probationary period.
 7. Temporary employees are not eligible for county benefits except as otherwise provided by the [Affordable Care Act or federal law](#).
 8. Temporary employees are not considered merit employees; they are "at will" employees who may be terminated, without notice and without a pre-termination hearing.
- F. Permanent Part-Time (Status 08)
 1. Employees hired for part-time work through a competitive process, rehires or transfers from other merit systems may hold Permanent Part-Time status (Status 08).
 2. Permanent Part-Time merit employees with county benefits:

Salt Lake County Human Resources Policy 2-100: Employment Status

- a. will be paid on an hourly basis; and
 - b. will work at least an average of twenty hours per week but less than forty.
3. The number of hours worked per week may be changed at any time.
 - a. If adjusted to less than an average of twenty hours per week, more than thirty hours per week or to forty hours per week, during the calendar year, a status change will be submitted on appropriate forms for data entry into PeopleSoft.
- G. Part-Time (Status 09)
 1. Employees hired for part-time work through a competitive process, rehires or transfers from other merit systems may hold a Part-Time status (Status 09).
 2. Part-Time merit employees in a 09 Status are not eligible for county benefits:
 - a. will be paid on an hourly basis;
 - b. will work less than an average of twenty hours per week and no more than 1040 hours within a twelve month period from the employee's hire date; and
 - c. do not receive any county benefits except as provided for by policy (e.g. workers compensation, training, EAP services, service awards and the right to file a grievance in cases of discrimination or reprisal).
 3. The number of hours worked per week may be changed at any time.
 - a. If adjusted to less than an average of twenty hours per week, more than thirty hours per week or to forty hours per week, during a calendar year, a status change will be submitted on appropriate forms for data entry into PeopleSoft.
 4. After completion of the original probationary period, part-time merit employees without county benefits may be reclassified, promoted, reassigned or transferred.
- H. Time Limited Appointment (Status 12)
 1. Time limited appointed employees will be appointed to perform work that does not exceed three year's duration or until funding is exhausted.
 2. A time limited appointment is made after a position has been authorized by the Salt Lake County Council, classified by the Human Resources Division with an approved [written agreement](#) between the hiring authority and the employee that is approved by the Human Resources Division Director.
 3. An individual appointed to a time limited appointed position must meet minimum qualifications.
 4. Time limited appointed employees are eligible for the following benefits:
 - a. Health
 - b. Dental
 - c. Life
 - d. Retirement
 - e. Vacation and
 - f. Sick leave
 - g. The funding for these benefits is subject to the provisions of [HR Policy 1-100 Human Resources Policy Disclaimer](#).
 5. Salaries for time limited appointed employees will be determined by the appointing authority.

Salt Lake County Human Resources Policy 2-100: Employment Status

6. Time Limited appointed employees do not have the right of appeal or pre-termination hearing, except in cases of alleged discrimination.
 7. Time limited appointed employees cannot be promoted, transferred or reassigned to a merit position unless they are eligible for rehire.
 8. If certified and hired for a merit position, individuals will carry all benefits accrued and retain their original service date (adjusted for interrupted county service).
 9. Merit employees who are appointed to a time limited appointed position and transfer back to a merit position, with no break in county service, are not required to serve another probationary period.
 10. Merit employees who are appointed to a time limited appointed position and do not transfer to a merit position will be dismissed at the conclusion of the specified time period.
 11. Merit employees who have accepted an appointment to a time limited appointed position and are not retained by the appointing officer, unless discharged for cause, will within 30 days of non-retention:
 - a. be appointed to any merit position for which they qualify in a pay grade comparable to their last merit position provided an opening exists; or
 - b. be appointed to a lesser merit position for which they qualify pending the opening of a position described in 2-100-II-10-a.
 - i. If there are no jobs available for which the employee qualifies, the employee will be placed on the reappointment register pending an opening as described in 2-100-II-10-a and 2-100-II-10-b.
 - ii. If the employee chooses not to accept a lesser position, the employee will be placed on the reappointment register pending an opening as described in 2-100-II-10-a.
- I. Justice Court Judge (Status 91)
1. Justice Court Judges are initially appointed by the Council following competitive selection procedures and subsequently retain their appointments only through retention elections by the voting public.
 2. Salaries are set by the County Council.
 3. Justice Court Judges are eligible to receive the following county benefits:
 - a. Health
 - b. Dental
 - c. Life and
 - d. Retirement
 - e. The funding for these benefits is subject to the provisions of [HR Policy 1-100 Human Resources Policy Disclaimer](#).
 4. Justice Court Judges may move to a merit position only after successfully competing and being certified by the Human Resources Division.
 5. Justice Court Judges who are hired into merit positions will follow all county policies and procedures and will serve an original probationary period.
 6. Full-time merit employees who are appointed to a Judgeship and transfer back to a merit position, with no break in service, are not required to serve another merit probationary period.

Salt Lake County Human Resources Policy 2-100: Employment Status

- J. Appointed – Non-Merit (Status 95)
1. Elected officials may make non-merit [appointments to specified positions](#).
 2. Non-merit appointed positions are eligible to receive the following benefits:
 - a. Health
 - b. Dental
 - c. Life and
 - d. Retirement
 - e. The funding for these benefits is subject to the provisions of [HR Policy 1-100 Human Resources Policy Disclaimer](#).
 - f. they do not accrue vacation and sick leave, but are eligible to take paid leave as approved by the agency Elected Official(s);
 - g. they cannot be promoted or transferred to a merit position unless certified from a merit employment register;
 - h. they cannot be promoted or transferred to a merit position unless they previously held the position;
 - i. they do not have the right of appeal or hearing, except in cases of alleged discrimination; and
 - j. upon appointment, appointed Employees have the following retirement contribution options:
 - i. Tier 1 and will receive the same contribution rate to the URS as regular merit employees who are Tier 1 eligible.
 - ii. Those eligible for Tier 2 will receive the same contribution rate to the URS as regular merit employees who are Tier 2 eligible.
 - iii. The funding for these benefits is subject to the provisions of [HR Policy 1-100 Human Resources Policy Disclaimer](#).
 3. An employee in a position designated as Regular (Status 02) that is approved by the Career Service Council to be Appointed Non-Merit (Status 95) will be offered 60 calendar days to voluntarily elect to convert to Appointed Non-Merit (Status 95). Employees electing to convert will receive a base salary increase not to exceed 10% of the midpoint of the range without Council approval.
 4. Salaries for appointments are set by the appointing Official and approved by the Council as part of the budget process.
 5. When creating an appointed position, the Administrator or Elected Official will make a written request to the Human Resources Division Director for a new position or a change of status of a specific position and will provide the written job description and a proposed justification of the action to the Human Resources Division Director.
 6. The Human Resources Division Director may initiate a request concerning a change in the appointed or merit status of any position within Salt Lake County government.
 7. The Human Resources Division Director will review the request to determine if the requirements of the County Personnel Management Act, [Utah Code 17.33](#), are met. The Human Resources Division Director will prepare written findings of fact and a

Salt Lake County Human Resources Policy 2-100: Employment Status

- recommendation which will be forwarded to the Career Service Council and the requesting party.
8. The Career Service Council will review the Human Resources Division Director's findings of fact and decision and will conduct a public hearing to rule on the request. A public hearing will be scheduled within 14 calendar days of the receipt of the request to get input on the proposal.
 9. The Career Service Council will prepare findings of fact and a final decision regarding the request that will be forwarded to the Mayor or Elected Official, the Human Resources Division Director and the requesting administrator.
 10. Merit employees who have accepted an appointment to an appointed – non-merit position and are not retained by the appointing officer, unless discharged for cause, will within 30 days of non-retention:
 - a. be appointed to any merit position for which they qualify in a pay grade comparable to their last merit position provided an opening exists; or
 - b. be appointed to a lesser merit position for which they qualify pending the opening of a position described in 2-100-II-10-a.
 - i. If there are no jobs available for which the employee qualifies, the employee will be placed on the reappointment register pending an opening as described in 2-100-II-10-a and 2-100-II-10-b.
 - ii. If the employee chooses not to accept a lesser position, the employee will be placed on the reappointment register pending an opening as described in 2-100-II-10-a.
- K. Elected Official (Status 97)
1. Elected officials include Assessor, Auditor, Clerk County Council, District Attorney, Mayor, Recorder, Sheriff, Surveyor and Treasurer.
 2. Salaries are set by the County Council.
 3. Elected officials are eligible for the following county benefits:
 - a. Health
 - b. Dental
 - c. Life and
 - d. Retirement
 - e. The funding for these benefits is subject to the provisions of [HR Policy 1-100 Human Resources Policy Disclaimer](#).
 - f. Elected officials eligible for Tier 1 will receive the same contribution rate to the URS as regular merit employees who are Tier 1 eligible.
 - g. Elected officials eligible for Tier 2 will receive the same contribution rate to the URS as regular merit employees who are Tier 2 eligible.
 - h. The funding for these benefits is subject to the provisions of Salt Lake County Human Resource Policy 1-100 Human Resources Policy Disclaimer.
 4. Elected officials may move to a merit position only after successfully competing and being certified by the Human Resources Division.
 5. If certified and hired for a merit position, individuals will carry all benefits accrued and retain their original service date (adjusted for interrupted county service).

Salt Lake County Human Resources Policy 2-100: Employment Status

6. Elected officials who are hired into merit positions will be required to serve an original probationary period.
7. Regular employees who transfer to an Elected Office and transfer back to a merit position, with no break in service, are not required to serve another merit probationary period.

L. Seasonal

1. A seasonal appointment requires a description of duties submitted to the Human Resources Division.
 - a. If a grade and pay range do not exist, the seasonal appointment will be assigned a grade and pay range.
 - b. If a current position description already exists, the grade and pay range previously established will be used.
2. The hiring authority may directly hire a seasonal employee.
3. A seasonal employees shall work six months or less.
4. Seasonal employees are paid on an hourly basis and within the pay range of the grade established by the Human Resource Division.
5. In order to pay a seasonal employee above the established grade range, the supervisor will prepare a letter of justification and obtain approval from the Human Resources Division Director.
6. Time spent in a seasonal appointment is not considered part of the merit probationary period.
7. Seasonal employees are not eligible for county benefits except as otherwise provided by the [Affordable Care Act or federal law](#).
8. Seasonal employees are not considered merit employees; they are "at will" employees who may be terminated, without notice and without a pre-termination hearing.

M. Multiple Jobs

1. An employee is allowed to work in more than one position or for more than one agency, but is not allowed to work in more than one merit position.
2. Upon hire, the employee shall have their Primary Agency and Primary Position designated by the Human Resources Division.
3. Neither the Primary Agency nor the Subordinate Agency may approve overtime for a Multiple Jobs Employee.

N. Internship

1. An internship requires the Agency to submit a description of duties and minimum qualification to the Human Resources Division.
2. An internship does not guarantee employment following its completion.
3. An intern must complete the County Internship Agreement
4. An internship may be paid or unpaid.
 - a. Paid Internship
 - i. A paid intern works under the supervision of a skilled employee while learning a profession or trade for a defined period of time.
 - ii. A paid intern may be affiliated with a school contract and/or receive academic credit, but it is not required.
 - iii. A paid internship has a defined beginning and end with clearly defined learning objectives and goals related to the goals of the internship program.

Salt Lake County Human Resources Policy 2-100: Employment Status

- ~~iiiiv.~~ A paid intern is an employee under FLSA regulations.
- v. A paid intern is not a merit employee, but rather an “at will” employee.
- vi. A paid intern is not eligible for County benefits unless required by law.
- vii. A paid intern shall work 29 hours or less per week or 129 hours or less per month.
- ~~viii. A paid intern shall not be a merit employee.~~
- b. Unpaid Internship
 - i. An unpaid intern shall be affiliated with a school contract and/or receive academic credit.
 - ii. An unpaid intern participates with the County in an educational or academic capacity designed to provide the student with professional experience in the continuance of their education and training.
 - ~~ii. An unpaid intern shall be affiliated with a school contract and/or receive academic credit.~~
 - ~~iii. An unpaid internship has a defined beginning and end with clearly defined learning objectives and goals related to the goals of the academic program.~~
 - ~~iv. An unpaid intern is supervised by an experienced employee and provided resources that support the learning objectives and goals.~~
 - ~~viii. An unpaid intern is not an employee under FLSA regulations.~~
 - ~~iv. An unpaid intern is not eligible for County benefits unless required by law.~~
 - v. An unpaid internship is for the benefit of the unpaid intern; the County derives no immediate advantage from the activities of the unpaid intern.
 - vii. An unpaid intern does not displace or cover for regular employees but rather participates under close supervision of existing employees.
 - ~~iiivii. An unpaid intern is not an employee under FLSA regulations.~~
 - ~~viii. An unpaid intern is not a volunteer under FLSA regulations.~~
 - ~~ix. An unpaid intern is not eligible for County benefits unless required by law.~~
 - ~~x. An unpaid intern shall not be a merit employee.~~

III. References

- A. Human Resources Policy:
 - 1. 2-700, Employment Practices

Salt Lake County Human Resources Policy 2-100: Employment Status

APPROVED and ADOPTED this ____ day of _____, 2018.


SALT LAKE COUNTY COUNCIL

By _____
Aimee Winder Newton, Chair

ATTEST:

Sherrie Swensen
County Clerk

Approved as to form and legality:

 Digitally signed
by Zachary L.
Lancaster
Date: 2018.05.17
09:42:55 -06'00'

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 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

1. Administrative leave may be paid or unpaid.
2. An employee may be placed on administrative leave for an investigation or other organizational needs.
 - a. An employee will be placed on administrative leave for the minimum time necessary to complete the investigation or satisfy organizational needs.
3. An employee may receive a bonus award in the form of paid administrative leave.
 - a. The total amount of all bonus awards of paid administrative leave may not exceed five working days in aggregate over a calendar year.
 - b. A bonus award in the form of paid administrative leave must be used within a year of the date granted.
4. A department director or elected official may grant an award of up to eighty (80) hours of paid administrative leave as a recruitment incentive to a new hire who is an eligible employee. This award must be used within a year of the new hire's start date.

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

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.
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.

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

- 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.

D. 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
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. An employee may not use other paid leave in order to bank a holiday.

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

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.

E. 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.

F. 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.
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.

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

G. 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, and 12 time limited appointed.
- 1.2. 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.
- 2.3. 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.
- 3.4. An employee on leave without pay does not accrue sick or vacation leave.
- 4.5. 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](#).
- 5.6. An employee returning from leave without pay status will be reinstated in accordance with [HR Policy 2-700 Employment Practices](#).

H. 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](#).

I. 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:
 - 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.

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

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.

J. Vacation and Personal Preference Day

- ~~1. Through December 31, 2017, 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 th year	Regular hours worked x (times) .04615
After completion of the 8 th year through completion of the 16 th year	Regular hours worked x (times) .06923
After completion of 16 th year through end of employment	Regular hours worked x (times) .09231

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

~~2.1.~~ Beginning January 1, 2018, ~~e~~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:

YEARS OF SERVICE	ACCRUAL
0 to 2 ⁺	Full-time: 12 days (96 hours) Part-time: Hours paid x .04615 40
3 to 5 ⁺	Full-time: 15 days (120 hours) Part-time: Hours paid x .05769 20
6 to 10 ⁺	Full-time: 18 days (144 hours) Part-time: Hours paid x .0692 3128
11 to 15 ⁺	Full-time: 21 days (168 hours) Part-time: Hours paid x .08076 96
More than 15 ¹⁶⁺	Full-time: 24 days (192 hours) Part-time: Hours paid x .0923 084

~~3.2.~~ 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.

~~4.3.~~ For purposes of leave accrual, Human Resources shall establish an employee's service date based upon prior relevant experience ~~and. Prior relevant experience also includes~~ any service in a comparable public merit system.

~~5.4.~~ Vacation and the personal preference day may be used after the employee has completed one month of employment.

~~6.5.~~ Vacation may be used in increments of one quarter hour or more.

~~7.6.~~ 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.

~~8.7.~~ Employees must request approval to use accrued vacation from their supervisor prior to scheduling.

~~9.8.~~ 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.

~~10.9.~~ Holidays occurring while an employee is on vacation are not deducted from accrued vacation.

~~11.10.~~ Employees are not allowed to use vacation for any period of time not currently documented in the payroll system.

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

- ~~12.11.~~ No more than 40 days (320 hours) of unused accrued vacation will be carried from one year to the succeeding year (use or lose).
- ~~13.12.~~ Vacation is not accrued when an employee is in leave without pay status.
- ~~14.13.~~ An employee may not receive cash payment of vacation accruals until separation from employment.
- ~~15.14.~~ 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](#).
- ~~16.15.~~ Agencies may not require a minimum balance of accrued vacation leave.

K. Parental Leave

1. Employees that are eligible for FMLA are entitled to receive six weeks (240 hours) of consecutive paid leave due to the birth or adoption of a child. Birth mothers that are eligible for FMLA are entitled to an additional six weeks (240 hours) of consecutive paid leave immediately after the birth to recover from the physical and medical effects of pregnancy and childbirth. Employees may accrue holiday leave for holidays that occur during parental leave.
2. Employees will report the pending birth or adoption of a child to their supervisor as soon as practicable.
3. Administrators are responsible for approving parental leave requests and shall require documentation verifying the birth or adoption.
4. Parental leave must commence within six months of the birth or adoption of the child.
5. Parental leave shall be applied retroactively back to May 1, 2017.

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.
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.

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

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.

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

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

APPROVED and ADOPTED this ____ day of _____, 2018.

SALT LAKE COUNTY COUNCIL


By _____
Aimee Winder Newton, Chair

ATTEST:

Sherrie Swensen
County Clerk

Approved as to form and legality:

Digitally signed
by Zachary L.
Lancaster
Date: 2018.05.17
10:40:39 -06'00'



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 4-300: Insurance and Retirement Programs

Purpose

To outline the insurance programs available to county employees and retirees.

I. General Policy

Salt Lake County will establish a cost effective insurance program designed to attract and retain a capable and qualified work force. The insurance programs will also be designed to support the health and well-being of all county employees.

II. Procedures

- A. Employees in Benefits Eligible positions as defined in [HR Policy 2-100 Employment Status](#) have the option of participating in the following insurance programs: Health, Dental, Life, Long-Term Disability, Short-Term Disability, Accidental Death and Dismemberment (AD&D).
- B. Employees in Benefits Eligible positions as defined in [HR Policy 2-100 Employment Status](#) have the option of participating in the following retirement programs:
 1. Merit Status employees will be enrolled in [Utah State Retirement Systems \(URS\)](#) retirement plans based on URS eligibility.
 2. Elected Officials and Appointed Employees have the following retirement contribution options:
 - a. Participate in the URS retirement plan based on URS eligibility; or
 - b. Opt out of participation in the URS retirement plan and instead receive a 401(k) contribution at the same contribution rate the employee would have received into a URS retirement plan.
 - c. The funding for these benefits is subject to the provisions of [HR Policy 1-100 Disclaimer](#).
- C. A list of additional benefits offered to employees is found on the [Human Resources website](#).
- D. Insurance Enrollment and Coverage
 1. The county will automatically enroll eligible new employees in the following insurance programs on the date of hire: Life Insurance in the amount of \$25,000 and Long-Term Disability. Insurance coverage is effective on an employee's hire date.
 2. New employees have 31 days to enroll in Health and Dental insurance programs. If the employee does not enroll or decline within 31 days, the employee will be automatically enrolled in coverage. Insurance coverage is effective on an employee's hire date.
 3. Employees have 31 days from their hire date to enroll in other benefits.
 4. The Health Savings Account (HSA) or Flexible Spending Account (FSA) is available according to the terms of the applicable plan.
 5. An employee must enroll a spouse, an Adult Designee, or dependent children to trigger dependent coverage.

Salt Lake County Human Resources Policy 4-300: Insurance and Retirement Programs

6. An employee must complete an Affidavit of Parties Establishing Adult Designee status to enroll an Adult Designee. An employee may not enroll an Adult Designee if they are married and may only enroll one adult designee if they are not married. Adult Designee and Domestic Partner coverage is subject to IRS Guidelines.
7. An employee must provide any documentation requested by Human Resources for the purposes of determining the eligibility of spouses, Adult Designees, or children within 31 days of eligibility.
8. Coverage for a spouse, an Adult Designee or dependents must be obtained within 31 days after a change of status (e.g. birth of a child, legal adoption, marriage, Adult Designee status change).
9. If an employee declines enrollment because other health or dental insurance coverage, the employee may request enrollment within 31 days after the other coverage ends. If the employee misses the 31 day enrollment window, their next opportunity to enroll will be the next open enrollment period. The employee will be responsible to provide documentation as requested by Human Resources for the purpose of determining prior coverage within 31 days of the IRS qualifying event.
10. The Primary Agency of a benefits-eligible Multiple Jobs Employee shall be responsible for funding the employee's benefits.

E. Termination of Coverage

1. The termination date for insurance is as follows:

- ~~a. If an employee's separation date is between the first and fifteenth day of the month, the coverage will be terminated on the fifteenth day of the month.~~
- ~~b. If an employee's separation is between the sixteenth and the last day of the month, the coverage will be terminated on the last day of the month.~~
- ~~c. Medical, Dental, and Life insurance coverage for adult children terminates after the last day of the month in which they turn age 26, unless they are qualified disabled. A person receiving benefits as a spouse will no longer be eligible upon the date of divorce. A person receiving benefits as an adult designee will no longer be eligible upon notification of the dissolution of the adult designee status. Documentation must be provided to Human Resources within 31 days.~~
- a. Coverage will terminate on the last day of the month. The premium will be deducted from the last paycheck and/or the payout check.
- b. Medical, Dental, and Life insurance coverage for dependent children terminates after the last day of the month in which they turn age 26, unless they are qualified disabled. A person receiving benefits as a spouse will no longer be eligible upon the date of divorce. A person receiving benefits as an adult designee will no longer be eligible upon notification of the dissolution of the Adult Designee status. Documentation must be provided to Human Resources within 31 days.

2. COBRA coverage is limited in duration as follows:

- a. Eighteen months for a separation of employment, reduction in force, or reduction in hours.
- b. Thirty-six months for a divorce, death of an employee, dependents of an employee who are eligible for Medicare or dependents which lose their eligibility after turning twenty- six.
- c. Twenty-nine months if a disability is approved by social security.
- d. To the extent permitted by federal law, the County will make coverage available for an Adult Designee of an eligible employee and the dependent children of an Adult Designee.

Salt Lake County Human Resources Policy 4-300: Insurance and Retirement Programs

3. An employee is responsible for adding or terminating a spouse, an Adult Designee, and dependent children. The county will not refund overpayments if an employee does not remove a spouse, an Adult Designee or dependent children within 31 days.
4. The county will refund an employee for up to one year when overpayment was made due to an administrative error on the part of the County.

F. Post-Retirement Insurance

1. Post-retirement insurance is not available for county employees hired after December 31, 2012.
2. Retirement must be approved by the [Utah State Retirement Systems \(URS\)](#).
3. Early Retirement (employees retiring from the county under age 65)
 - a. Retirees under age 65 may enroll in Health and Dental insurance and may enroll their eligible spouse or dependent children under age 26 within 60 days from date of separation of employment. Adult Designees and their children are not eligible for enrollment.
 - b. For county employees who retire on or after January 31, 2014 any insurance that is discontinued cannot be reinstated.
 - c. To qualify for the county's contribution toward the Medicare supplement plan, a retiree must retain uninterrupted health insurance coverage through a county sponsored medical plan.
 - d. Early retirees are subject to the same rules as active employees during open enrollment.
 - e. Continuation of coverage for the spouse of a deceased retiree may continue until age 65 or until the spouse is remarried, whichever comes first. Dependent children may be covered for medical and dental until age 26. The total cost of dependent coverage is to be paid by the insured.
4. Premium Share
 - a. Any eligible employee who was hired on or before December 31, 2012, who elects coverage, will be charged a premium share according to their years of service with the county.
 - b. The early retiree premium share will be based on an increased percentage of the active employee premium according on the table below. At the conclusion of the 18-month COBRA period, premiums will increase.

Years of Service	Employee Pays	County Pays
Less than 4 years	100%	0%
4-6 years	90%	10%
7-9 years	80%	20%
10-11 years	70%	30%
12-13 years	60%	40%
14-15 years	50%	50%

Salt Lake County Human Resources Policy 4-300: Insurance and Retirement Programs

16-17 years	40%	60%
18-19 years	30%	70%
20+ years	20%	80%

5. Retirees over age 65

- a. A retiree or spouse over the age of 65 may enroll in the Medicare Supplement insurance plan within 60 days of eligibility.
- b. If the Medicare Supplement plan is discontinued, the county will not make any further contribution towards the retiree's insurance premium.

Salt Lake County Human Resources Policy 4-300: Insurance and Retirement Programs

6. If a retiree keeps continuous county-sponsored medical coverage or Medicare Supplement coverage, they will automatically be enrolled in a county sponsored \$1,000 death benefit.

III. References

- A. State of Utah Public Employees Disability Act 1953, Utah Code 49.9.101 et seq. as amended
- B. Utah State Retirement Systems (URS)
- C. Human Resources Policy:
 - 1. 1-100, Disclaimer
 - 2. 1-200, General Definitions
 - 3. 2-100, Employment Status
 - 4. 4-200, Leave Practices
 - 5. 4-400, Workers' compensation

APPROVED and ADOPTED this ____ day of _____, 2018.

SALT LAKE COUNTY COUNCIL

By _____
Steve Debry, Chair

ATTEST:

Sherrie Swensen
County Clerk

Approved as to form and legality:



Digitally signed by
Zachary L. Lancaster
Date: 2018.05.18
10:45:58 -06'00'

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 4-300: Insurance and Retirement Programs

Purpose

To outline the insurance programs available to county employees and retirees.

I. General Policy

Salt Lake County will establish a cost effective insurance program designed to attract and retain a capable and qualified work force. The insurance programs will also be designed to support the health and well-being of all county employees.

II. Procedures

- A. Employees in Benefits Eligible positions as defined in [HR Policy 2-100 Employment Status](#) have the option of participating in the following insurance programs: Health, Dental, Life, Long-Term Disability, Short-Term Disability, Accidental Death and Dismemberment (AD&D).
- B. Employees in Benefits Eligible positions as defined in [HR Policy 2-100 Employment Status](#) have the option of participating in the following retirement programs:
 1. Merit Status employees will be enrolled in [Utah State Retirement Systems \(URS\)](#) retirement plans based on URS eligibility.
 2. Elected Officials and Appointed Employees have the following retirement contribution options:
 - a. Participate in the URS retirement plan based on URS eligibility; or
 - b. Opt out of participation in the URS retirement plan and instead receive a 401(k) contribution at the same contribution rate the employee would have received into a URS retirement plan.
 - c. The funding for these benefits is subject to the provisions of [HR Policy 1-100 Disclaimer](#).
- C. A list of additional benefits offered to employees is found on the [Human Resources website](#).
- D. Insurance Enrollment and Coverage
 1. ~~The county will automatically enroll eligible new employees in the following insurance programs on the date of hire: Life Insurance in the amount of \$25,000 and Long-Term Disability. Insurance coverage is effective on an employee's hire date. Beginning April 1, 2014, the County will automatically enroll eligible new hire employees in the following insurance programs on the date of hire: Health, Dental, Life in the amount of \$25,000 and Long-Term Disability. Insurance coverage is effective on an employee's hire date.~~
 2. ~~New employees have 31 days to enroll in Health and Dental insurance programs. If the employee does not enroll or decline within 31 days, the employee will be automatically enrolled in coverage. Insurance coverage is effective on an employee's hire date.~~
 23. ~~Beginning April 1, 2014, e~~Employees ~~will have 30-31 days from their hire date to enroll in other benefit~~opt out of the automatic enrollment and change their insurance programs or decline coverage.
 34. The Health Savings Account (HSA) or Flexible Spending Account (FSA) is available according to the terms of the applicable plan.

Salt Lake County Human Resources Policy 4-300: Insurance and Retirement Programs

children to trigger dependent coverage.

56. An employee must complete an Affidavit of Parties Establishing ~~Adult Designee~~Adult Designee status to enroll an ~~adult designee~~Adult Designee. An employee may not enroll an ~~Adult Designee~~Adult Designee if they are married and may only enroll one adult designee if they are not married. ~~Adult Designee~~Adult Designee and Domestic Partner coverage is subject to IRS Guidelines.
 7. An employee must provide any documentation requested by Human Resources for the purposes of determining the eligibility of spouses, ~~adult designee~~Adult Designees, or children within 3031 days of eligibility.
 8. Coverage for a spouse, an ~~adult designee~~Adult Designee or dependents ~~children~~ must be obtained within 3031 days after a change of status (e.g. birth of a child, legal adoption, marriage, ~~adult designee~~Adult Designee status change).
 9. If an employee declines enrollment because other health or dental insurance coverage, the employee may request enrollment within 3031 days after the other coverage ends. If the employee misses the 3031 day enrollment window, their next opportunity to enroll will be the next open enrollment period. The employee will be responsible to provide documentation as requested by Human Resources for the purpose of determining prior coverage within 3031 days of the IRS qualifying event.
 10. The Primary Agency of a benefits-eligible Multiple Jobs Employee shall be responsible for funding the employee's benefits.
- E. Termination of Coverage
1. The termination date for insurance is as follows:
 - a. If an employee's separation date is between the first and fifteenth day of the month, the coverage will be terminated on the fifteenth day of the month.
 - b. If an employee's separation is between the sixteenth and the last day of the month, the coverage will be terminated on the last day of the month.
 - c. Medical, Dental, and Life insurance coverage for ~~adult dependent~~ children terminates after the entire calendar month in which they turn age 26, unless they are qualified disabled. A person receiving benefits as a spouse will no longer be eligible upon the date of divorce. A person receiving benefits as an ~~adult designee~~Adult Designee will no longer be eligible upon notification of the dissolution of ~~adult designee~~Adult Designee status. Documentation must be provided to Human Resources within 3031 days.
 2. COBRA coverage is limited in duration as follows:
 - a. Eighteen months for a separation of employment, reduction in force, or reduction in hours.
 - b. Thirty-six months for a divorce, death of an employee, dependents of an employee who are eligible for Medicare or dependents which lose their eligibility after turning twenty- six.
 - c. Twenty-nine months if a disability is approved by social security.
 - d. To the extent permitted by federal law, the County will make coverage available for an ~~adult designee~~Adult Designee of an eligible employee and the dependent children of an ~~adult designee~~Adult Designee.

Salt Lake County Human Resources Policy 4-300: Insurance and Retirement Programs

~~Designee~~, and dependent children. The county will not refund overpayments if an employee does not remove a spouse, an ~~adult designee~~Adult Designee or dependent children within ~~30~~31 days.

4. The county will refund an employee for up to one year when overpayment was made due to an administrative error on the part of the County.

F. Post-Retirement Insurance

1. Post-retirement insurance ~~will is~~ not ~~be~~ available for county employees hired after December 31, 2012.
2. Retirement must be approved by the Utah State Retirement Systems (URS).
3. Early Retirement (employees retiring from the county under age 65)
 - a. Retirees under age 65 may enroll in Health and Dental insurance and may enroll their eligible spouse or ~~adult-dependent~~ children under age 26 within 60 days from date of separation of employment. ~~Adult designee~~Adult Designees and their children are not eligible for enrollment.
 - b. For county employees who retire on or after January 31, 2014 any insurance that is discontinued cannot be reinstated.
 - c. To qualify for the county's contribution toward the Medicare supplement plan, a retiree must retain uninterrupted health insurance coverage through a county sponsored medical plan.
 - d. Early retirees are subject to the same rules as active employees during open enrollment.
 - e. Continuation of coverage for the spouse of a deceased retiree may continue until age 65 or until the spouse is remarried, whichever comes first. Dependent children may be covered for medical and dental until age 26. The total cost of dependent coverage is to be paid by the insured.
4. Premium Share
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Salt Lake County Human Resources Policy 4-300: Insurance and Retirement Programs

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Salt Lake County Human Resources Policy 4-300: Insurance and Retirement Programs

6. If a retiree ~~keeps continuous county-sponsored medical coverage or Medicare Supplement coverage, enrolls in the county's medical and/or dental plan within 60 days of separation,~~ they will automatically be enrolled in a county sponsored \$1,000 ~~term life insurance-~~ policy death benefit.

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APPROVED and ADOPTED this ____ day of _____, 2018.


SALT LAKE COUNTY COUNCIL

By _____
Steve Debry, Chair

ATTEST:

Sherrie Swensen
County Clerk

Approved as to form and legality:

 Digitally signed by
Zachary L. Lancaster
Date: 2018.05.18
10:44:27 -06'00'

Voting:

Council Member Bradley voting	_____
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Salt Lake County Human Resources Policy 4-300: Insurance and Retirement Programs

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Salt Lake County Human Resources Policy 4-300: Insurance and Retirement Programs

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APPROVED and ADOPTED this ____ day of _____, 2018.

SALT LAKE COUNTY COUNCIL

By _____
Steve Debry, Chair

ATTEST:

Sherrie Swensen
County Clerk

Approved as to form and legality:



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Council Member Wilson voting	_____

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

PAY AND EMPLOYMENT PRACTICES POLICY TABLE OF CONTENTS

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

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

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

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

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

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

- 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

3. A bonus award in the form of paid leave may not exceed five working days 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.

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

III. References

- 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 _____, 2018.


SALT LAKE COUNTY COUNCIL

By _____
Aimee Winder Newton, Chair

ATTEST:

Sherrie Swensen
County Clerk

Approved as to form and legality:

 Digitally signed by
Zachary L. Lancaster
Date: 2018.05.17
10:01:59 -06'00'

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

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

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 Plan Payment	An 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

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

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 6-200: Training and Training Repayment

Purpose

To outline required trainings for employees and ~~To provide necessary employee training and~~ career development opportunities while allowing the ~~county~~ County to recoup expenses for job-related training in the event ~~the employee voluntarily vacates his or her position employment ends~~ within a specified period of time.

I. General Policy

The County shall require training for all employees and will provide additional opportunities for employee training and development. Certain ~~programs~~ trainings are subject to payback agreements so that the County can maximize its investment in its employee ~~training~~.

II. Required Trainings

- A. All newly hired employees are required to complete New Employee Orientation, Benefits Orientation, and Harassment, Discrimination, and Retaliation Prevention and Ethics Training within the 30 days of hire.
- ~~A.B.~~ All benefits eligible employees are required to complete Information Security Awareness Training at least once every year.
- C. All benefits eligible employees are required to complete Violence in the Workplace Training at least once every two years.
- D. All employees are required to complete Harassment, Discrimination, and Retaliation Prevention and Ethics Training at least once every two years.
- E. All supervisors are required to complete the Core Supervisor Training Courses within the timeframes established by the Human Resources Director.

III. ~~Procedures~~Optional Trainings

- A. All optional training requests must advance the employee's professional skills and improve the productivity of County government.
- B. The Human Resources Division and Employees' University will:
 - 1. Plan and implement training programs;
 - 2. Ensure that training is provided on an equal opportunity basis;
 - 3. Monitor and evaluate the training programs to determine effectiveness.
- C. Administrators and supervisors:
 - 1. May arrange for necessary job-related training when self-education or County-wide training programs are not sufficient.
 - 2. Must ensure that training opportunities are provided to employees in a nondiscriminatory manner.
- D. Requests for training will be submitted to the Agency Administrator for approval.
- E. Training records are to be kept according to GRAMA.
- F. Training Repayment Agreements

~~1. The Administrator may require an employee to enter into a repayment agreement before an~~

Salt Lake County Human Resources Policy 6-200: Training and Training Repayment

employee voluntarily enters into a training program.

2. ~~If a~~The repayment agreement ~~is deemed necessary, the Administrator will prepare a Letter of~~

Agreement that shall may contain the following:

- a. ~~a.~~—The total itemized cost of the employee's attendance at the training or certification program,
which may include including registration fees, materials, and the value of paid leave time including benefits;
- b. An agreement that the employee will repay the County in the event that the employee voluntarily leaves employment continue County employment for within at least one two years after completing the training or certification; and
- c. ~~The value of the training to the agency; and~~
- d. ~~The~~ payback arrangement if the employee chooses to terminate County employment within one two years of completing training or certification which shall be pro-rated per month of completed employment toward the two year period.

3. ~~The~~ Administrator will prepare the proposed Letter of Agreement, which must be signed by the Administrator and the employee and approved as to form by the District Attorney's Office at least ten calendar days prior to the employee's attendance at the training event. The original signed copy of the Agreement will be placed in the employee's Personnel File (Official).

4. A repayment agreement shall be prepared for each training or certification program.

5. The repayment amount may be estimated but shall not exceed the actual costs incurred by the agency.

6. The repayment amount shall not violate the FLSA including the provisions on minimum wage and overtime compensation.

III. References

A. Governmental Records Access and Management Act of 1992, UCA 63-2

B. Human Resources Policy:

1. 1-200, General Definitions

2. 2-400, New Hire Requirements

3. 3-100, Harassment, Discrimination, and Retaliation

4. 3-800, Violence in the Workplace

Salt Lake County Human Resources Policy 6-200: Training and Training Repayment

APPROVED and ADOPTED this ____ day of _____, 2018.


SALT LAKE COUNTY COUNCIL

By _____
Aimee Winder Newton, Chair

ATTEST:

Sherrie Swensen
County Clerk

Approved as to form and legality:

 Digitally signed
by Zachary L.
Lancaster
Date: 2018.05.17
10:03:21 -06'00'

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 6-300: Tuition Reimbursement

Purpose

To reimburse employees who complete degrees, courses or certificates from eligible institutions that further their professional development at the County.

I. Policy

The County supports employee development by offering tuition reimbursement to employees who complete relevant education.

II. Procedures

A. The Human Resources Division will administer the program subject to available funding.

B. To be eligible for tuition reimbursement an employee must:

1. Be either a regular, or permanent part-time merit employee who has completed probation or an appointed non-merit who has completed 6 months of employment;
2. Be enrolled in an educational institution accredited by one of the National or Regional Accreditation Councils recognized by the U.S. Department of Education;
3. Pursue a degree, course or certification in a field relevant to County employment;
4. Take for-credit course work related to a field in which the County recruits;
5. Submit the Tuition Reimbursement Application to the Human Resources Division no sooner than 30 calendar days prior and no later than 30 calendar days after the beginning of the quarter, semester or other time period that tuition reimbursement is being requested; and
6. Submit a Tuition Reimbursement Application for each quarter, semester or other time period for which tuition reimbursement is requested.

C. All courses must be taken outside of work hours.
D. Tuition reimbursement for a doctorate degree will be reviewed on a case-by-case basis and must have the endorsement of the Department Administrator or Elected Official.

- E. Exclusions.
1. Regular employees, permanent part-time employees and appointed non-merit employees are not eligible for tuition reimbursement if they are on leave-without-pay status.
 2. Training or courses required and paid for by an employee's agency are not covered under the Tuition Reimbursement Program.

F. Acceptance or Denial

1. The Human Resources Division will notify the applicant in writing of approval or denial within three weeks of receiving the application.
2. Requests for reconsideration and supporting information may be submitted to the Human Resources Division Director within fifteen calendar days from the date of notification.
3. The Human Resources Division Director will issue a written decision for all requests for reconsideration.

Salt Lake County Human Resources Policy 6-300: Tuition Reimbursement

G. Payment Guidelines

1. Employees will be eligible to receive no more than the IRS tax exempt limit for tuition reimbursement per calendar year.
2. Eligible employees will receive tuition and mandatory fee reimbursement as follows:
 - a. Full time employees (40 hours): 100% reimbursement up to the tuition reimbursement limit,
 - b. Three-quarter time employees (30 hours): 75% reimbursement up to 75% of the tuition reimbursement limit,
 - c. Half-time employees (20 hours); 50% reimbursement up to 50% of the tuition reimbursement limit.
3. College Level Examination Program (CLEP) will be treated the same as tuition.
4. Other educational costs, including tests, books, transportation, and room and board are the responsibility of the employee.

H. Receiving Payment

1. To receive payment an employee, within thirty days of course completion, must submit to the Human Resources Division:
 - a. a report indicating a "C" or higher for each course, or other evidence of satisfactory completion
 - b. proof of payment
2. The Human Resources Division Director or designee may grant extensions for the completion of course work for medical and military reasons.
3. Employees working on a thesis or dissertation may submit a letter from their professor stating that satisfactory progress is being made towards completion. An incomplete must be made-up within one year.
- I. Employees accepted under this program will be required to sign an agreement that will include repayment terms and conditions ~~(see HR Policy 6-200 Training and Training Repayment)~~.
- J. Supervisors will review and consider written requests for irregular work schedules. Employees with approved irregular work schedules will attend classes on their own time and will not receive pay for time spent in class.

III. References

A. Human Resources Policy:

1. 1-200, General Definitions
2. 2-800, Resignation and Exit Interviews
3. 6-200, Training and Training Repayment

APPROVED and ADOPTED this ____ day of _____, 2018.


SALT LAKE COUNTY COUNCIL

By _____
Aimee Winder Newton, Chair

ATTEST:

Sherrie Swensen
County Clerk

Approved as to form and legality:

 Digitally signed
by Zachary L.
Lancaster
Date: 2018.05.17
10:04:46 -06'00'

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	_____

Purpose -

**SALT LAKE COUNTY COUNTY-WIDE POLICY ON
CHARITABLE SOLICITATION OF COUNTY EMPLOYEES**

The County Council finds that it is in the County's interest to promote charitable contributing by County Employees. In order to support and encourage such contributions, simplify the process for the County, and reduce disruption of the workplace and pressure on employees, the County adopts the following procedures. In adopting this policy, it is the intent of the County to establish a single County charitable campaign for each year, and provide guidelines and standards governing the activities of charitable organizations that wish to solicit contributions from County employees.

1.0 Policy

1.1 Application-This procedure shall be applicable to and binding upon any organization or entity, which seeks to solicit charitable donations from County employees as a group through payroll deduction. The procedure shall not apply to the activities of employee organizations or labor groups, banks and other financial institutions, insurance companies, and commercial solicitations by businesses for profit, nor shall it apply to solicitation activities not contemplating payroll deduction.

~~1.2~~ ~~Charitable Campaign Coordinator~~

~~1.31.2~~ The Division of Human Resources shall serve as the County charitable campaign manager and shall have responsibility for the implementation of this policy and procedure and for the supervision of County charitable campaign activities.

~~1.41.3~~ The Division of Human Resources shall make a recommendation annually, to the Mayor regarding the assignment of an employee to serve as the county's Charitable Campaign Coordinator.

~~1.51.4~~ Upon submittal by the Charitable Campaign Coordinator, the Division of Human Resources shall review applications from charitable organizations for solicitation access to County employees and make the initial determination of whether such access shall be granted, by the application of the standards and requirements set forth herein.

~~1.61.5~~ The Division of Human Resources shall review for approval any requests for charitable activities conducted on County time and premises that do not involve payroll deductions, such as food drives.

~~1.71.6~~ All application letters and accompanying materials shall be kept by the Division of Human Resources for future reference.

2.0 County Charitable Campaign

- 2.1 ~~Access to and~~in-person solicitation of County employees, as a group and for donations through payroll deductions, shall be conducted during a six-week period, to occur in the Autumn of every calendar year. The specific period shall coincide from year to year with the annual Benefits Fair. ~~No payroll deduction charitable solicitations~~Solicitations may~~shall~~ occur other than during this six-week period (with the exception at new hire orientation) but shall not be conducted in-person.
- 2.2 The Charitable Campaign Coordinator shall function as the clearinghouse or umbrella for all charitable entities and organizations wishing to solicit charitable donations from County employees as a group through payroll deduction
 - 2.2.1 The Charitable Campaign Coordinator shall organize and administer the solicitation of contributions from County employees during the charitable campaign, coordinate the receiving and review of payroll deduction source sheets completed by employees, and forward said forms to appropriate payroll technicians as soon as possible.
 - 2.2.2 The payroll technicians will then forward the completed payroll deduction source sheets to the Charitable Campaign Coordinator by December 1.
 - 2.2.3 The Charitable Campaign Coordinator is responsible for verification that the completed payroll deduction source sheets have been completed correctly. The employee's designated amount of contribution should be indicated on a per pay period deduction basis.
 - 2.2.4 Any requested tracking of percentage participation, increase/decrease in participation, etc., is to be completed by the Charitable Campaign Coordinator prior to the payroll deduction source sheets being forwarded to the Auditor's office payroll administrator for processing by January 5.
- 2.3 Participating charities and umbrella organizations are responsible for all fund-raising administrative costs and an allowance for uncollectible pledges associated with the County charitable campaign.

3.0 Charitable Solicitation Requirements

- 3.1 In order to be designated as a participating charity in the County charitable campaign, a charitable organization must submit a letter of application to the Division of Human Resources on or before June 30th of every year it seeks to participate in the County charitable campaign. An umbrella organization may submit a single application on behalf of all its constituents, affirming that each constituent meets the same qualifications.
 - 3.1.1 The Division of Human Resources shall make every effort to assist charities

in their applications, permitting charities to amend and resubmit applications, where necessary, to the end that participation shall be encouraged and open to all legitimate charities.

3.1.2 The Division of Human Resources may instruct staff to develop form applications if it determines that such would be appropriate.

3.2 In order to be designated as a participating agency in the County's charitable campaign and be permitted to solicit County employees for charitable donations by payroll deduction, each applicant charity shall meet the following standards and conditions and certify that it does so in its application to the Division of Human Resources:

3.2.1 The charity must agree to operate in compliance with all applicable Federal, state and local laws, including any applicable city or county licensing or certification requirements.

3.2.2 The charity must agree to operate under currently valid articles of incorporation and by-laws, a copy of which shall be submitted with its application.

3.2.3 The charity shall hold and maintain a currently valid designation by the Internal Revenue Service as a 501(c)(3) organization and be eligible to receive tax deductible contributions under the Internal Revenue Code.

3.2.4 The charity must have been licensed to engage in charitable solicitation by the State Division of Consumer Protection under the provisions of '13-22-1, et seq. (U.C.A. 1953, as amended).

3.2.5 The charity must submit a copy of its Form 990 filed with the IRS for its most recently completed fiscal year, or file a copy of its audited financial statement for each such year, or if neither of those documents are available, shall provide a copy of its most recent financial report, approved by its board of directors.

3.2.6 The charity shall maintain a substantial presence in Salt Lake County, defined as maintaining a staffed facility accessible by the charity's clients or the public for at least 20 hours each week. An umbrella organization may meet this obligation on behalf of its constituents.

3.2.7 The charity shall not expend in excess of 25 percent of its gross revenues in fund-raising or administrative expenses; provided, however, that this requirement may be waived by the Mayor for good cause shown, upon the written petition of the charity.

3.2.8 The charity shall have a majority of its governing body serving without compensation.

3.2.9 The charity shall agree to make available to the County, upon request, its annual financial report.

3.2.10 ~~The charity must have at least 40 County employees providing donations through payroll deduction. This obligation may be met by an umbrella organization having at least 40 employee donors, regardless of the number of donors per constituent charity. A charity that makes its initial application to the County will not have to meet this obligation until the end of its first full year of operation. If, after the first year, the charity is unable to secure donations from 40 County employees, it shall lose its certification to participate in the County charitable campaign.~~

~~3.2.10.1 A charity or umbrella organization that fails to meet this requirement may not reapply for admission to the county campaign for three (3) years.~~

~~3.2.10.2 Donations directed to a charity that fail to meet this requirement shall still be forwarded to the charity.~~

~~3.2.10.3~~ Donations directed to a charity shall be paid on a ~~twice-monthly~~bi-weekly basis, coinciding with the county payroll dates. Amounts will be deposited directly to the charity through wire transfer, unless otherwise agreed upon.

3.2.11 The charity shall not engage in or promote partisan political parties, activities or candidates.

3.2.12 An umbrella charitable organization that has one or more constituent charities that do not meet these standards must agree to not permit that constituent to participate in the County charitable campaign nor may it receive payroll deduction donations for that constituent. An umbrella organization must further agree to permit designated donations to a particular constituent charity.

4.0 Hearings and Appeals

4.1 A charity that submits an application for participation in the County charitable campaign, which application is denied by the Division of Human Resources, shall be notified by the Charitable Campaign Coordinator within ten days of denial.

4.1.2 The charity may, within thirty days of the denial, submit a written petition for reconsideration by the Mayor. Such petition should be submitted to the Division of Human Resources through the Charitable Campaign Coordinator.

5.0 County Officers and Employees

5.1 County officers and employees are directed to cooperate with the Division of Human Resources in its functions under this policy and with the Charitable Campaign Coordinator to promote the efficient conducting of the campaign, to ensure that employee participation

in the campaign is clearly voluntary, and to reduce disruption of the workplace.

- 5.2 The Charitable Campaign Coordinator must agree to endeavor to keep to a reasonable minimum the expenditure of County resources, including compensated County employee time used on the County charitable campaign.

APPROVED and ADOPTED this ____ day of _____, 2018.

SALT LAKE COUNTY COUNCIL

By _____
Aimee Winder Newton, Chair

ATTEST:

Sherrie Swensen
County Clerk

Approved as to form and legality:

Digitally signed
by Zachary L.
Lancaster
Date:
2018.05.02
10:54:52 -06'00'



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

COW Presentation 5.22.18



Agenda

- HR Policy Revision Review
 - 1-200 Definitions
 - 2-100 Employment Status
 - 4-200 Leave Practices
 - 4-300 Insurance & Retirement Programs*
 - 5-100 Pay Practices
 - 6-200 Training & Training Repayment
 - 6-300 Tuition Reimbursement Program
- County-wide Policy
 - 1450 Charitable Solicitation of County Employees
- Update on Sexual Harassment Prevention
 - Toolkit
 - Website reporting mechanism

1-200 Definitions

Clarifying language to the current volunteer definition

Section: Internship (pg. 9, 11)

Section: Volunteer (pg.17)

Defines Internship: A paid or unpaid opportunity to learn a profession or trade during a defined period of time.

Also defines Paid and Unpaid Intern (pg. 11, 17)

Adds language: Any person who donates approved services, without pay and without remuneration or reimbursement other than approved incidental expenses. **A volunteer must have a civic, charitable, or humanitarian purpose for donating services.**

*Consistent with Department of Labor regulations

2-100 Employment Status

Clarifying language on Paid & Unpaid Internships

Sections: II.N.4.a. and II.N.4.b (pg.8 & 9)

- Add II.N.4.a.iii - A paid internship has a defined beginning and end with clearly defined learning objectives and goals related to the goals of the internship program
- Add II.N.4.a.viii - A paid intern shall not be a merit employee

2-100 Employment Status

Clarifying Language on Paid & Unpaid Internships

- Add II.N.4.b.iii - An unpaid internship has a defined beginning and end with clearly defined learning objectives and goals related to the goals of the academic program
- Add II.N.4.b.iv - An unpaid intern is supervised by an experienced employee and provided resources that support the learning objectives and goals
- Delete: II.N.4.b.v: the County derives no immediate advantage from the activities of the unpaid intern
- Add II.N.4.b.x: An unpaid intern shall not be a merit employee

4-200 Leave Practices

Holiday Leave Clarification

D. Holiday Leave

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. An employee may not use other paid leave in order to bank a holiday. (Page 2)

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. (Page 3)

4-200 Leave Practices

Updated accrual chart, clarifying language on unpaid leave, vacation accruals & holidays during parental leave

Sections: II.G and II.J and II.K (pg. 4-7)

- Add II.G - “**time limited appointed**” to employment status
- Add II.J.1. - Updated accrual chart
- Update II.J.3. - For purposes of leave accrual, Human Resources shall establish an employee’s service date based upon prior relevant experience . ~~Prior relevant experience~~ **and** any service in a comparable public merit system.

4-200 Leave Practices

Parental Leave Clarification

K. Parental Leave

1. Employees that are eligible for FMLA are entitled to receive six weeks (240 hours) of consecutive paid leave due to the birth or adoption of a child. Birth mothers that are eligible for FMLA are entitled to an additional six weeks (240 hours) of consecutive paid leave immediately after the birth to recover from the physical and medical effects of pregnancy and childbirth. Employees may accrue holiday leave for holidays that occur during parental leave. (Page 7)

4-300

Insurance & Retirement Programs- Effective with Bi-Weekly Payroll

Termination of Coverage Change-
Effective 7/1/2018 (with Bi-Weekly
Payroll)

1. The termination date for insurance is as follows:
 - a. Coverage will terminate on the last day of the month. The premium will be deducted from the last paycheck or payout check.
 - b. Medical, Dental, and Life insurance coverage for adult children terminates after the last day of the month in which they turn age 26, unless they are qualified disabled.

(Page 2)

4-300

Insurance & Retirement Programs

Why the Change to Termination End of Month?

- Aligns with Medicare start dates
- Reporting consistent with 1095-C
- Easier to communicate and administer for employees

5-100 Pay Practices

Update “Incentive Plan” language consistent with remaining policy

Section: Pay Range Guidelines (pg. 11)

- Delete ~~Incentive Awards~~ to Incentive Plan Payment
- Delete “one time” and update to read: An addition to pay based upon an approved incentive plan.
- Delete: ~~May not exceed the amount stated in policy without Council approval.~~

6-200 Training & Training Repayment

Clarification of required and optional trainings

II. Required Trainings

- A. All newly hired employees are required to complete New Employee Orientation, Benefits Orientation, and Harassment, Discrimination, and Retaliation Prevention and Ethics Training within the 30 days of hire.
- B. All benefits eligible employees are required to complete Information Security Awareness Training at least once every year.
- C. All benefits eligible employees are required to complete Violence in the Workplace Training at least once every two years.
- D. All employees are required to complete Harassment, Discrimination, and Retaliation Prevention and Ethics Training at least once every two years.
- E. All supervisors are required to complete the Core Supervisor Training Courses within the timeframes established by the Human Resources Director.

6-200 Training & Training Repayment

Clarification of repayment agreements

2. ~~If a r~~The repayment agreement is deemed necessary, the Administrator will prepare a Letter of Agreement that shall may contain the following:

a. a. The total itemized cost of the employee's attendance at the training or certification program, ~~which may include~~including registration fees, materials, and the value of paid leave time including benefits;

b. An agreement that the employee will repay the County in the event that the employee voluntarily leaves employment ~~continue County employment for~~within at least one two years after completing the training or certification; and

~~c. The value of the training to the agency; and~~

- dc. The payback arrangement if the employee chooses to terminate County employment within ~~one~~ two years of completing training or certification which shall be pro-rated per month of completed employment toward the two year period.

6-200 Training & Training Repayment

Clarification of repayment agreements

Added:

4. A repayment agreement shall be prepared for each training or certification program.

5. The repayment amount may be estimated but shall not exceed the actual costs incurred by the agency.

6. The repayment amount shall not violate the FLSA including the provisions on minimum wage and overtime compensation.

6-300 Tuition Reimbursement Program

Clarifying eligibility and repayment requirements

Section: II.B.1 (pg.1-2)

- Add: Be either a regular, or permanent part-time merit employee who has completed probation or an appointed non-merit who has completed 6 months of employment
- Delete: unrelated policy reference “(see HR Policy 6-200 Training and Training Repayment)”

County-wide Policy: 1450 Charitable Solicitation of County Employees

Two Amendments:

2.0 County Charitable Campaign

2.1 ~~Access to and~~ In-person solicitation of County employees, as a group and for donations through payroll deductions, shall be conducted during a six-week period, to occur in the Autumn of every calendar year. The specific period shall coincide from year to year with the annual Benefits Fair. ~~No payroll deduction charitable solicitations~~ Solicitations may ~~shall~~ occur other than during this six-week period (with the exception at new hire orientation) but shall not be conducted in-person. (Page 2)

County-wide Policy: 1450 Charitable Solicitation of County Employees

Elimination of “minimum employees” for eligibility

~~3.2.10 The charity must have at least 40 County employees providing donations through payroll deduction. This obligation may be met by an umbrella organization having at least 40 employee donors, regardless of the number of donors per constituent charity. A charity that makes its initial application to the County will not have to meet this obligation until the end of its first full year of operation. If, after the first year, the charity is unable to secure donations from 40 County employees, it shall lose its certification to participate in the County charitable campaign.~~

~~3.2.10.1 A charity or umbrella organization that fails to meet this requirement may not reapply for admission to the county campaign for three (3) years.~~

~~3.2.10.2 Donations directed to a charity that fail to meet this requirement shall still be forwarded to the charity.~~

(Page 4)

Sexual Harassment Prevention Update



- Toolkit
- Website reporting mechanism

Sexual Harassment Toolkit



FREQUENTLY ASKED QUESTIONS

MONITOR

INTERVENE

REPORT

Sexual Harassment Toolkit



FREQUENTLY ASKED QUESTIONS

What is the best way to ensure the offending behavior has stopped?

- Follow-up with the individual(s) involved and let them know their concerns have been addressed. Encourage them to follow-up with you if any additional matters arise.

If I have looked into the complaint and feel that nothing has happened, is it still necessary to report to EEO?

- Yes. The EEO Team is responsible for tracking all reports of sexual harassment. This ensures we can recognize patterns and advise appropriately.

MONITOR

Routinely monitor for inappropriate workplace behaviors

1

Salt Lake County has zero tolerance for sexual harassment.

4

Explore rumors and complaints—addressing them promptly.

Sexual Harassment Toolkit



INTERVENE

Once you notice inappropriate conduct, intervene immediately.

1

Take **proactive** steps; don't wait for a complaint

4


Prevent retaliation by clearly **communicating expectations**, policy and consequences.

REPORT

Document and report the who, what, when, where and how!

You must report within **1 working day** any sexual harassment complaint to:

Website Reporting of Sexual Harassment

 **SALT LAKE
COUNTY**

Text: [Larger](#) - [Smaller](#) | [Translate](#)





Human Resources

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Process/Form:

- Upon Hitting “Submit” ...

Information drops into the ER team shared email box for immediate processing

Employee Completes & Submits Form

Human Resources

[Human Resources](#) / [Report Sexual Harassment](#)

Report Sexual Harassment

- Our Sexual Harassment Reporting Link is designed to expedite the reporting of inappropriate conduct of a sexual nature.
- All complaints are handled with discretion and respect.
- Contact information is required to ensure all claims are handled effectively and efficiently.
- Salt Lake County strives to ensure all employees are in a safe work environment and are equally respected for their contributions.

Contact Information

Name

Employee ID

Contact Number

Nature of SH complaint in your own words

Date of most recent occurrence

By clicking submit below I understand that I am entering into the EEO Complaint process as outlined in [SLCo Human Resources Policy 3-100](#)

Submit

Questions