EMPLOYEE HANDBOOK

Fiscal Year 2025-2026

Cottonwood Heights Employee Handbook
2025-2026 Fiscal Year

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Part I: Introduction

Welcome to Cottonwood Heights

As an employee of Cottonwood Heights, you are about to embark on an exciting and rewarding journey. This handbook is intended to help answer any questions you may have regarding City policies and procedures. Please review it carefully and keep it for future reference. This handbook supersedes any previous versions you may have received.

We look forward to your contributions and hope your experience with the City is both fulfilling and successful.

About Cottonwood Heights

The area of Cottonwood Heights was first settled by non-Indigenous people in the mid-19th century, following the arrival of Mormon pioneers to the Salt Lake Valley. The area served as a key passageway to Big and Little Cottonwood Canyons, where mining towns like Alta and Mineral Basin were rapidly developing. Shipments of ore were transported down the canyon, while food and supplies were sent up to support the miners and their families living in these remote communities.

The original settlement was called Butlerville, named after one of the prominent families who settled the area. Over the next century, Butlerville grew and progressed until it started to take shape as the city we know today, helping with some of the most important changes that took place in the valley.

Our modern legacy began to take shape in the early 2000s, when it became clear citizens wanted to take the reins of their community and chart their own course. Local leaders began to see that incorporation would bring enormous advantages to residents. That drive reached a fever pitch in 2004 when residents voted to become the newest city in the Salt Lake Valley. Cottonwood Heights became an official city on January 14, 2005, amid pomp, circumstance, and excitement for the future.

Today, our population is 32,204 (estimate). The City has received numerous local/national awards and recognitions including several Best of State and financial awards. In 2011, Cottonwood Heights was an All-American City finalist. We created our own police department in 2008 and became the first city in Utah to privatize our Public Works by using Terracare Associates. In 2018 Cottonwood Heights completed a beautiful new City Hall on the northwest corner of Bengal Blvd. and 2300 East.

Cottonwood Heights Mission and Values

"Cottonwood Heights strives to enrich the quality of life for our residents and to build an attractive, inviting, and secure community. We work in partnership with our residents and businesses to foster community pride, preserve and enhance the natural beauty of our environment, facilitate economic development and plan for the future within the constraints of fiscally and socially responsible government."

It is our hope that you enjoy a pleasant work environment and have a positive professional experience at Cottonwood Heights. The following statements describe how we approach our work and define our values in the day-to-day operations:

Customer Service	Our greatest desire is the welfare of our residents. We will be diligent in educating, serving, and helping them to improve our community
Work Ethic	We owe our residents maximum value for our pay. We will be productive by working hard for our community
Team Orientation	We value our relationships and will work as a unified organization. We will support, help, and cooperate with each other in the performance of our work
Loyalty	We are devoted to the work of bettering our community. Our work, words and actions will strengthen the community as a place desirable to live and work
Integrity	We will always strive to do the right thing regardless of the consequences. We will behave consistently with our values
Communication	Our communication will be open, honest, and frequent. We will listen with understanding and respect opinions different from our own. We will constantly strive to inform our elected officials and the public on the work we perform
Innovation	We are open to change, to try the new or to promote the different if it has potential to increase our productivity or better our community
Respect	Every person has a right to be heard and understood, we will strive to be courteous and congenial with the public
Collaboration	We will be inclusive in processes and partner with other organizations and groups in our efforts

Part II: Employment Policies

Equal Employment Opportunity and Unlawful Treatment

Equal Employment: Cottonwood Heights hires on the basis of the ability to perform a position's essential functions without regard to race; color; religion; sex; pregnancy, childbirth, or pregnancy-related conditions; national origin; age; disability; sexual orientation; gender identity; genetics; protected veteran status; or any other class protected by applicable federal, state, and local employment laws. The City expressly prohibits any form of unlawful employee harassment or discrimination based on the preceding factors. Unlawful interference with the ability for you to perform your expected job duties is not tolerated. If you require an accommodation, to perform your expected job duties please notify the City's Human Resources department, your immediate supervisor, or your department head. This policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The City is an Equal Opportunity Employer.

Sexual Harassment: It is the City's policy to regard sexual harassment as a very serious matter and to prohibit it in the workplace or among the work force by any person and in any form. The City also prohibits inappropriate sexual conduct including but not limited to:

- Unwelcome sexual flirtations, advances, propositions, or touching;
- Verbal or written abuse of a sexual nature;
- Graphic verbal comments about an individual's body;
- Sexually degrading words used to describe an individual;
- Display in the workplace of sexually suggestive objects or pictures; and
- Other conduct of a sexual nature which is inappropriate for the workplace.

Complaint Procedure: Each employee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise unlawful, and for respecting the rights of their coworkers.

If you feel you have been subjected to or witnessed any job-related harassment based on sex, race, or any other protected characteristic listed above, or believe you or someone else has been treated in an unlawful or discriminatory manner, you shall file a written complaint of harassment, discrimination or retaliation or all of the above with Human Resources, your immediate supervisor, or your department head. If the investigation concludes that an employee has inappropriately harassed or discriminated against another person, appropriate disciplinary action will be taken against the offending employee up to and including termination.

The City prohibits any form of retaliation against you for filing a complaint under this policy or for assisting in a complaint investigation.

Medical Examinations

Final applicants for hire in designated positions will undergo a physical examination after a conditional offer of employment has been made. These employees may also undergo periodic evaluations to assess their ability to perform essential job-related functions. Designated positions include any position that is indicated in the job description and all positions in the following departments/divisions except for office staff:

- Community Development (those requiring a CDL)
- Police
- Public Works (those requiring a CDL)

Physical evaluations are conducted at any of the Intermountain WorkMed locations listed below. Police must schedule an appointment. Others may walk-in time permitting. For additional information please visit: https://intermountainhealthcare.org/services/occupational-medicine/workmed/.

Murray WorkMed
201 E. 5900 Suite100
Murray, UT 84107
801-288-4900
M-F 8:00 a.m. - 5:00 p.m.
After Hours Drug Screening:
801-387-8378

Salt Lake WorkMed
1685 W. 2200 S.
Salt Lake City, UT 84119
801-972-8850
M-F 7:30 a.m. - 5:30 p.m.
After Hours Drug Screening:
801-387-8378

South Jordan WorkMed
1091 W. South Jordan Parkway, Suite 500
South Jordan, UT 84095
385-887-7200
M-F 8:00 a.m. - 5:00 p.m.
After Hours Drug Screening:
801-387-8378

The purpose of the physical evaluation is to assess your ability to perform the essential functions of your position. The City will not use the results of these examinations to discriminate against you if you can perform the essential functions of your position with or without reasonable accommodations.

All physicals will be administered by a City-designated physician. The examining physician will provide the City with a written opinion regarding your ability to perform the essential duties of the position. The information obtained by the City will be maintained in medical files separate from general employee personnel files.

Designated employees who refuse to consent to a physical evaluation or drug or alcohol screen are subject to disciplinary action up to and including termination. The reason(s) for refusal will be considered in determining the appropriate disciplinary action. No disciplinary action will be taken without first discussing the matter with the employee. Questions about medical examinations or drug or alcohol screenings should be directed to your supervisor or Human Resources.

Employment of Relatives

The City restricts, and in some cases, prohibits the hiring and promotion of current employees' relatives to avoid actual or perceived conflicts of interest. It is the City's policy to comply with Utah's anti-nepotism act, Utah Code Ann. 52-3-1 es seq. or any successor provision of state law. Further

(a) Relatives of any current City employee may not work in a department of the City's administration wherein that employee is the department head or would have direct or indirect supervision or control over that person; and
(b) No relative of any elected officer of the City, of the City manager, or of a city employee assigned to perform human resources services for the City, may be employed by the city in any capacity.

For purpose of this policy, a "relative" is defined as a father, mother, husband, wife, son, daughter, sister, brother, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepchild, or stepparent. For additional information on these restrictions, contact Human Resources.

Personnel Files

The City maintains personnel files on each employee. These files contain documentation regarding all aspects of your tenure with the City, such as performance evaluations, beneficiary designation forms, disciplinary documentation, and letters of commendation. If you are interested in reviewing your file, please contact Human Resources.

Your personnel file is a permanent record and the information entered in it will remain in it. However, written warnings and other disciplinary actions may have follow-up progress reports attached by your supervisor if they feel it appropriate. In addition, you have the right to attach your own comments to anything in your personnel file.

To ensure that your personnel file is up-to-date at all times, notify Human Resources of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, emergency contacts, and so forth.

HIPAA Privacy Regulations: The City is compliant with the privacy portion of the Health Insurance Portability and Accountability Act (HIPAA). The privacy section requires the proper protection of Personal Health Information (PHI). The City has implemented procedures to safeguard the access to all health documentation. Employees who have access to any PHI are required to comply with the privacy policy and will limit use of this documentation to the minimum necessary to accomplish their required work. This portion and the complete HIPAA regulations are available in the Human Resources Office for your inspection upon request.

Termination of Employment

If you desire to terminate your employment relationship with the City, you are urged to notify the City at least two weeks in advance of your intended termination. Such notice should preferably be given in writing to your supervisor and department head. Proper notice generally allows the City sufficient time to calculate accrued PTO, overtime (if applicable), and/or other monies to which you may be entitled and to include such monies in your final paycheck.

You are urged to provide the City with a minimum of two months' notice when you are nearing retirement. This will allow ample time for the processing of appropriate pension forms to ensure that any retirement benefits to which you may be entitled commence in a timely manner.

All outgoing employees are required to contact Human Resources to complete and sign the City's separation form before they receive their final paycheck. The purposes of this form are to review eligibility for benefit continuation and conversion (see COBRA section), to ensure that all necessary forms are completed and to ensure all City property has been turned over to your supervisor.

Life Insurance Continuation: The City's life insurance plan has a conversion option. When you leave employment, you may convert to an individual policy. Contact Human Resources for more information.

Disability Insurance Continuation: Because the City does not participate in Social Security, you may not be eligible for disability benefits under Social Security. This depends on how many credits you have earned in Social Security and how long ago you earned the credits. If you leave employment with the City, you may want to consider converting to an individual disability policy. Contact Human Resources for more information.

Retiree HSA Option: The City may frontload an employee's Health Savings Account (HSA) contributions if an employee plans to retire and will be eligible for Medicare at the time of retirement.

Continuation of Group Health Plans (COBRA): The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") requires employers to offer a temporary continuation of group health plan coverage to eligible individuals. Employees covered by the City's health plan and/or spouses and dependent children (including children born after the qualifying event) may qualify for such continuation. The continuation period is generally 18 months if you terminate voluntarily, terminate involuntarily (except for gross misconduct), or you have a reduction of hours. The coverage period can be extended for the following events:

29-Month Maximum Qualifying Events: Disabled at the time of the qualifying event or 60 days after the qualifying event (must be disabled as defined by the Social Security Administration).

36-Month Maximum Qualifying Events: Death of employee, divorce/legal separation, dependent child ceasing to be dependent, or Medicare entitlement (coverage ends for the employee but continues for employee's dependents).

The full cost of the COBRA insurance premiums (including a two percent administration fee) must be borne by the person requesting the extension during the entire length of coverage. If the person is disabled, the premium for a disabled individual to continue benefits for an additional 11 months (19^{th} -29^{th} month) will be increased to 150 percent of the regular premium amount. Monthly premium payments must be received by the 25^{th} of the month before the month of coverage. If payment is not received, coverage will be dropped from the group plan without further notice 30 days after the premium due date.

Employees may not be eligible for the 11-month COBRA Disability Extension or Disability Medicare because the City does not participate in Social Security. In such cases the City will pay an amount equal to the individual conversion policy premium, less than 150 percent of the City's group health plan premium for 11 months of COBRA extension (months 19-29), if an employee meets all of the following conditions:

1. Qualifies for and elects the 18-month maximum continuation of group health plan coverage (COBRA) through the City;
2. Is approved for and is receiving long-term disability (LTD) benefits from the City's LTD carrier;
3. Applies for and is denied disability benefits from the Social Security Administration on the basis that the City does not participate in social security; and
4. Elects the individual conversion policy offered by the health plan provider within 60 days from the date the 18-month maximum COBRA has expired.

Federal law also requires employers to offer a temporary continuation of flexible spending accounts to qualified beneficiaries. The requesting person is responsible for the contribution amount. In addition, a two percent administration fee will be assessed. Monthly contribution payments must be received by the 25th of the month before the contribution is to be credited to your account. If the contribution is not received, the flexible spending account will be closed, and the accumulated funds will go to the City's General Fund.

City-Paid COBRA: The City will pay up to two months of health and dental COBRA premiums for an employee and their plan dependents in the event that a current appointed, regular, or part-time benefitted employee of the City dies.

Health Insurance Portability (HIPAA): The Health Insurance Portability and Accountability Act is designed to help ensure portability of health coverage for individuals and families who move from one employer health benefit plan to another, and to protect your health information. The act places several significant obligations on Cottonwood Heights and our group health plan providers, including a requirement to issue a Certification of Credible Group Coverage to employees and their eligible dependents when coverage under the City's health plan ends.

Retirement Early Withdrawal Penalties: You may withdraw part or all of your retirement accounts upon termination. There is a ten percent penalty on withdrawals from the URS and MissionSquare retirement accounts. The IRS requires 20% withholding of the withdrawn funds, which does not change the actual penalty or taxes due. As usual, any funds withheld in excess of the taxes and penalties due are refunded after you file your taxes for the year. You may avoid the taxes and penalties by leaving your money in the plan or rolling it into another qualified plan. You may obtain all appropriate paperwork from Human Resources.

Job Abandonment

Any employee who is absent from work without giving notification and was capable of giving notification may be disciplined for failure to report to work. Discipline may include, but is not limited to, termination.

In rare situations, an employee may be absent from work due to a medical emergency or other unforeseen circumstances which keep the employee from providing timely notification of the absence. In such instances, the employee or the employee's representative should contact the supervisor as soon as possible to explain the situation.

Part III: Compensation Policies

Regular Pay Procedures

Employees will normally be paid via direct deposit on a biweekly basis, usually on a Friday. If a scheduled payday falls on a City observed holiday, employees may be paid on the day preceding the holiday. The City will notify you if the pay day will be different.

2025-2026 Regular Paydays

Paydays for fiscal year 2025-2026 are as follows:

July 11	October 3	December 26	March 6	May 15
July 25	October 17	January 9	March 20	May 29+
August 8	October 31+	January 23	April 3	June 12
August 22	November 14	February 6	April 17	June 26
September 5	November 28	February 20	May 1	
September 19	December 12			

\+ Benefits will not be taken out of these pay checks.

Working Hours and Breaks

Lunch Periods: Employees are provided with a one-hour paid lunch break four days per week. For those who have requested an eight-hour workday schedule, the lunch period on one of the five days will be unpaid to ensure service coverage from 8:00 a.m. to 5:00 p.m.

Part-time employees who work five or more hours in a day are entitled to a minimum 30-minute unpaid lunch break. Department heads may approve a longer lunch period based on operational needs.

Supervisors are responsible for establishing lunch schedules for their teams, typically within the hours of 11:00 a.m. and 2:00 p.m.

Employees are not allowed to skip their lunch period in order to arrive at work late or leave work early unless approved by the department head.

Sworn Police Personnel: Lunch hours or other meal breaks and rest breaks for police officers on patrol may be paid time in accordance with the Fair Labor Standards Act.

Rest Breaks: Each employee is also entitled to a 15-minute paid rest break around the midpoint of each four-hour segment worked. Rest breaks cannot be combined with a lunch period or otherwise saved. If a rest break is not taken during any four-hour segment worked, it will be lost. Employees working less than 3.5 hours a day are not normally entitled to a rest break. One rest break may be taken for part-time shifts of 3.5 - 5 hours.

Lactation Breaks: For one year after the birth of the employee's child, female employees are entitled to reasonable break time to breastfeed or express milk during the workday. Lactation breaks as feasible, shall run concurrently with the employee's regular rest breaks. Additional time needed beyond paid rest breaks will be unpaid time for employees who are non-exempt under the Fair Labor Standards Act. Employees needing lactation breaks should consult with a supervisor to identify the appropriate method for requesting lactation breaks and a suitable private location for taking breaks.

Recording Work Hours

To ensure that accurate records are kept of the hours you actually work and for the leave time you have taken, all non-exempt employees are required to record time worked and leave on their time sheet. Please ensure that your actual hours worked and leave time taken are recorded accurately and are submitted for your supervisor's examination and approval. Failure to accurately record your hours may result in loss of pay for that period and possible discipline, up to and including termination. The supervisor is responsible for the accuracy of the time sheet Exempt employees should enter their time as their default schedule unless there is an exception for leave (e.g. PTO).

To access your paystubs, you will receive an email from Payroll prior to each payday alerting you that your most recent electronic paystub is available. Electronic paystubs will be available to all benefited employees and those that have city email addresses.

Work Schedules

4/10 Work Schedule Pilot Program: To support work/life balance, environmental sustainability, and operational efficiency, the City is currently implementing a 4/10 work schedule as a pilot program, allowing eligible employees to work four ten-hour days per week instead of the traditional five eight-hour days. This schedule is intended to enhance employee well-being, reduce commuting time and environmental impact, improve productivity through extended work periods, and contribute to employee morale and retention.

Please note that this program is subject to change. As a pilot initiative, it will be regularly reviewed and evaluated to ensure it supports the operational needs of the City, including adequate staffing and the consistent delivery of services to the public. Adjustments to the program may be made at any time based on this evaluation. Participation in the 4/10 schedule is not guaranteed and may be modified, suspended, or discontinued as deemed necessary by management.

Holiday Pay Policy
All benefited employees will receive ten hours of holiday pay for each city-observed holiday, regardless of their assigned work schedule. Employees on a 5/8 schedule will receive eight hours of holiday pay on the observed holiday, along with two additional holiday hours to be used during the same pay week. They must be used in that pay week, or it will be forfeited.

Please note that the day after Thanksgiving is not a designated paid holiday. * While city offices will be closed, employees not on the standard 4/10 schedule must either use paid time off (PTO), work with their supervisor on a modified work schedule, or report to work on that day, as no holiday pay will be provided for this closure.

Work Schedule Guidelines
Employees may coordinate their specific work schedules with their supervisors, provided that work hours include a 10-hour period that falls between 7:00 a.m. and 6:00 p.m. Each workday under the 4/10 schedule includes a one-hour paid lunch break, four days per week. Lunches should be taken near the middle of a shift and are not to be used to shorten a workday by arriving later or leaving earlier.

Remote Work Eligibility
Employees working a 4/10 schedule are not eligible for remote work. Employees who wish to remote work may make a written request to work a traditional 5/8 schedule, which allows for one remote work day per week. With department head and City Manager written approval, remote work may be extended to up to two days per week for a 5/8 schedule, with adequate justification and reasoning. Remote workdays may not be scheduled on the first or last day of an employees scheduled work week (typically Monday and Friday). Any variation from the standard 4/10 work schedule (including a 5/8 schedule or any remote work arrangements) must be in writing and kept in the employee's personnel file with Human Resources.

Any employee interested in remote work should discuss your options with your direct supervisor. Any employee who works remotely will still be required to work in the office (or other assigned worksite) at least 3 days per week.

Additionally, with supervisor's approval, exceptions to the policy may be made for employees who are ill in order to avoid spreading the illness in the workplace.

Similar to expectations for the official worksite, the following standards will also be expected of employees while remote working:

- The employee must have the appropriate equipment including a telephone, a computer with adequate internet access, a suitable workspace, and any other job-appropriate equipment. Cottonwood Heights will not reimburse for personal costs incurred from remote working but may elect to provide work equipment to assist you in remote working.
- If on video calls, dress and computer backgrounds should be professional.
- While remote working, employees will be required to forward their work phone to their work cell phone during working hours to ensure high quality customer service standards are maintained.
- The quality of customer service should be seamless. There should be no difference in the quality or timeliness of customer service responses while working remotely.
- The quality and quantity of work performed by the employee must not be negatively impacted by the arrangement.
- "Remote work," as defined and permitted by the City's Work Schedule Policy, is to be conducted from the employee's home unless otherwise expressly approved in advance by the employee's supervisor.

A remote work arrangement does not change the terms and conditions of employment with Cottonwood Heights. When working remotely, you will be expected to adhere to all applicable laws, rules, and policies regarding information security and maintaining a safe work environment. You will also be expected to follow all City and department policies just as if you were in the workplace, including attendance and overtime policies. You will be compensated appropriately for all time worked, leave, and travel just as if you were in the workplace.

Employees who work remotely may be required to come into the workplace as needed and are expected to be working and available for contact by supervisors during all normal work hours. Employees should work with their supervisors to ensure that all work expectations are being met and that there is regular communication between the employee and supervisor. A remote working arrangement may be adjusted or canceled at any time by a Department Head.

5/8 Schedule Option: Employees who opt for a 5/8 schedule will also receive a one-hour paid lunch four days per week. One of the five days, the lunch period will be unpaid, and employees must work with their supervisor to ensure adequate service coverage is provided during normal business hours. Lunches should be taken near the middle of a shift and are not to be used to shorten a workday by arriving later or leaving earlier.

Schedule Oversight: Department supervisors are responsible for coordinating employee schedules to ensure appropriate coverage and continuity of services. All schedule arrangements are subject to supervisory approval based on operational needs.

Overtime Pay Procedures

Your position is classified as either FLSA Non-exempt or FLSA Exempt. Those who are FLSA Non-exempt are covered by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). Those who are FLSA Exempt are protected from improper or illegal salary deductions.

Non-exempt: If you are classified as a non-exempt employee, you will be paid one and one-half times your regular hourly rate of pay for all hours worked beyond the limits outlined in the chart below. You may agree with your supervisor in advance that you will take compensatory time in lieu of paid overtime. However, the City may pay out accrued comp-time at any time. There are also limits to the amount of accrued comp-time. The limit is 40 hours for all employees.

> **Premium Pay:** If an employee is required to work during Butlerville Days or a special event reimbursed by an outside entity, for the purposes of providing support, the employee will be paid time and a half for actual hours worked outside of their regular work schedule. Butlerville Days premium pay is hereby defined as starting two days prior to the event and ending a day and a half following the event.

City Float Pay: If an employee is required to work to provide support for the City float in a parade or parades within any 24/hour pay period, the employee will be paid time and a half for a minimum of eight hours.

City Event Pay: If an employee is required to work to provide support for a City event, the employee will be paid time and a half based on FLSA regulations; or receive compensatory time.

Please be aware that any paid leave taken during a work period does not count toward your hours worked for overtime purposes. The chart below shows what hours are overtime for employees:

Employee Class	Work Period	Hours Worked Before Overtime
Police	**14 days (coincides with pay periods)**	**80**
General Employees	**7 days (Sat. 6:00 a.m. to Sat. 5:59 a.m.)**	**40**

General employees who are required to work on City-recognized holidays will be paid one and one-half times their regular hourly rate for those holiday hours worked. Police are compensated for holidays in a manner that recognizes they are required to work many holidays due to the nature of their line of work. Each work period stands alone in computing hours worked. Averaging hours worked over two or more periods will not be allowed. Your supervisor will attempt to provide you with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible.

If you feel it is necessary to work overtime to complete your responsibilities, you must get prior approval from your department head. It is your responsibility to ensure that all hours worked are recorded in the correct work period.

Exempt: If you are classified as an exempt employee, you will be paid on a salary basis. The City will not knowingly make improper or illegal deductions from your paycheck. If you feel that an improper deduction has been made from your paycheck, contact Human Resources.

Volunteer: As a City employee, you will only be considered a true volunteer if you are performing services substantially different from the duties you perform for the City as a paid employee. If the services are similar, you will have to be paid and it could affect your hours worked for overtime purposes. If you have any questions regarding this, please discuss it with your supervisor or Human Resources.

On-Call and Call-Out Pay: Certain sworn and civilian employees may be designated as On-Call for periods of up to two weeks. On-call employees must remain reachable at all times, respond within 30 minutes (or as directed by their supervisor), and refrain from alcohol or other activities that impair their ability to respond. On-call employees receive an additional $20 per day, and if called back to work, are compensated for actual time worked with a minimum of three (3) hours at time-and-a-half per call. If a second call occurs within three hours of the first, it is considered a continuation of the initial call.

Employees not designated as on-call but asked to return to work outside regular hours are considered Callout. Callout employees are compensated for actual hours worked with a minimum of three (3) hours at time-and-a-half per call. For snow removal callouts, employees are paid at their regular hourly rate until 40 total hours are worked in the week; overtime (time-and-a-half) applies thereafter under FLSA guidelines. Supervisors are responsible for scheduling, documentation, and ensuring timecards include callout details. Failure to comply with availability or reporting requirements may result in loss of on-call pay or disciplinary action.

Disaster Emergencies: In situations where the City Manager or designee has formally activated the Emergency Operations Center or declared a "Local State of Emergency," non-exempt employees who are required to work outside of, or in addition to, their normal work schedule during the designated disaster may be paid at time and one-half for any emergency hours worked. Exempt employees called in to work for an emergency outside of normal business hours may be allowed to flex their time after the emergency. Hours worked under those conditions must be paid hours and cannot be used as comp time. At such times, all exempt and non-exempt employees will be considered disaster response personnel and may be required to perform other duties outside their normal job responsibilities pursuant to and in accordance with Utah law.

Salary Programs

Cottonwood Heights is committed to maintaining wage ranges which are competitive with other Wasatch Front communities of comparable size. Human Resources regularly conducts a wage and benefits survey of the relevant communities. Because not all City positions have matches in the established market, a classification analysis may also be done on each City position in conjunction with the market survey. This classification analysis considers such factors as education and experience requirements, supervisory and financial responsibilities, level of risk in position, and the analytical requirements of the position.

Based on the market and classification analysis, the Budget Committee will review wage ranges and may recommend changes as appropriate. The Budget Committee may make recommendations for salary range adjustments for specific job classifications or for the City as a whole. Salary range adjustments are considered each fiscal year and implemented July 1, if approved.

Your total compensation at Cottonwood Heights consists not only of the salary you are paid but also the various benefits you are offered, such as group health and life insurance and your retirement plan, as described later in this handbook. In accordance with IRS regulations, some fringe benefits such as meals, personal use of City vehicles, non-exempt work clothing, etc. may be considered taxable income and may be included on pay stubs and W-2's. Questions regarding your salary should be directed at your supervisor or Human Resources.

Pay For Performance

The City is committed to helping you succeed in your job functions by recognizing strong performance and providing constructive feedback when needed. To support your growth and ensure continued excellence, your supervisor will regularly assess your performance, with a formal written evaluation conducted at least once each year. These evaluations not only support your professional development but also play a role in determining annual pay adjustments.

Any performance evaluation adjustments you receive will be based on your supervisor's evaluation in conjunction with budget monies available. The Mayor and City Council approves a certain amount of dollars for performance evaluation adjustments each fiscal year which department heads then allocate based on each employee's performance.

Generally, performance evaluation adjustments are implemented on July 1 each year. If your pay is at or above the maximum of your salary range, you will not be eligible for a performance increase. Instead, your performance may be recognized by way of a longevity bonus (lump-sum) subject to budget limitations approved by the City Council.

Employees, regardless of their position in their salary range, are eligible for individual spot awards at the discretion of the City Manager. These awards are for exceptional performance, often on special projects or for performance that so exceeds expectations as to be deserving of an add-on payment. Salary and incentive (lump sum) payments will not exceed the limits set forth above for any employee in any one fiscal year, unless approved by the City Manager.

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by your supervisor at any time to advise you of the existence of employment problems.

Part IV: Leave

Holidays

Each year, the city provides the following 11 paid holidays to all appointed, regular, and part-time benefitted employees. Part-time benefited employees receive holiday pay according to the number of hours the employee is regularly scheduled to work. If the holiday occurs on a part-time benefited employee's regularly scheduled day off, the employee may take their holiday on the nearest regularly scheduled workday in the same pay period, if approved by their supervisor. All regular employees will receive ten hours of holiday pay for each city-observed holiday, regardless of their assigned work schedule.

Employees working an adjusted 5/8 schedule will receive 10 hours of holiday pay for each observed holiday. The additional two hours must be used within the same pay week.

2025	
Independence Day	Friday, July 4, 2025
Pioneer Day	Thursday, July 24, 2025
Labor Day	Monday, September 1, 2025
Veterans Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025
Christmas Day	Thursday, December 25, 2025
2026	
New Year's Day	Thursday, January 1, 2026
Martin Luther King Jr. Day	Monday, January 19, 2026
President's Day	Monday, February 16, 2026
Memorial Day	Monday, May 25, 2026
Juneteenth National Freedom Day	Friday, June 19, 2026
Independence Day	Friday, July 3, 2026 **(Observed)**
Pioneer Day	Friday, July 24, 2026
Labor Day	Monday, September 7, 2026
Veterans Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday, November 26, 2026
Christmas Day	Friday, December 25, 2026

**Note: Holidays that fall on a weekend will be taken on Friday if the holiday is on Saturday or Monday if the actual date is a Sunday.*

Shift Work Holidays: Those employees on shift work may have to work on recognized holidays. Police Department employees on rotating schedules will receive 110 holiday hours, distributed quarterly, less any holiday hours occurring prior to hire date. These hours must be scheduled with your supervisor's approval. For all shift workers, holiday hours are given upon a "use or lose" policy and are not rolled over to the next quarter.

If an employee working shifts uses all their holiday hours before the end of the quarter, then separates employment with the City, they will be required to pay back the holiday hours that have not yet occurred. For example, if an employee left in the beginning of December and had already taken all their holiday leave, they would have to pay back the hours for Christmas which would occur after the employee left. PTO hours may be used for this repayment. Also, upon termination, unused holiday hours will be paid out according to the number of actual holidays that have passed during the current quarter.

General employees who are required to work on City-recognized holidays will be paid their regular hourly rate for those hours worked, in addition to the holiday pay. Police are compensated for holidays in a manner that recognizes they are required to work many holidays due to the nature of their line of work.

Paid Time Off

Non-Sworn Employees

The City grants annual paid time off (PTO) to its appointed, regular non-sworn, and part-time benefited employees.

PTO Accrual: The amount of PTO you are given is based on your length of service since your hire date, as follows:

	Years of Service	Annual Accrual	Bi-Weekly Accrual	Maximum Accrual	% Vested at Separation
Regular	First year of employment	80.6 hours	3.1 hours	280 hours**	50%
	Start of 2nd year through completion of 3rd year	80.6 hours	3.1 hours	280 hours*+	100%
	Start of 4th year through completion of 7th year	111.8 hours	4.3 hours	280 hours*+	100%
	Start of 8th year through completion of 11th year	143 hours	5.5 hours	280 hours*+	100%
	Start of 12th year and over	176.8 hours	6.8 hours	280 hours*+	100%
Appointed	Hire date through completion of 5th	208 hours	8.0 hours	360 hours*+	100%

* Any PTO hours over the maximum accrual limits as of July 1st of each year will be forfeited.
** Vesting and cashout at 50%
+ Vesting at 100%

Part-Time Benefitted: Part-time benefitted employees accrue PTO based on the number of hours the employee is regularly scheduled to work. When you take PTO, you are paid for the number of hours you are normally scheduled to work. For example, an employee scheduled to work 20 hours a week would accrue half of the regular PTO accrual rate and when they take PTO days, they would be paid for the four hours a day they regularly work. The maximum accrual limit for part-time benefited employees is also prorated based on the employee's regular schedule. If you have questions about your accrual rates, please contact Human Resources.

Seasonal & Part-time Non-benefitted: These positions do not receive paid time off but may be allowed leave without pay, if approved in advance by an employee's supervisor.

PTO Scheduling: PTO may be taken as weekly periods, individual days or hourly increments (for non-exempt employees), as long as the periods chosen meet with departmental approval. To scheduled leave, submit a leave request to your supervisor as early as possible. The supervisor reserves the right to deny leave requests. It is the employee's responsibility to manage their leave time. Any accrued compensatory time must be used prior to PTO.

Employees may also need to use PTO for unforeseen circumstances such as illness or emergencies. Please immediately notify your supervisor if you are ill on the job or are sick and cannot come to work on a given day. In the event of extended or numerous absences due to illness, you may be required by your supervisor to submit a medical statement from the attending physician. If your absence is due to an emergency, you or a member of your immediate family should inform your supervisor as soon as it is practical. You may be required to submit to Human Resources a detailed medical statement from the attending physician stating the reasons why and how long you will be ill or disabled.

PTO Cash Out: Employees must have a balance of at least 120 hours of unused accrued PTO as of June 1 to participate. Employees can only cash out accrued PTO above the 120 hours. Employees may cash out up to 100 hours of PTO at the end of each fiscal year, which will be paid out at 50%.

PTO Payout at Separation: Upon separation from employment, non-sworn employees who have worked for the City for less than one full year will receive 50% of the value of any unused, accrued PTO. Non-sworn employees with one year or more of service will receive 100% of the value of their unused, accrued PTO. Example: An employee earning $20 per hour with 300 hours of unused PTO at the time of separation would receive a PTO payout of $6,000, subject to applicable payroll taxes.

Personal Leave: Beginning July 1st of each fiscal year, all non-sworn employees will receive 80 hours of personal leave. This leave is considered "use it or lose it" time. To scheduled leave, submit a leave request to your supervisor as early as possible. The supervisor reserves the right to deny leave requests. Any unused personal leave will expire at 11:59 p.m. on June 30th or date that resignation is accepted. Personal leave will not carry over to the next fiscal year. Personal leave is not eligible for payout upon separation from employment.

The purpose of personal leave is to support employees in managing emergencies and maintaining a healthy work/life balance. It is recommended that employees use personal leave before utilizing PTO. However, compensatory time must be used prior to using personal leave or PTO.

Sworn Employees

The City grants all full-time and part-time sworn employees the ability to accrue vacation and sick leave.

Probationary sworn employees accrue vacation but are prohibited from using leave prior to completing one month of employment with Cottonwood Heights, unless authorized by the Chief of Police.

If a sworn officer has had their service date adjusted in accordance with current policy, the adjusted service date will be used for the purpose of determining the rate of vacation accrual.

Vacation Accrual: Full-time sworn employees shall accrue vacation according to the following schedule.

Years of Service	Per Month	Maximum Accrual of Hours
Less than 1	8	320*+
1 through 8	8	320*+
9 through 16	12	320*+
17 and over	16	320*+
Police Appointed Staff	16	360*+

* Any Vacation hours over the maximum accrual limits as of July 1st of each year will be forfeited.
+ Vesting at 100%

Part-time sworn employees will accrue vacation on a pro-rated amount based upon hours worked.

Vacation Cash Out: Sworn Employees must have a balance of at least 120 hours of unused, accrued Vacation as of June 1 to participate. Employees can only cash out accrued Vacation above the 120 hours. Employees may cash out up to 100 hours of Vacation at the end of each fiscal year, which will be paid out at 50%.

Vacation Payout at Separation: Upon separation from employment, sworn employees will receive 100% of the value of their unused, accrued vacation leave. Example: An employee earning $20 per hour with 300 hours of unused vacation leave at the time of separation would receive a vacation payout of $6,000, subject to applicable payroll taxes.

Sick Leave: All full-time and part-time sworn employees accrue and are eligible to use accrued sick leave.

- Eligible sworn employees shall accumulate sick leave hours at the rate of eight (8) hours per month.
- There is no limit to the amount of sick leave that may be accrued and carried forward to succeeding years.
- Sick leave shall not be accrued during a period in which the employee has been granted leave without pay.

- Sworn employees eligible for sick leave, who use less than thirty-two (32) hours during the fiscal year, will have a portion of their unused sick leave converted to additional vacation leave according to the following formula:

Total fiscal year sick leave accumulated – (minus) sick leave hours used during fiscal year – (minus) 64 hours = Converted Credit

  - Sworn employees who do not want to convert sick leave to vacation leave may have the conversion waived by submitting a written request to the Finance Department by June 15th of each year.

  - Sworn employees who terminate employment, for reasons other than retirement, shall not be compensated for any unused sick leave.

  - Sworn employees retiring pursuant to the provisions of the Utah State Retirement Act and the Utah Public Safety Retirement Act (20 years for a Tier 1 employee and 25 years for a Tier 2 employee), those sworn employees hired prior to October 1, 2008, as well as post-retired sworn employees who have reached the standard Medicare eligibility age (currently 65) and are retiring, shall be paid for twenty-five percent (25%) of their accumulated sick leave at their current daily rate of pay.

Sick Leave Scheduling: Sick leave may be used to cover a sworn employee's absence from work due to their own illness, medical condition, or injury. Sick leave may also be used to cover an employee's absence from work to care for an ill or injured member of the employee's immediate family based upon FMLA eligibility.

Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both. Sworn employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see the Police Department Outside Employment Policy).

Qualified appointments should be scheduled during an employee's non-working hours when it is reasonable to do.

Short Term Medical Leave (STML)

The City recognizes that the inability to work because of extended illness or injury may cause economic hardship. For this reason, the City provides short term medical leave (STML) to appointed, regular non-sworn, and part-time benefitted employees. STML should not be used for purposes other than extended illness or injury. Abuse of STML may result in disciplinary action up to and including termination. Eligible employees accrue STML at the following rates:

Employment Classification	Annual Accrual	Maximum Accrual
Appointed, Regular	40 hours	480
Part-time Benefitted 20 hours/ week	20 hours	240
Part-time Benefitted 25 hours/ week	25 hours	300
Part-time Benefitted 30 hours/ week	30 hours	360
Part-time Benefitted 32 hours/ week	32 hours	384
Part-time Benefitted 35 hours/ week	35 hours	420

STML hours will accrue on July 1 of each calendar year assuming the employee's STML balance is below the maximum allowed amount. STML accrual amounts may be reduced if the employee is at or near the maximum allowed amount. For new employees, if your hire date is before January 1, you will receive all 40 hours of STML that calendar year. If you are hired after January 1, you will receive 20 hours of STML that calendar year. Employee STML balances may never exceed the maximum amount unless the employee has been grandfathered in and allowed to maintain a higher balance.

No payments are made for accrued unused STML at the end of any calendar year or when an employee separates from the City.

Qualifying for Short Term Medical Leave (STML): In the event of an extended non-work-related illness or injury, a non-sworn employee may utilize Short-Term Medical Leave (STML) until they reach eligibility for short-term disability. In the event of approved short-term disability, STML may be used to supplement disability compensation for time missed, up to your net take-home salary.

In the event of extended work-related illness or injury, if you are a regular non-sworn, part-time benefitted, or appointed employee, you are eligible to use available STML, PTO leave, and/or compensatory time to supplement workers' compensation lost wage benefits for time missed, up to your net take-home salary.

In order to use STML an employee must apply for STML by completing the STML application form available through Human Resources. Access to STML will not begin until the completed application has been submitted to and approved by Human Resources. STML will be used concurrently with FMLA if eligible. Eligibility to use STML will be determined based on FMLA criteria. See Family and Medical Leave below (pages 18-20).

Correlation of STML with PTO, Workers Compensation and Disability Benefits: The Human Resources Director is authorized to correlate STML with workers' compensation and employee disability insurance. An employee cannot receive full STML/PTO pay, workers' compensation, and disability insurance at the same time. STML should be used prior to disability benefits. STML may also be used to supplement workers' compensation up to the employee's net base pay at the time of injury – see exception to STML hour usage on page 17.

Secondary or Outside Employment: While using Short-Term Medical Leave, an employee cannot engage in outside, secondary, or City-contracted overtime employment at any time (during or outside of regularly scheduled work hours) if the employment requires the employee to perform job tasks which they are medically restricted from performing due to the reason the employee is using STML.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require the City to not discriminate against applicants and employees with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the City's policy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). It also is the City's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

While under an ADA accommodation an employee cannot engage in outside, secondary, or City-contracted overtime employment at any time (during or outside of regularly scheduled work hours) if the employment requires the employee to perform job tasks which they are medically restricted from performing due to the ADA accommodation.

Please contact Human Resources with any questions or requests for accommodation.

Pregnant Workers Fairness Act (PWFA)

The Pregnant Workers Fairness Act (PWFA) is a federal law that requires the City to provide reasonable accommodations to qualified applicants and employees with known limitations related to pregnancy, childbirth, or related medical conditions unless the accommodation would impose an undue hardship on City business operations. Employees are responsible for requesting an accommodation by contacting either their supervisor or Human Resources.

It is the policy of Cottonwood Heights to comply with all federal and state laws concerning the employment of pregnant workers and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the City's policy not to discriminate, retaliate, coerce, intimidate, threaten or interfere with a pregnant applicant or employee's request or use of an accommodation. See Utah Code § 34A-5-106(1)(g).

Family and Medical Leave

In order to be eligible for Family and Medical Leave (FMLA), you must have been an employee of Cottonwood Heights for 12 months and you must have worked 1,250 hours for the City in the 12 months prior to the commencement of the leave. Eligible employees are entitled to 12 weeks of paid or unpaid job-protected Family and Medical Leave within the calculated leave year for the following reasons:

- To care for your child after birth or placement for adoption or foster care
- To bond with a child (leave must be taken within 1 year of the child's birth or placement)
- To care for your spouse, minor child, adult child with a disability, or parent who has a qualifying serious health condition
- For your own qualifying serious health condition that makes you unable to perform your job
- For qualifying exigencies arising when your spouse, child, or parent is on, or called to, covered active duty in the Armed Forces. Covered active duty for members of a regular component of the Armed Forces means duty during deployment to a foreign country. Covered active duty for members of the National Guard or Reserves means duty during deployment to a foreign country under a call or order to active duty in a contingency operation. Qualifying exigencies include short-notice deployment, military events, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, or additional activities agreed to by the employee and the City.

Any leave, if eligible, will be counted as part of the 12 weeks allowed under FMLA. Once the City has enough information to determine that leave is for an FMLA-qualifying reason, the qualifying leave is FMLA-protected and counts toward the employee's FMLA leave entitlement. The City will, absent extenuating circumstances, provide notice of the designation within five business days. The City may not delay designating leave as FMLA-qualifying, even if the employee would prefer that the employer delay the designation. An employee's leave year will be calculated on a rolling schedule, meaning an employee's eligible leave will be measured backward from the date FMLA leave was used. If an employee is eligible for FMLA and is receiving a Workers Compensation lost-wage benefit, only the time not compensated by Workers Compensation will be counted as FMLA time. Please contact Human Resources for a definition of a qualifying serious health condition.

Military Caregiver Leave: Eligible employees are also entitled to 26 weeks of paid or unpaid leave to care for a spouse, child, parent, or eligible next of kin who is a covered service member with a serious injury or illness. A covered service member includes (1) a current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, therapy, or outpatient treatment, or is otherwise on the temporary disability retired list, for a serious injury or illness that may render the service member medically unfit to perform their duties, and (2) a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness if the veteran was a member of the Armed Forces at any time during the five years preceding the date of the medical treatment, recuperation, or therapy. For a current service member, a serious injury or illness is one that was incurred or existed previously but was aggravated, while in the line of duty on active duty in the Armed Forces. For a veteran, a serious injury or illness is a qualifying injury or illness that was incurred or existed previously but was aggravated, while in the line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran.

Military caregiver leave is available during a single 12-month period beginning on the date the leave is first taken. During this single 12-month period, the combined total of FMLA Leave an eligible employee can take is 26 weeks. Any leave, if eligible, will be counted as part of the 26 weeks allowed under FMLA.

Intermittent Leave: When medically necessary, you may take FMLA Leave intermittently or on a reduced schedule for your own serious health condition, the serious health condition of a spouse, child, or parent, or for military caregiver leave. Employees must make reasonable attempts to arrange leave to minimize disruption of the City's operations. Qualifying exigency leave may also be taken intermittently; however, leave due to the birth or placement

of a child for adoption or foster care may not be taken intermittently and must be completed within a 12-month period from the date of birth or placement of the child.

Notice of Leave: You should not use FMLA Leave to circumvent your department's leave request procedure. To request FMLA Leave, contact Human Resources 30 days in advance of when you want the leave to begin. In case of an emergency, contact Human Resources as soon as is practical. Supervisors also have a responsibility to notify Human Resources if they are aware of an employee with a medical condition who may be eligible to be placed on FMLA Leave. However, the City may contact the employee to complete FMLA paperwork, if an employee is absent for 3 days, and if the City receives additional information suggesting an employee may qualify for FMLA. Employees do not have to share a medical diagnosis, but; must provide enough information for Human Resources to determine if the leave qualifies for FMLA protection. Sufficient information could include that you are unable to perform your job duties, or that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees are required to inform Human Resources if the need for leave relates to a condition for which FMLA leave was previously approved or certified. Failure to provide timely notice may result in a delay in the start of your leave.

Employer Responsibilities: Within five business days of your leave request, Human Resources will inform you whether you are eligible or ineligible (with an accompanying reason) for FMLA Leave. Additionally, Human Resources will provide you a notice of rights and responsibilities under the FMLA. Human Resources may require a certification or periodic certification supporting the need for leave. If the certification is incomplete, Human Resources will provide you with a written notice indicating what additional information is required. At that point you will be notified if your leave (as well as the amount) will be designated as FMLA.

Concurrent Leave: When taking FMLA Leave for your own serious health condition, the City may require you to use accrued paid leave (PTO, Personal Leave (for non-sworn employees), compensatory time, sick leave and accrued holiday hours if applicable) before going on unpaid leave status. In addition, a non-sworn employee who qualifies for STML will be required to use all accrued STML before going on unpaid leave. If applicable, FMLA and workers' compensation will run concurrently - see limitation to STML in correlation with workers' compensation on page 17. When taking FMLA leave to care for a spouse, child or parent, for a qualifying exigency or for Military Caregiver Leave, the City may also require you to use all accrued compensatory time, accrued holiday time, and PTO before going on unpaid leave status. In addition, non-sworn employees who qualify for STML will be required to use all of their STML before going on unpaid leave. The City recognizes that employees may need to take time, under this policy, to care for a seriously ill spouse or family member. Your supervisor may require you to return to work if you use the leave for unrelated activities such as working a second job or any other activity not related to caring for a family member during regularly scheduled Cottonwood Heights working hours.

Maintenance of Benefits: If you have less than 12 weeks (or 26 weeks, as appropriate) of eligible paid leave, you may be eligible to go on unpaid leave status for the remainder of the period. While on **paid** FMLA Leave, the City will continue to pay for all of your designated benefits. While on **unpaid** FMLA Leave status, the City will pay the City's portion and your portion of medical, dental, and life insurance premiums on your behalf and may continue to pay for your benefit "buy-ups" if you elect to continue them. However, the City will deduct any payments made on your behalf from your first paycheck upon your return to work from unpaid leave. If you do not return to work, you will be required to pay the City back for these payments made on your behalf by the City.

In most instances, if you do not return to City service after the expiration of FMLA Leave and continue employment for at least 30 calendar days, you will be required to repay the City for any City-paid benefit contributions made for you during the qualified unpaid leave period. You will not be required to repay the City if the reason you do not return to work for 30 calendar days is a result of (1) retirement, (2) the continuation, reoccurrence, or onset of a serious health condition that entitles you to leave to care for a child, parent, or spouse with a serious health condition or if you are unable to perform the functions of your position due to your own serious health condition, (3) to care for a covered service member, or (4) other conditions beyond your control that prevent you from returning.

Married Couples Working for the City: If an employee and their spouse both work for Cottonwood Heights, the total number of weeks of FMLA Leave to which both employees are entitled will be limited to 12 weeks during any leave year if the leave is taken (1) for the birth of a child, (2) for the placement of a child for adoption or foster care, or (3) to care for a parent with a serious medical condition. Each employee would then be entitled to the difference between the amount of leave taken for the above-mentioned reasons and 12 weeks. Likewise, the total number of weeks of leave to which both employees are entitled will be limited to 26 weeks during a single 12-month period if the leave is taken for (1) Military Caregiver Leave or (2) a combination of Military Caregiver Leave and leave taken for

the birth or placement of a child for adoption or foster care or to care for a parent with a serious medical condition. For example, you and your spouse both take six weeks off for the birth of your child. Those 12 weeks are the maximum combined total you and your spouse can take for the birth of a child. Each employee would then have six remaining weeks of FMLA leave available in the year.

Return from Leave: Upon return from FMLA Leave, you will be restored to your original position or an equivalent position if the original position is not available with equivalent pay, benefits, and other employment terms and conditions. Employees returning from leave for their own serious health condition will be required to provide a completed Return to Work form filled out by both you and a health care provider. Failure to provide the Return to Work Form may delay your return to work. In addition, the City may take any personnel action/decision that would have happened if the employee had continued to work while the employee is on FMLA Leave.

Secondary or Outside Employment: You cannot engage in outside, secondary, or City contracted overtime employment during regularly scheduled work hours while on leave under FMLA. An employee cannot engage in outside, secondary, or City-contracted overtime employment (at any time outside regularly scheduled work hours) if the employment requires the employee to perform job tasks which they are medically restricted from performing.

If you have any questions regarding FMLA Leave, please contact Human Resources. For additional information or to file a complaint with the U.S. Department of Labor, Wage and Hour Division please visit www.dol.gov/whd or call: 1-866-487-9243. The FMLA does not affect any federal or state law prohibiting discrimination or supersede other laws or employer policies that provides greater family or medical leave rights.

Bereavement Leave

Bereavement Leave – Death of a Family Member: The City is committed to supporting employees during times of grief and loss. Employees may be granted up to three days of paid bereavement leave per occurrence in the event of:

- The death of an immediate family member, or
- The end of a pregnancy through miscarriage or stillbirth, as provided in Utah Code Ann. 10-3-1103(4), as amended.

This includes relatives of the employee or the employee's spouse/domestic partner, including in-laws, step-relatives, or equivalent relationships as follows:

- Siblings
- All levels of grandparents
- All levels of grandchildren

In the case of immediate family members, employees are allowed up to one week (40 hours) of bereavement leave. This covers:

- Spouse or domestic partner
- Parents
- Children

Bereavement leave does **not** count against accrued PTO, sick or vacation leave, nor does it contribute to overtime accrual. Compensatory time does not have to be used before bereavement leave. Part-time benefited employees are eligible on a pro-rated basis according to their regularly scheduled hours.
Bereavement leave must be coordinated with the employee's supervisor, and may require supporting documentation. The specific amount of paid time off granted, up to the maximum, will be determined by the department head.

Employees may use accrued Paid Time Off (PTO) or compensatory time to:

- Supplement bereavement leave, or
- Attend the funeral of extended family or others not covered in the above definition of immediate family.

In certain cases—such as travel needs, funeral arrangements, or estate responsibilities—the City may authorize the use of additional leave beyond the standard bereavement allowance. Requests for such considerations should be discussed with the employee's supervisor and Human Resources and require final approval from the City Manager.

Bereavement Leave – Miscarriage or Stillbirth: In accordance with state law, all Cottonwood Heights employees shall be granted three paid work days in the event of a miscarriage or stillbirth in the following instances:

- The employee's pregnancy is ended by way of miscarriage or stillbirth;
- The employee is the spouse or partner of an individual whose pregnancy is ended by way of miscarriage or stillbirth;
- The employee is the former spouse or partner of an individual whose pregnancy is ended by way of miscarriage or stillbirth, and the employee would have been a biological parent of a child born as a result of the pregnancy;
- The employee provides documentation to show that the individual whose pregnancy is ended by way of miscarriage or stillbirth intended for the employee to be the adoptive parent of a child born as a result of the pregnancy;
- Under a valid gestational agreement, the employee would have been a parent of a child born as a result of the pregnancy.

Except as authorized by your department head, the three work days of leave for a miscarriage or stillbirth shall be taken consecutively immediately following the end of the pregnancy. For purposes of this section, miscarriage and stillbirth refer to the spontaneous or accidental loss of a fetus, regardless of the gestational age or the duration of the pregnancy; adoptive parent means an adoptive parent as defined by applicable Utah law; and work day refers to the hours you work each day in your normal work schedule (e.g., if you work eight hours a day, you get three 8-hour days; if you work 10 hours a day, you get three 10-hour days, etc.).

Requests for bereavement leave should be made to your immediate supervisor. The reason for bereavement leave should be indicated when you enter your time for the pay period in which you are using bereavement leave.

Jury Duty and Witness Leave

The City supports civic responsibility and provides leave for employees summoned for jury duty or to appear as a witness.

Jury Duty Leave: If you are an appointed, regular, or part-time benefited employee who is summoned for jury duty, the City will continue your salary during your period of active service. This is provided that you sign over any jury pay, witness fees, or other related compensation to the City. Alternatively, you may choose to use accrued Paid Time Off (PTO) and retain your jury duty compensation.

The City reserves the right to review extended jury duty absences after 15 business days per calendar year to determine whether continued paid leave is appropriate.
Seasonal and part-time non-benefited employees will be granted time off without pay while serving on jury duty.

Witness Leave: All employees are eligible for unpaid leave if summoned to appear in court as a witness, unless the appearance is in your official capacity as a City employee. If you are summoned to appear as a witness in connection with your City employment, your salary will continue during your absence, provided you sign over any witness fees received to the City.

For Sworn employees, if you are summoned to appear in court due to their official capacity outside of your normal shift the city will provide court pay for 3 hours.

Required Documentation: To qualify for jury duty or witness leave, you must provide your supervisor with a copy of the subpoena or summons as soon as it is received. Additionally, proof of service must be submitted to your supervisor upon completion of your jury or witness duty.

Military Leaves of Absence

The City of Cottonwood Heights supports employees who serve in the military and complies with all applicable federal and state laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Utah State Code. Employees who enter a uniformed service of the United States, involuntarily or voluntarily, shall be entitled to be absent from their duties and service from the city, without pay, as required by federal and state laws.

Paid Military Leave: Appointed, regular, and part-time benefitted employees called to Reserve or National Guard training or other short-term assignments, or to active duty, or who volunteer for the same, may be granted paid military leave (pro-rated for part-time employees) per calendar year. This leave need not be consecutive days of services. Unused paid military leave will not carry over from one year to the next. Employees may use accrued paid leave and/or leave without pay for the remainder of the approved leave period.

- The City will provide paid military leave for up to 120 hours per calendar year.
- During this period, the City will make the employee's salary whole, meaning:
    - The employee will be compensated by the City for the difference between their regular base City salary and the amount received from their military pay.
    - The employee must provide a copy of their military pay stub or documentation to verify the military compensation received during the leave period.

Reserve/National Guard Training or Other Short-Term Assignments: Employees taking paid military leave for reserve or national guard training or other short-term assignments will be compensated at their regular base rate of pay by the City.

Active Duty: Employees taking paid military leave when called to active duty by Presidential Order will be paid the difference between their regular base rate of pay at the time of call up and their base military pay only in instances when military pay is less than City pay. Payment will be made upon return from active duty.

Applying for Paid Military Leave: When taking military leave, you are required to provide written or verbal notification to your supervisor and Human Resources as soon as is practical, preferably by submitting a copy of your military orders. If requesting to use paid military leave, you must submit to Human Resources a Paid Military Leave Application and a copy of your orders or other applicable documentation identifying the estimated leave date, the intended return date, your military compensation (active duty only) and any required payroll deduction decisions. Paid military leave will not be granted retroactively and will not begin until the completed application, including all necessary documentation, has been approved by Human Resources.

Maintenance of Benefits: All benefits, including retirement benefits, will be administered in compliance with federal and state laws and consistent with the City's approved compensation plan. Employees absent 30 days or less will continue benefits as if normally employed. Employees performing military duty of more than 30 days may elect to continue employer sponsored health and dental coverage for up to 24 months of military service through the City's COBRA plan and must make arrangement with Human Resources for cancellation or continuation of voluntary benefits. Additionally, all employee, spouse, and dependent life insurance through the City ends the day the employee enters military service for duty of more than 30 days.

Employer-paid retirement contributions will continue during active duty or the City will make up these contributions upon the employee's return to work. Employees who choose to make up voluntary contributions after their return to work will be eligible for any applicable employer matches. However, PTO and other paid leave will only accrue if the employee is using paid leave. Leave accruals will be pro-rated in any pay period an employee uses unpaid leave.

In addition, where an employee is ordered to active military duty for more than six months, and where the employee is required to make contributions to the Utah Retirement System (URS) because the URS rate is higher than the City's contribution, the City will pay the employee's portion of the rate for the time the employee is on active duty – provided the employee returns to work in accordance with applicable federal and state laws.

Return from Military Leave: Eligibility for reinstatement, including reinstatement of City benefits, when returning from military leave is determined in accordance with applicable federal and state laws.

Donation of Leave

City employees may make voluntary donations of accrued hours of PTO leave to fellow employees for the purpose of supplementing STML. Recipient employees and supervisors may not directly solicit donations of leave. Such donations are only permitted once per employee per illness or injury and may not exceed 10 percent of the donating employee's total accrued balance of PTO leave. Any donation may only be made after the direct approval of the

employee's department director. All leave donations are subject to the City's Paid STML policy. For additional details about donating your accrued leave, please contact Human Resources.

Leave Without Pay

This part of the handbook describes various types of paid leave offered to appointed, regular, and part-time benefitted employees. Your leave has many valuable uses, and you are encouraged to use it wisely. For example, if you become disabled, your paid leave balance can help you continue your normal pay until you are eligible for short-term or long-term disability coverage.

Employees are advised to accumulate leave to have available for unexpected reasons such as vacation opportunities, family events, injury, or illness. Employees that have not kept adequate leave balances sometimes want to take leave without pay. The use of unpaid leave may indicate that an employee's absenteeism is excessive and therefore is discouraged. Leaves of absence without pay may be granted by a department head for the following reasons only:

1. Military Leaves of Absence;
2. Eligible leave covered under the Family and Medical Leave Act or the Americans with Disabilities Act;
3. Other medical absences of up to forty hours per incident when the department head determines that absence will not adversely impact operations;
4. Temporary leaves of absence to mitigate budget shortfalls;
5. Jury duty and witness leave;
6. Disciplinary action; and
7. Previously scheduled commitments of new employees that are agreed to at the time of job offer.

Employees must use all accrued paid leave before using unpaid leave. Employees who exhaust all eligible leave and are unable or unwilling to work may be terminated. Employees seeking absence in excess of these conditions should refer to the City's rehire policy. Any leave without pay must be approved in writing by the department head by completing a Personnel Action Form (PAF).

The City may terminate insurance benefits during any leave without pay exceeding one full pay period. PTO and STML accrual may be prorated based on the hours worked for the pay period when leave without pay is used.

Part V: Employer Benefits

Introducing Your Benefits

The City is committed to offering the best benefits possible as part of your total compensation package. This is not easy, because not all employees are alike when it comes to benefits needs. That is why we offer a benefits package which gives each of you more flexibility in designing a plan for your needs. Our benefits package allows you to customize a package that fits your own personal lifestyle. Each year you will be able to re-evaluate your benefits package and make any necessary changes to maintain the best level of coverage for you and your family.

The City's benefits package is designed to help you pay for benefits in a tax-efficient way. This is made possible through Section 125 of the Internal Revenue Code and is one of the biggest advantages of our benefits. Even though Cottonwood Heights pays a large portion of employees' benefits, any portion you pay is done on a pre-tax basis (except for supplemental life insurance, disability, critical illness, and Roth retirement accounts which are paid with after-tax dollars). Using pre-tax dollars can help reduce your overall tax burden and is a smart way to get the most out of your income.

This section of the handbook is meant to highlight some features of the City's benefits programs. The group health, life insurance, and retirement-related programs are described more fully in the City's annual benefits guide ("Benefits Guide") that you will receive once you are eligible to participate in these programs. Complete descriptions of these programs are also in the City's master insurance contracts which are maintained in Human Resources. In the event of any conflict, contradiction or inconsistency between the information in this handbook and the information in the master contracts/documents, the master contracts/documents shall govern. For complete information regarding any of the benefits programs please contact Human Resources. This section of the handbook explains the benefits you will receive as a City employee. Information on all the City's benefits providers can be found in the Benefits Guide.

Eligibility: Medical insurance, dental insurance, retirement plans, and deferred compensation options are available to all appointed, regular, and part-time benefitted employees, and dependents. Elected officials are eligible if they choose to pay the full cost.

Enrollment: Each year there will be an open enrollment period in May. At this time you will either renew coverage or make changes to your current coverage. **Changes under most plans can only be made during open enrollment**, although there are some limited exceptions including life-changing events such as birth, death, change in the employment status of a spouse, or dependent, change in marital status, and other unusual events. For a complete list of qualifying events, see page 29. **Qualified changes must be made within 30 days after the qualifying life-changing event.** Employees hired after the plan year begins will select their coverage choices for the remainder of that plan year at the time of hire. All necessary enrollment and change forms are available through Human Resources. **Even if you make no changes, you must verify your benefit selections using the "Employee Navigator" each year during the open enrollment period**. This is required by our benefit providers and IRS regulations.

Insurance Fraud: It is considered insurance fraud to keep ex-spouses and/or children who are over the age of 26 as dependents on your insurance plan through the City. Please advise Human Resources if you need to remove a spouse or child from your insurance plan.

Terms: The terms of the health and dental benefits are outlined in your copies of the plan booklets. You are responsible for knowing and abiding by the limitations and specifications of the plans. Please read the plan booklets carefully so that you and your dependents know what steps to follow when regular or emergency help is needed.

Extra copies of the booklets are available from plan representatives and/or Human Resources.

Medical and Dental Insurance Plans

Medical Plan Overview: The City provides two health network options through PEHP: the Advantage Star network and the Summit Star network. These two network options differ on their network of hospitals and doctors. The Advantage Star network is predominantly Intermountain Health (IH) providers and facilities. The Summit Star network is predominantly non-IH providers and facilities. The deductible for both plan designs is $1,650 for employee only coverage, or $3,300 for two-party coverage or family coverage.

Dental Plan Overview: The City provides one dental plan option through EMI.

HSA Contribution: Employees who are enrolled on the City's health plan are eligible to contribute to an HSA. The City will contribute the following disbursements (24 pay periods):

Coverage	FT (40 Hrs.) / PT (30-39 Hrs./Week)	
	Per Pay Period	Annual
Employee Only	$25.00	$600.00
EE + Spouse	$50.00	$1,200.00
EE + Child(ren)	$50.00	$1,200.00
Family	$50.00	$1,200.00

Waiving / Dual Coverage: Full-time and part-time benefitted (≥ 30 hrs/wk) employees who opt out of medical insurance will receive a Cash-In-Lieu Credit. Employees can earn this credit if they have another qualifying plan in place. Certain exceptions may apply when this conflicts with Federal and State laws or entitlement programs such as Medicare, Medicaid, CHIP, and Tricare. **If waiving the medical insurance plan eligible employees will receive the applicable amount below as additional taxable compensation (24 pay periods:**

Coverage	FT (40 Hrs.) / PT (30-39 Hrs./Week)	
	Per Pay Period	Annual
Employee Only	$200.00	$4,800.00
Spouse	$200.00	$4,800.00
Child(ren)	$200.00	$4,800.00

Effective Date of Coverage: For newly hired eligible employees and their dependents, coverage will begin on the date of hire. Dependents of eligible employees may be enrolled under the employee's plan choice. Dependent status is determined by the insurer, but generally, dependents are eligible for health and dental coverage until age 26. Please refer to the medical and dental plan enrollment packets for information on limitations. The City's insurance plan year runs concurrently with the City's fiscal year, which is July 1 through June 30.

Change in Family Status: Changes in family status, such as a birth or a child turning 26, can be made by filling out a life event change form available on the employee intranet. You must fill out the appropriate forms and provide required documentation within 30-60 days depending on qualifying change or wait until the next open enrollment period. For newborn children, coverage becomes effective upon the date of birth if a newborn child is enrolled within 60 days after the date of birth. Adopted children benefits become effective at the time they are placed in the physical custody of the employee if they are enrolled within 60 days after that date.

Medical Plans and Providers

PEHP
560 East 200 South
Salt Lake City, UT 84102
Phone: 801-366-7555
1-800-765-7347
www.pehp.org

For coverage outside of UT:
MultiPlan (all states except Alaska and Nevada)
1-866-591-7427 or www.multiplan.com
or
Beech Street (Alaska and Nevada only)
1-800-877-1444 or www.beechstreet.com

The City's benefit package offers one medical plan design and a choice of two networks through PEHP**.** Our insurance plan year runs concurrently with the City's July 1-June 30 fiscal year.

Medical Plan Rates

The medical plan rates for PEHP are listed below. The cost is the same regardless if you select the Advantage network or the Summit network.

PEHP Plan Rates	Employer Cost Per Pay Period (24)	Employee Cost Per Pay Period (24)
	FT (40 Hrs.) / PT (30-39 Hrs./Week)	
Employee Only	$343.84	$0.00
EE + 1 Dep	$604.98	$106.76
Family	$818.32	$144.41

Advantage offers a large network of predominantly Intermountain Health providers and facilities. You must select a provider from the provider directory. There is a $1,650/$3,300 up-front deductible per fiscal year. However, eligible preventative care costs may be covered before the deductible. The out-of-pocket maximum is $3,300/$6,600. All eligible medical expenses, including pharmacy and mental health, will apply to the deductible and out-of-pocket maximum. Once the deductible is satisfied, in-network costs become a co-insurance arrangement in which the employee pays 20% of the eligible expense and the insurance pays 80% of the eligible expense. Pharmacy benefits have a co-insurance arrangement based on tier after the deductible is satisfied. Out-of-network costs may differ, so please refer to the benefit booklet for these costs

Summit Star offers a large network of providers and facilities predominantly associated with Common Spirit (Holy Cross), Mountain Star, and the University of Utah. You must select a provider from the provider directory. There is a $1,650/$3,300 up-front deductible per fiscal year. However, eligible preventative care costs may be covered before the deductible. The out-of-pocket maximum is $3,300/$6,600. All eligible medical expenses, including pharmacy and mental health will apply to the deductible and out-of-pocket maximum. Once the deductible is satisfied, it becomes a co-insurance arrangement in which the employee pays 20% of the eligible expense and the insurance pays 80% of the eligible expense. Pharmacy benefits have a co-insurance arrangement based on tier after the deductible is satisfied. Out-of-network costs may differ, so please refer to the Benefits Guide for these costs.

If you have a problem with a medical insurance claim, please contact one of the following: Human Resources or PEHP at 801-366-7555 or 1-800-765-734

Dental Plans and Providers

EMI
PO Box 21482
Eagan, MN 55121
Phone: 1-800-662-5851
www.emihealth.com

The City's dental insurance is provided through EMI Health. You can choose the dental plan or you can opt out of coverage. The plan allows you to visit any dentist that you choose. However, there is a deductible if you visit an out-of-network provider and the benefit is "richer" if you visit a dentist within the network. Both plans provide a discount on orthodontics. Refer to the Benefits Guide for additional information.

> **EMI Dental Plan** is an indemnity plan. Preventative care is covered 100% and for other procedures you pay a percentage of the cost. This plan has an annual maximum coverage of $2,000 per year. Orthodontics are covered on this plan and have a lifetime maximum coverage of $1,500 per person.

If you have a problem with a dental insurance claim that you are not able to resolve, please contact one of the following: Human Resources or EMI Health at 1-800-662-5851.

Dental Plan Rates

EMI Dental Plan	Employer Cost Per Pay Period (24)	Employee Cost Per Pay Period (24)
	FT (40 Hrs.) / PT (30-39 Hrs./Week)	
Employee Only	$13.40	$5.75
EE + Spouse	$28.35	$12.15
EE + Child	$28.35	$12.15
Family	$47.56	$20.39

Reimbursement Accounts

HealthEquity
15 West Scenic Pointe Drive #400
Draper, UT 84020
Phone: 866-960-8058
Fax: 801-727-1005
www.healthequity.com

Reimbursement accounts enable you to pay certain qualified expenses using tax-free dollars. This can save you out-of-pocket costs, depending on your personal tax rate. The City offers several reimbursement accounts for you to elect.

> **The Dependent Care Reimbursement Account** lets you set aside up to $5,000 in pre-tax dollars for a single person or a married couple filing jointly and up to $2,500 in pre-tax dollars for a married couple filing separately to pay for eligible dependent care expenses so you (and, if married, your spouse) can work.
>
> **The Health Savings Account (HSA)** is a medical savings account that allows eligible employees on the City's health insurance to set aside pre-tax dollars to help pay for qualified medical expenses. Both the employee and the City can deposit money into the employee's HSA account up to the federal contribution limits and any unspent money will roll-over each year. After the age of 65, money can be withdrawn from the account for any purpose with no tax penalty, but if not used for health care, you will pay your regular tax rate.
>
> **The Limited Purpose Flexible Spending Account (LPFSA)** allows you to set aside up to $3,300 in pre-tax dollars to pay most out-of-pocket medical, dental, or vision care expenses. Employees with an HSA are eligible for a limited purpose FSA which can only be used for out-of-pocket dental and vision expenses. Money placed in an FSA must be used by September 15th of the following year. Participants can submit receipts for services rendered up to 90 days after the end of the fiscal year (September 30th), provided the services were received by September 15th. Any money not spent during this time period will be forfeited.

The following list includes some of the medical-related expenses that may qualify for reimbursement from your health care reimbursement accounts. Contact Human Resources or HealthEquity if you have specific questions about eligible reimbursements.

- Acupuncture
- Adoption
- Alcohol and drug dependency treatment
- Ambulance service
- Artificial limbs
- Artificial teeth and dentures
- Birth control pills
- Braces
- Braille books and magazines
- Car controls for the disabled
- Care for a mentally disabled child
- Chiropractors
- Christian Science practitioner fees
- Co-insurance and deductible amounts you pay
- Contact lenses and solution
- Cosmetic surgery (if medically necessary)
- Crutches
- Dental treatments
- Diagnostic fees
- Disabled persons' special schools
- Eyeglasses, including examination fees
- Fees for healing services
- Fees of practical nurses
- Fertility procedures
- Hearing devices and batteries
- Hospital fees and hospitalization insurance
- Hypnosis for treatment of an illness
- Immunizations
- Insulin
- Laboratory fees
- Laser Eye Surgery
- Life fee to retirement home for medical care
- Medical information plan
- Membership fees in association furnishing medical services, hospitalization and clinical care
- Nursing Services (including board and wages)
- Obstetrical expenses
- Operations/Surgeries
- Orthodontics
- Orthopedic shoes
- Qualifying over-the-counter drugs with a prescription
- Oxygen
- Physical therapy
- Physician fees
- Physician prescribed weight loss programs
- Podiatrist fees
- Prescription drugs
- Psychiatric/Psychological Care (for treatment of mental illness)
- Radial keratotomy
- Routine physical and other non-diagnostic services or treatments
- Seeing eye dog and its upkeep
- Smoking cessation programs
- Special education for the blind
- Special plumbing for the disabled
- Special telephone for the deaf
- Sterilization fees
- Therapy treatments
- Travel/lodging expenses necessary to receive medical services
- Tuition fee (in part), if college or private school furnishes breakdown of medical charge
- T.V. audio display equipment for the deaf
- Vitamins by prescription
- Well child exams
- Wheelchair
- X-rays

Enrollment of new employees takes place through Human Resources at the time of hire. Current employees may enroll or make changes during the open enrollment period each year. Unlike the Dependent Care or Flexible Spending Accounts, employees may change their contribution elections to the HSA any time during the year. The City also offers an acceleration feature for the HSA in the event that the employee is retiring.

Changes in family status, which affect the amount being placed in a reimbursement account, will be automatically adjusted upon notification. **Notification needs to be submitted to Human Resources within 30-60 days depending on the change in family status.** Changes in family status include:

- Change in the number of dependents (birth, death, adoption)
- Change in marital status (marriage, divorce, legal separation, annulment)
- Family member reaching an age not eligible for coverage (26 years old)
- Change in employment status of participant, spouse, or dependent
- Significant change in the costs for coverage of health plan associated with a FSA
- Change in the residence or work site of participant, spouse or dependent
- Change in accordance with special enrollment rights under HIPAA
- Required change due to court orders
- Medicare or Medicaid entitlement
- See Human Resources for additional qualifying status changes

Any other changes may only be made during the open enrollment period.

Reimbursement: These funds are deposited into a trust account administered by HealthEquity. As you incur expenses which qualify for this account, you may pay your expense(s) online, over the phone, with your HSA debit card, or you can submit receipts to HealthEquity which will refund you through direct deposit or by sending a check to your home.

Life Insurance

The Standard
900 SW Fifth Avenue
Portland, OR 97204
Phone: 888-937-4783
www.standard.com

All eligible City employees have a life insurance policy paid by the City while working for the City. Core life insurance benefits are paid as follows:

Appointed and regular employees: $50,000

Supplemental Life and AD&D: Appointed and regular employees may also buy additional coverage for themselves and their dependents.* This coverage is completely voluntary and premiums are paid with after-tax dollars through an automatic payroll deduction from your paycheck. You may enroll for this at the time of hire or during open enrollment. **If you do not enroll yourself and your dependents for coverage the first time you are eligible, you will have to prove medical evidence of insurability which may include a physical examination at your expense.**

How much you can elect: You may apply for additional life and AD&D insurance in $10,000 increments, up to $400,000. If you elect during your initial eligibility period, you are guaranteed up to $100,000 of coverage. For coverage greater than $100,000 you must provide evidence of insurability ("*EOI*") satisfactory to the life insurance company. You may choose voluntary life coverage for your spouse in increments ranging from $5,000 to $250,000 (not to exceed 100% of employee voluntary life election). If coverage is elected when initially eligible, your spouse is guaranteed $40,000. For coverage greater than $40,000 your spouse will need to provide EOI satisfactory to the life insurance company. Supplemental coverage is also available for your eligible dependents (under 26, unmarried, and depend on you for at least 51 percent of their financial support). You may choose to have all of your eligible children covered for up to $10,000 of coverage.

During each open enrollment period, you have the option to increase your supplemental life insurance amount up to the maximum available. For any increase it is necessary to complete evidence of insurability to receive approval for additional coverage.

**Note: At age 70, age reduction applies. Please see your policy for more details.*

Short Term Disability Insurance

The Standard
900 SW Fifth Avenue
Portland, OR 97204
Phone: 888-937-4783
www.standard.com

The City provides a short-term disability ("*STD*") insurance program that is designed to pay part of your income should you become disabled or injured. Appointed and regular employees are eligible for STD insurance and all eligible City employees are enrolled for STD insurance at the time of hire. The City pays the full cost of the core plan except taxes on the premium which are the responsibility of the employee.

Under the STD program:

- If you become disabled and are unable to work due to an accident, disease or illness, you will be eligible to receive 60 percent of your weekly covered earnings up to the benefit maximum of $1000 per week.
- STD benefits begin on the 15th day of any injury, hospitalization, or illness following the 14-day elimination period. All benefits received are not subject to state and federal income tax withholdings.
- Your benefits may continue for up to 11 weeks. Beyond the 11 weeks, you must then apply for long-term disability, and you can be approved if you are totally and disabled and/or unable to perform any gainful occupation. You must also be under the regular care of a legally qualified physician not related to you. The benefit continues to age 65 or to the date you would be eligible to receive full social security retirement benefits.
- FMLA leave runs concurrently with short-term disability.

To file an STD claim you must contact Human Resources to begin the application process. A claim statement signed by the employee, the City and the treating physician must be submitted. Upon approval, your STD benefit will begin after the 14-day elimination period. The application process must begin while you are a current City employee.

Long Term Disability Insurance

The Standard
900 SW Fifth Avenue
Portland, OR 97204
Phone: 888-937-4783
www.standard.com

The City provides a long-term disability ("*LTD*") insurance program that is designed to pay part of your income should you become disabled. Appointed and regular employees are eligible for LTD insurance and all eligible City employees are enrolled for LTD insurance at the time of hire. The City pays the full cost of the core plan except taxes on the premium which are the responsibility of the employee.

Under the LTD program:

- If you become disabled and are unable to work due to an accident, disease or illness, you will be eligible to receive 60 percent of your monthly covered earnings up to the benefit maximum of $6000 per month.
- LTD benefits begin the 12th week following the 90-day elimination period. All benefits received are not subject to state and federal income tax withholdings.
- Your benefits may continue for up to 24 months. Benefits beyond the initial 24 months can only be

approved if you are totally and permanently disabled and unable to perform any gainful occupation. You must also be under the regular care of a legally qualified physician not related to you. The benefit continues to age 65 or to the date you would be eligible to receive full social security retirement benefits.

To file an LTD claim, you must contact Human Resources to begin the application process. A claim statement signed by the employee, the City and the treating physician must be submitted. Upon approval, your LTD benefit will begin after the elimination period. The application process must begin while you are a current City employee.

Medicare / Social Security

The City participates in the federal Medicare system but not in the federal Social Security system. All employees hired after March 31, 1986, are required to participate in Medicare by contributing 1.45 percent of gross earnings each pay period. The City matches this contribution. To be eligible for Medicare benefits you must have at least 40 credits earned in the Medicare system.

You may still be eligible for Social Security benefits but only if you have earned at least 40 credits from other (non-City) employment. For more information about Medicare or Social Security, visit the Medicare website at www.medicare.gov, the Social Security website at www.ssa.gov, or contact Human Resources.

Workers' Compensation

An injury or significant illness can create a variety of physical, emotional, and financial problems. The City is committed to helping employees who have sustained work-related injuries or illnesses and providing the workers' compensation benefits prescribed by law. The following information has been prepared to help you understand these benefits. Please read it carefully and do not hesitate to talk with your supervisor or Human Resources if you have further questions.

The City's Workers' Compensation insurance carrier is:

WCF Insurance
100 W. Towne Ridge Parkway (9620 S.)
Sandy, UT 84070
1-800-446-2667

What you can expect from the City and its insurance carrier:

- You will receive appropriate medical care for work-related injuries or illnesses sustained during the course and scope of your employment.
- All eligible medical care for your work-related injuries or illness will be paid by the City's workers' compensation insurance. This includes reimbursing you for eligible out-of-pocket medical expenses.
- Workers' compensation provides a lost wage benefit if you sustain a work-related injury and are released from work for more than three days by the medical provider treating your injury. The lost wage benefit equals 2/3 of your pre-injury base wages, up to $1,306 per week. If you are a regular or appointed employee, you are eligible to use available STML (up to 60 hours), PTO leave, and/or compensatory time to supplement workers' compensation lost wage benefits for time missed, up to your net take-home salary. Per the City's STML policy (see pages 17) workers' compensation does not cover the first three days you are released from work unless your injury or illness extends beyond fourteen calendar days. If you are eligible for FMLA and are receiving a workers' compensation lost-wage benefit, only the time not compensated by workers compensation will be counted as FMLA time.

Employees who wish to use more than 60 hours of STML in order to continue supplementing a lost wage benefit may do so under the following conditions:

- Additional STML usage may be granted in 30-hour blocks.
- You will undergo a fitness-for-duty evaluation performed by a medical provider selected by the City. The provider must submit documentation stating you are physically and/or mentally unable to perform job duties and/or any available light duty work in order to use an additional 30-hour block of accrued STML.

- Your department head will notify you of who the City has selected as the medical provider. Your department will pay for the cost of the fitness-for-duty evaluation.
- You are responsible for scheduling the fitness-for-duty evaluation and for submitting the required documentation from the approved medical provider to Human Resources prior to each request to use an additional 30-hour block of accrued STML.

What you must do:

- All work-related injuries must be reported immediately to your supervisor and together you must promptly complete the "Workers' Compensation Injury Report Form." *This form must be submitted to Human Resources within two business days after the injury unless your injury prevents you from doing so..*
- If you are going to be off work for more than three days, you may file using the STML application if you want to supplement your lost wage benefit as described above. You may obtain the form from your supervisor or Human Resources.
- If you require medical attention, see one of the City's workers' compensation medical providers (identified in the next section) immediately for treatment of your work injury. If you elect to go to another doctor for the first visit, you may be responsible for the difference in cost and you may lose your safety award. You have the right to select another doctor *after* your first visit to the City's workers' compensation medical providers. Should you select another doctor, the City reserves the right to send you to one of the City's medical providers for periodic evaluations.
- The City will rely upon the City's workers' compensation medical providers for light duty, return to work, and length of time-off-work decisions.
- If the injury does not happen during normal business hours, go to any WorkMed Clinic, or, in the case of serious injury needing immediate medical care, any emergency room.
- Submit all medical bills to Human Resources within three days after receipt.
- Comply with all doctor's instructions.
- Return to work when approved by the doctor(s) including accepting any light duty assignments made by the City.
- Provide all information requested. Do not falsify any work injury report and report only injuries that occur on the job. (Falsifying workers' compensation claims will merit discipline up to and including termination and may result in criminal and/or civil action by the insurance company.)
- While on workers' compensation an employee cannot engage in outside, secondary, or City-contracted overtime employment at any time (during or outside of regularly scheduled work hours) if the employment requires the employee to perform job tasks which they are medically restricted from performing due to the reason they are on workers' compensation.

Workers' Compensation Medical Providers

For non-emergency treatment during business hours:

Intermountain Work Med
Occupational Health Clinic
1091 W. South Jordan Pkwy #500
South Jordan, UT
385-887-7200
After Hours Drug Screening:
801-387-8378
M-F, 8:00 a.m. - 5:00 p.m.

Intermountain Work Med
Occupational Health Clinic
201 E. 5900 S. #100
Murray, UT
801-288-4900
After Hours Drug Screening:
801-387-8378
M-F, 8:00 a.m. - 5:00 p.m.

Intermountain Work Med
Occupational Health Clinic
1685 W. 2200 S.
Salt Lake City, UT
801-972-8850
After Hours Drug Screening:
801-387-8378
M-F, 7:30 a.m. - 5:30 p.m.

*For non-emergency treatment during business hours provided: (1) it is for services normally provided by the clinic, (2) it is the injured employee's choice, and (3) the employee does not anticipate missing any work beyond the date of the injury.

For non-emergency after-hours and weekend treatment:

Cottonwood InstaCare
181 Medical Tower Drive
Murray, UT

Any IH InstaCare Clinic
Hours: Varies depending on the clinic

801-314-7700
Hours: every day, 9:00 a.m. - 11:00 p.m.

For serious injuries and after-hours care only:

Alta View Hospital
9660 South 1300 East
Sandy, UT
801-501-2600
Hours: 24 hours/day

Any Hospital Emergency Room
(for life-threatening injuries)
Hours: 24 hours/day

Retirement Plans

Various types of retirement plans are available for different groups of employees. There are both standard and optional retirement plans. The City contributes a percentage of base pay into retirement for employees. In addition, you can choose to have some of your own money (up to state or federal limits) put into retirement.

Because the City does not participate in the Social Security system, part-time, non-benefited employees are enrolled in an alternative retirement plan through the Utah Retirement Systems (URS). In accordance with federal requirements, 7.5% of the employee's gross wages are contributed to a URS retirement account in lieu of Social Security withholding.

Be sure to review the retirement savings options available to you. To make any changes to your contributions, please contact Human Resources to request a Contribution Change Form.

Utah Retirement System

Utah Retirement System (URS)
560 East 200 South, Suite 240
Salt Lake City, UT 84102
801-366-7700 or 1-800-365-8772
www.urs.org

All appointed, regular, and part-time benefitted employees, except some officials, are eligible for the Utah Retirement System (URS). Appointed and elected employees enrolled in the URS before July 1, 2011 may be eligible to opt out of the URS. Positions which are eligible to opt out of the URS are listed as elected or appointed in the Consolidated Staffing Schedule in the City's annual budget book. Those employees who choose to opt out of the URS will receive their retirement into a 401(k) account administered by URS. Seasonal and part-time non-benefitted employees are not eligible for the URS. Planning Commission Members are not eligible for URS benefits and will be certified as ineligible with the URS.

In the Utah Retirement System separate divisions exist for Police Officers and Public employees. Police Officers must be employed for an average of 2,080 hours of regularly scheduled employment per year to be eligible for the program. All other eligible employees must work an average minimum of 20 hours per week.

Benefits Paid: The amount of benefit paid is determined by your hire date, age, years of service credit, final average salary, and a benefit formula designed by the Utah Retirement System. The URS has designated two categories of employees according to enrollment date. Once you are enrolled in the URS as either a Tier 1 or a Tier 2 employee, you will keep that designation, even if you stop working for a participating employer for a period of time and then return at a later date.

Tier 1 Employees: Employees initially enrolled in URS before July 1, 2011 are classified as Tier 1 employees. The City pays the full URS rate for Tier 1 employees.

The Tier 1 System includes both a Contributory System and a Noncontributory System. All qualifying general public employees hired by the City after December 31, 1995 are required to enroll in the Noncontributory System.

Contributory System: If you leave employment covered by URS you may receive a partial refund of your account contributions or you may leave your account inactive until you again qualify for URS participation. Benefits are vested after four years of service.

Noncontributory System: If you leave employment covered by URS System you are not eligible for a refund, but your retirement funds will remain in your account and you will receive a benefit when you retire. Benefits are vested after four years of service.

Please see URS website for additional information: https://www.urs.org/

Tier 2 Employees: Employees initially enrolled in URS on or after July 1, 2011 are classified as Tier 2 employees. To make the Tier 2 contribution for police more equitable with the Tier 1 contribution, the City contributes an additional amount into a URS 401(k) for police officers. Due to current legislation, the city is unable to pay the additional Tier 2 contribution for non-sworn employees, that additional amount is paid by the employee. The contribution amounts vary depending upon the position and the employee's plan election. To view more details, please log onto URS.

Tier 2 employees may choose between a defined contribution or a hybrid plan which are described below. Employees have one year after employment begins to make this irrevocable choice of plans.

Defined Contribution Plan: The full City contribution will be put into a 401(k) account administered by URS. Employees may elect to make voluntary contributions as well. Employees in this plan become vested after four years of service.

Hybrid Plan: This plan is a combination defined benefit (pension) and defined contribution. Employees in the hybrid plan may elect to make voluntary 401(k) contributions as well. Employees in this plan become vested after four years of service.

For additional information regarding your URS accounts, contact URS https://www.urs.org/ or Human Resources.

401(k) Plans

MissionSquare Retirement
777 North Capitol Street, N.E., Suite 600
Washington, D.C. 20002-4240
1-800-669-7400
www.missionsq.org

URS 401(k) Plan
Utah Retirement System
560 East 200 South, Suite 240
Salt Lake City, UT 84102
801-366-7700 or 1-800-365-8772
www.urs.org

Allcccccbgggnjjrdtfnkivjurcrcukhgeltbigiibnkhfl
employees are eligible to participate in the Utah Retirement Systems (URS) 401(k) plan. Employees who are currently enrolled in a MissionSquare retirement account will be grandfathered into their plans and may continue their participation. All newly hired employees will be provided with information regarding the available URS retirement savings plan options upon hire.

Because the City does not participate in the Social Security system, part-time, non-benefited employees are enrolled in an alternative retirement plan through the Utah Retirement Systems (URS). In accordance with federal requirements, 7.5% of the employee's gross wages are contributed to a URS retirement account in lieu of Social Security withholding.

401(k) Match Benefit: The City offers a 401(k) retirement savings plan with an employer match benefit to all benefitted employees. The City will match employee contributions up to 6.2% of the employee's gross wages, into a URS 401(k) account. Employees may choose to make their matching contributions to either a URS 401(k) or a URS 457 plan.

In addition to matched contributions, employees may elect to have personal payroll deductions deposited into their retirement account(s). These voluntary contributions reduce state and federal income tax obligations at the time of deduction. Taxes will be applied when funds are withdrawn, typically during retirement.

Employees may contribute any amount up to the annual limits set by federal law and may adjust their contribution amounts at any time throughout the year. For current contribution limits or assistance with planning your retirement savings, please contact Human Resources.

URS Account Access: To access your Utah Retirement System account, go to www.urs.org. You can login to myURS which will display your years of service and account information. You can also view account statements, update your address and beneficiaries, and print forms.

Withdrawals from Your 401(k) Account: The IRS allows withdrawals from your 401(k) account only under certain circumstances.

Financial Hardship: Employer and employee 401(k) contributions may be withdrawn in cases of financial hardship. Federal rules allow hardship withdrawals for these reasons:

- To pay deductible medical expenses
- To purchase, stop eviction from, or stop foreclosure on your principle residence
- To pay tuition for the next quarter or semester of college for you or your spouse, child, or dependent

You may not withdraw more than the amount of your immediate and heavy financial need. To receive a withdrawal, you must sign a written statement that you are unable to meet your need another way. Contact Human Resources if you have any questions regarding this withdrawal option.

At Termination: You may withdraw part or all of your retirement accounts upon termination. There is normally a 10 percent penalty on withdrawals from your 401(k) account made before you reach age 59½. However, if you work through the year in which you turn 55, there is no 10 percent penalty for early withdrawal. Starting January 1,1993, the IRS began requiring a 20 percent withholding of the funds withdrawn. This 20 percent does not change the penalty or taxes due. As usual, any funds withheld in excess of the taxes and penalties due is refunded after you file your taxes for the year. You may avoid the taxes and penalties by leaving your money in the plan or having it rolled into another qualified plan. You may obtain all appropriate paperwork from Human Resources.

At Death: If you die before benefits start, your vested account will be paid to your spouse or beneficiary under one or more forms available under the plan. If you die after you start receiving benefits, death benefits will be paid according to the form you chose. Not all forms have death benefits.

401 (k) Loan Program For more details, please contact URS.

For more details contact Human Resources.

457 Plans

MissionSquare Retirement
777 North Capitol Street, N.E., Suite 600
Washington, D.C. 20002-4240
1-800-669-7400
www.missionsq.org

URS 401(k) Plan
Utah Retirement System
560 East 200 South, Suite 240
Salt Lake City, UT 84102
801-366-7700 or 1-800-365-8772
www.urs.org

All employees may participate in the URS 457 plan. Employees may elect to have voluntary payroll deductions deposited into a 457 retirement account. These deductions reduce your State and Federal income tax withholdings. Money in the account will be taxed when it is withdrawn at retirement, termination, or in case of emergency.

Because the City does not participate in the Social Security system, part-time, non-benefited employees are enrolled in an alternative retirement plan through the Utah Retirement Systems (URS). In accordance with federal requirements, 7.5% of the employee's gross wages are contributed to a URS retirement account in lieu of Social Security withholding.

Employees who are currently enrolled in a MissionSquare retirement account will be grandfathered into that plan and may continue their participation. All newly hired employees will be provided with information regarding the available URS retirement savings plan options upon hire.

401(k) Match Benefit: The City offers a 401(k) retirement savings plan with an employer match benefit. The City will match employee contributions up to 6.2% of the employee's gross wages, into a URS401(k) account. Employees may choose to make their matching contributions to either a URS 401(k) or a URS 457 plan.

457 Plan Withdrawals: Withdrawals from URS 457 and MissionSquare 457 Retirement accounts are permitted under three categories: leaving employment, unforeseeable emergency, and death.

Leaving employment: If you terminate employment you are eligible to receive benefit payments from your account. To request benefit payments upon leaving employment, complete the 457 Deferred Compensation Plan Benefit Withdrawal Form. You do not have to choose a date for beginning your payment(s) until you are ready for your payment(s) to start. In addition, you generally do not have to begin receiving payments from your plan until the April after you have turned age 73. If you remain employed after 73 with Cottonwood Heights who sponsors your 457 plan, you do not have to begin receiving payments until the April after you have left employment with Cottonwood Heights.

Emergency withdrawals: Unforeseeable emergency withdrawals from a Section 457 deferred compensation plan are very strictly defined by Internal Revenue Code provisions. An unforeseeable emergency is defined as a severe financial hardship created by:

- Sudden and unexpected illness or accident to you or your dependents;
- Loss of your property due to casualty; or
- Other similar, equally severe and unforeseeable circumstances beyond your control.

Assets in your deferred compensation account must represent a last resort. The emergency situation must be one which cannot be relieved through insurance reimbursement, cash in savings accounts and credit unions, cash value of life insurance, the liquidation of other assets, or ceasing contributions. Contact the appropriate provider for the necessary forms to file for an emergency withdrawal.

Death benefits: In the event of your death, your designated beneficiary is eligible to withdraw your deferred compensation. Your beneficiary should promptly submit to Cottonwood Heights a certified copy of the death certificate and the Beneficiary Withdrawal Form. If you have already been receiving payments at the time of death, the schedule of payments cannot be altered.

URS 457 Loan Program: For more details, please contact URS.

Employees wishing to participate in a 457 program may enroll through Human Resources at any time.

Employee Assistance Program

Intermountain EAP
5245 S. College Dr. South entrance
Murray, UT 84123
801-442-3509 or 1-800-832-7733
www.intermountainhealthcare.org/eap

The City recognizes that a wide range of problems, such as marital or family distress, alcoholism, and drug abuse, not directly associated with your job function can nonetheless be detrimental to an employee's performance on the job. Consequently, we believe it is in the interest of you and the City to provide an effective program to assist employees and their families in resolving problems such as these as the need arises. Cottonwood Heights' Employee Assistance Program (EAP) provides consultation services for referrals to local community treatment sources. Your visits to the EAP are held in confidence. The information you share is between you and the counselor. All employees are welcome to participate in this program regardless of whether or not they participate in any of the City offered insurance plans or waive City insurance.

Participation with our EAP does not excuse you from complying with policies or from meeting job requirements during or after receiving EAP assistance. Nor will participation in our EAP prevent the City from taking disciplinary action for performance problems that occur before or after you seek assistance through an EAP.

Tuition Reimbursement Program

The City has established an education assistance program to help eligible employees develop their skills and upgrade their performance. All appointed and regular employees are eligible to participate in the program. Under this program, educational assistance is provided for courses offered by approved institutions of learning such as accredited colleges, universities, and technical and vocational/trade schools. Courses must be, in your department head's opinion, directly or reasonably related to your present job or part of a degree program related to your job, or in line with a position that the department head believes you can reasonably achieve. Courses must not interfere with your job responsibilities and must be taken on your personal time.

Reimbursement covers actual costs of tuition, books and registration fees based on the following schedule ($2,500 maximum reimbursement per fiscal year):

GRADE RECEIVED (for each eligible course per semester)	**AMOUNT OF REIMBURSEMENT**
B- or higher	100 percent

If you are eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) you may seek assistance under the City's educational assistance program but are reimbursed only for the difference between the amount received from the other funding source and the actual course cost up to the maximum reimbursement allowable under this policy based on the grade received.

To be eligible for reimbursement you must submit an "Education Reimbursement Form" prior to the scheduled commencement of your course(s), receive written approval from your department head in advance, be actively employed by the City at the time of course completion, and receive a qualifying grade. Approval for tuition reimbursement is based on the level of funding approved in the City's current budget. Upon completion of the course you must submit to Human Resources an official transcript from the school indicating the grade received and official proof of payment.

Employees who voluntarily terminate employment within one year after receiving tuition reimbursement must reimburse the City for assistance received during their last year of employment. Employees should also note that generally reimbursement for classes not directly related to their current job may be considered income and taxable as such. The employee may want to consult with a tax advisor.

Wellness Program

The City is launching a wellness program to support employees in maintaining physical fitness and overall health. This voluntary program is available for appointed, regular, and part-time benefitted employees. It is fully funded by the City, administered by Human Resources, and has the following objectives:

- Enhance quality of life for employees and families;
- Improve morale, motivation, and personal development;
- Strengthen interpersonal relationships;
- Help reduce health, life, and disability insurance costs;
- Decrease workplace injuries and workers' compensation claims; and
- Reduce use of PTO due to illness and absenteeism

An employee wellness council will assist in the development and ongoing improvement of the program. The council will consist of representatives from each department, providing input and feedback to ensure the program reflects the diverse needs and interests of all employees.

Part VI: Employee Conduct

Guidelines for Appropriate Conduct

As an integral member of the City team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others but also demands that you refrain from any behavior that might be harmful to you, your coworkers, and/or the City, or that might be viewed unfavorably by current or potential customers or by the public at large.

Whether you are on duty or off, your conduct reflects on the City. Consequently, you are encouraged to observe the highest standards of professionalism at all times. It is the responsibility of each employee to comply with these standards, department policies and the supervisory instructions given to them for performance of their duties. Types of behavior and conduct that the City considers important include, but are not limited to, the following:

DUTY TO ACT LAWFULLY

This duty includes both understanding and complying with applicable laws. As a City employee, it is essential to be knowledgeable about and adhere to all relevant federal, state, and local laws, regulations, and ordinances that govern your position and responsibilities. This includes, but is not limited to, laws related to public records, open meetings, ethical conduct, procurement, employment practices, and any specific statutes or municipal codes relevant to your role. Ignorance of the law is not an excuse for noncompliance, and all employees are expected to proactively seek guidance when unsure about legal obligations to ensure their actions align with legal and ethical standards.

DUTY OF ETHICAL CONDUCT AND LOYALTY TO THE CITY

This duty includes avoiding any activities which may conflict with City responsibilities; respecting and preserving City property and resources; maintaining official confidences; not abusing City time, benefits, or privileges of employment; and acting ethically and honestly in all matters which may reflect on the reputation of the City.

DUTY TO PROMOTE WORK EFFICIENCY AND MORALE

This duty includes being present, punctual, and fit for all assigned duties; acting competently; following supervisor instructions; respecting the personal health, dignity, reputation, property, and time of coworkers; refraining from sexual harassment, workplace bullying, or any form of discriminatory or abusive behavior; reporting workplace hazards and fostering safety; and promoting positive communication, good morale, and maximum efficiency within the organization.

DUTY OF SERVICE TO THE GENERAL PUBLIC

This duty includes promoting the health, safety, and welfare of the general public; displaying respect for members of the public; being diplomatic, helpful, and speaking truthfully; promptly removing or reporting public hazards; being conscious of and containing costs of government; and dressing and acting in a manner which encourages confidence in the City and its work force.

Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of the City, based on violations either of the above or any other City policies, rules, or regulations, you will be subject to disciplinary action, up to and including termination.

Ethics Act/Conflicts of Interest

The following ethical standards of conduct apply to all elected and appointed officers and all regular, part-time, and seasonal employees:

In compliance with the Municipal Officers and Employees' Ethics Act, Utah Code Ann. § 10-3-1301, et. seq., and the Code of Ethics, Cottonwood Heights Code, **2.50.080 Rules Of Conduct**, Utah Code Ann. § 76-8-402, et. seq., the following is prohibited:

1. Using private, controlled, or protected information acquired by reason of your position with the City to further substantially your personal economic interest or to obtain privileges or exemptions for you or others;
2. Disclosing private, controlled, or protected information acquired by reason of your position with the City to any person who does not have the right and need to receive the information;
3. Using or attempting to use your position with the City to further substantially your personal economic interest or to obtain privileges or exemptions for you or others;
4. Knowingly receiving, accepting, taking, seeking, or soliciting, directly or indirectly, a gift if:
   - The gift would tend improperly to influence you to depart from the faithful and impartial discharge of your public duties; or
   - You know the gift is primarily to reward you for taking official action.

   The term "gift" means gifts of substantial value or a substantial economic benefit tantamount to a gift, which includes:
   - Loans at an interest rate that is substantially lower than the commercial rate then currently prevalent for similar loans; and
   - Compensation received for private services rendered at a rate substantially more than the fair market value of the services;

   But a gift does not include:
   - An occasional non-monetary gift valued at less than $50;
   - An award publicly presented in recognition of public services;
   - Any bona fide loan made in the ordinary course of business; and
   - A political campaign contribution.

5. The City's elected officials and employees shall not use any City Property for any personal use except: (1) for incidental use as permitted in advance by their Department Head; and (2) as described in the Cottonwood Heights' Employee Handbook outlining the use of City electronic devices and internet, City vehicles, and City cellular phones.

Your duty of loyalty to the City requires you to avoid any conflict with the City's interests. The City cannot articulate every situation which creates or constitutes a conflict of interest. However, in general, a conflict of interest arises in any situation in which you are in a position to derive personal benefit for yourself or others from the actions you take or the decisions you make in your official employment capacity. Your duty of loyalty requires you to act in the interests of the City and not for your own personal gain or the personal interests of others.

Public Disclosures Required

The Municipal Officers and Employees' Ethics Act and the City's Code of Ethics outline certain conflicts of interest that require public disclosure. You must make a public disclosure if:

1. You receive or agree to receive compensation for assisting any person or business entity in a transaction involving the City.
2. You are an officer, director, agent, or employee of a business entity, or you own a substantial interest in a business entity, and the business entity:
   - is subject to the regulation of the City; or
   - does or anticipates doing business with the City.

3. You have any other personal interest or investment that creates a conflict between your personal interest or investment and your public duties.

You may make the required public disclosure by filing a sworn statement with the City Manager, disclosing:

1. Your name; and
2. A brief description of the transaction between the business and the City; and
3. The name and address of any person or business entity you are assisting or intend to assist for which you have received or have agreed to receive compensation; or
4. The name and address of and the position you hold in any business entity in which you are an officer, director, agent, or employee; or
5. The name and address of any business entity in which you own a substantial interest and the nature and value of that interest.

You must make this disclosure when you are first employed by the City and any time after (i) your position in the business changes, or (ii) the value of your interest increases. You must also verbally disclose this information to your immediate supervisor before any transaction involving the business. And, you may not be involved in any decision-making process regarding the transaction between the business and the City.

To assist you in making these disclosures, the City requires you to complete annually a "Disclosure Statement of Interest" form. However, the duty to publicly disclose conflicts of interest is yours. The City's requirement to complete a "Disclosure Statement of Interest" form does not supplant your duty to disclose. To ensure you properly disclose any required conflicts of interest, the City encourages you to familiarize yourself with the Ethics Act, Utah Code Ann. § 10-3-1301, et. seq., and the Code of Ethics, Cottonwood Heights Code, **2.50.080 Rules Of Conduct**, Utah Code Ann. § 76-8-402, et. seq., and other applicable laws.

Information Reporting and Whistle Blowing

Whistle blowing: As a public employee you have a responsibility to formally inform appropriate administrative officials if you become aware of, or reasonably suspect, the waste of public funds, property, manpower, or a violation of law, relating to your employment. You should give written notice to, or otherwise formally inform, the appropriate administrative official as soon as possible when you become aware of the suspected waste or violation. An appropriate administrative official is your immediate supervisor unless you reasonably believe the supervisor cannot or will not fairly and constructively report the problem. If that is the case, you may report the incident to the City Manager, department heads, division heads, the Human Resources Director ("*HR Director*"), City Attorney, or the Utah State Auditor.

Improper Disclosure/Spreading of Rumors: You are responsible for refraining from spreading information which is hostile to City operations or other employees which you know, or have reason to know, is malicious, false, or frivolous. You also are not to disclose or induce others to disclose confidential information acquired due to your position. You are not allowed to use confidential information for your gain, benefit, or purposes.

Assist Investigations: You have a duty to participate in an investigation, hearing, inquiry, or other form of administrative review by the City arising from a report of the existence of any waste of public funds, property, manpower, or violation of law as may be requested by City officials.

Outside Employment

City employment shall be considered the primary employment for all City employees, unless otherwise stated in a written employment agreement. City employees may engage in secondary or outside employment if such employment does not reasonably create actual or perceived conflicts of interest or interfere with their duties to the City.

Before beginning any secondary or outside employment employees must provide written notification to their department head. Employees should not expect the City to make special accommodations to support their secondary employment. If a conflict arises between City duties and outside work, the responsibilities of the City position shall take precedence.

The employee's department head is responsible for reviewing the information provided in the employee's disclosure of

secondary employment and determining whether the employment is approved or denied. In making this decision, the department head may consider, among other factors, whether the secondary employment presents any elements that could negatively impact the employee's City employment or create a conflict of interest.

The department head's decision will be communicated to the employee in writing. If the employee is not satisfied with the decision, they may appeal it to the City Manager.

Employment References

Except for law enforcement "background checks" sought pursuant to Utah Code § 53-14 and "Personal References" as defined below, all employment reference requests shall be directed to Department Heads, Human Resources Director, or their designee. Only Department Heads, Human Resources Director, or their designee is authorized to provide an employment reference for past or current City employees.

All law enforcement "background checks" pursuant to Utah Code § 53-14 shall be directed to the Cottonwood Heights Police Chief or their designee. Only the Cottonwood Heights Police Chief or their designee is authorized to provide this background information specified in Utah Code. Information released by the Chief, or their designee shall be limited to the background information specified in Utah Code § 53-14-103(3) and made in accordance with Utah Code § 53-14-103(1) and (2).

Any unauthorized employee providing reference or background information on behalf of the City, or the Chief (in the case of a background check pursuant to Utah Code § 53-14), is subject to disciplinary action, up to and including termination. If you have knowledge of a past or current City employee applying for employment at another entity and are asked by an employee of that entity about the employee – even in a casual conversation – you cannot share any information. The City is not responsible for the contents of any employment reference or background information provided by any unauthorized person.

"Personal Reference" means an employment reference provided in response to an express request by another past or current employee. A Personal Reference must disclose to the recipient that the reference is not provided on behalf of the City or the Cottonwood Heights Police Department in the case of a background check pursuant to Utah Code § 53-14. The City is not responsible for the contents of any Personal Reference.

Distribution of Literature

In the interest of maintaining a proper business environment and preventing interference with work and the inconvenience of others, distribution of literature or printed materials of any kind and selling merchandise during work time is restricted.

An employee must receive permission from the department director to place literature in designated areas within the department. Do not place personal solicitations, information or announcements on the network computer system. Non-employees are likewise prohibited from distributing material or soliciting employees on City premises at any time.

Computer and Network Use

In order to protect and secure the IT Systems, all employees are expected to follow the below practices. Questions regarding these policies and how it impacts your position should be directed to your supervisor or the IT division. Employees shall:

1. Be Prepared for Disruptions
    a. Know emergency procedures, including system alternatives during a recovery.
    b. Participate in training and recovery plan tests when required.
2. Protect Your Login Information
    a. Use strong, complex Phrases and multifactor authentication.

    b. Never share credentials or leave devices unattended while logged in.
3. Follow Configuration and Update Rules
    a. Do not install unauthorized software or change system settings.
    b. Report any changes or updates needed to IT.
4. Support Auditing and Monitoring
    a. Be aware that system activities are monitored for security.
    b. Follow procedures and report any unusual behavior or alerts.
5. Use Access Wisely
    a. Only access data and systems needed for your role.
    b. Lock your screen when away and follow remote access policies.
6. Report Incidents Promptly
    a. Immediately report suspected security incidents or breaches.
    b. Cooperate in investigations and follow guidance during incidents.
7. Respect Maintenance Procedures
    a. Do not attempt to fix or service IT equipment yourself.
    b. Allow only authorized personnel to perform system maintenance.
8. Handle Media Securely
    a. Store and transport USB drives or external media securely.
    b. Do not use unauthorized external storage devices.
        i. External media must be provided by the city and must never be connected to personal computers or other devices not part of City infrastructure.
9. Follow Mobile Device Guidelines
    a. Use only approved, encrypted devices.
    b. Do not install unapproved apps or connect personal devices.
10. Protect Data Through Your Actions
    a. Be aware of your role in protecting sensitive information.
    b. Sign required access agreements and keep third-party providers accountable.
11. Safeguard Communications
    a. Avoid sending sensitive data over unsecured channels.
    b. Use encryption tools and report suspicious communications.
12. Stay Informed Through Security Training
    a. Complete all required cybersecurity training on time.
    b. Apply best practices learned in daily work.
13. Be Risk-Aware
    a. Report potential vulnerabilities or suspicious activity.
    b. Participate in any assigned assessments or tests.
14. Follow Security Plans and Rules
    a. Abide by system use guidelines and behavior expectations.
    b. Understand that IT planning includes security protections.
15. Respect Physical Security Measures
    a. Do not bypass or disable physical access controls.
    b. Alert facilities or IT about any environmental issues or unauthorized access.
16. Support Secure Procurement
    a. Coordinate with IT when acquiring or requesting new systems or software
    b. Ensure vendors and contractors follow security requirements.
17. Maintain System Integrity
    a. Watch for and report system errors, pop-ups, or performance issues.
    b. Avoid opening suspicious emails or downloading unknown files
18. Guests, Visitors, and contractors data connections
    a. Guest, visitors, and contracts may **ONLY** use the guest Wi-Fi
        i. Visitor computers may not be plugged into connections in the conference rooms.
    b. No systems may be plugged into the physical LAN data network without IT consent
19. Know and follow all policies
    a. This is an outline and summary of some IT policies
    b. You are responsible to know and abide by all IT and City policies

In order to protect and secure the City's information technology ("*IT*") system (the "*IT System*"), all employees must adhere to the following rules at all times. Questions regarding this policy and how it impacts your position should be directed to your supervisor or the IT division. Employees shall:

1. Use only City-owned devices that are configured or authorized by the City's IT division (the "*IT Division*") to physically or remotely access the City's network, file servers, equipment, software, and

communication systems.
2. Limit system activity to business purposes or personal use approved by a department head.
3. Not send confidential, protected or private data outside the City network or introduce external media, such as USB devices, into the IT System or a City-owned device. There is a reasonable risk that the data will fall into the hands of unintended or unauthorized recipients, or that the mobile media devices may cause harm to the City, the IT System, or a City-owned device.
4. Not perform any of the following actions: break into the account or files of another person without authorization, crack or attempt to crack passwords, disrupt service, disable or circumvent software or controls intended to safeguard the IT System or the City, access data in the IT System to which you do not have authorization, or engage in any other activity with the intent to or which has the effect of compromising the IT System.
5. Use strong passwords in your system log-in and Outlook access.
6. Challenge unknown or unauthorized individuals in your secure work area or report them to a supervisor, CHPD, or the administration.
7. Comply with applicable law, license agreements, the City's IT policies, and any other department or City policies.
8. Not access inappropriate sites while using the IT System.
9. Understand that the City, including the IT Division, has the right to monitor employee's use of the IT System at any time with or without the employee's knowledge or consent.

Email Use: City email can be accessed off-site at the following link: https://portal.office.com. The City email system, City-owned devices used in its operation, and the data on City devices are, except as otherwise provided by law, the property of the City, to be used for the purposes of conducting City business. **At no time should an employee expect privacy in using the IT systems,** including use of private e-mail accounts on a City owned devices, or in using City email on a private device. An employee's use of the IT Systems is not a right, and may be interrupted, restricted, or terminated at any time, and should not interfere with the performance of an employee's assigned duties, nor cause damage to the City. Email messages and any communication and information used for any city business are subject to public records laws. Your emails may be made public including personal email correspondence. All City business related data, irrespective of form on a private device is also considered City property and is subject to public records laws. You should use caution in transmitting email containing confidential or private information, or using personal email accounts or personal devices for city business. Even when email is deleted, the email will be retained somewhere on the City network or in backup media as required by State law; and can be made public. Deletion of email used for city business, even from a private account, may violate state records laws.

The City reserves the right to review the content of all email messages on the IT system and to monitor email use but is under no obligation to do so. It is grounds for disciplinary action and potential personal liability of the employee to use email or other messaging services to transmit defamatory, fraudulent, illegally threatening, obscene, intimidating, harassing, discriminatory, derogatory, sexually explicit, or other illegal or improper messages or images, including the illegal transmission of copyrighted material, fundraising efforts not approved by a department head **AND** the City Manager, or the solicitation for, or the operation of, a business.

Unless authorized by a department head, avoid the use of the City's email system for personal correspondence. If personal email use becomes necessary while at work, use a personal email account **from a personal device.**

Internet Use: Use of the Internet is not private and may be monitored for compliance with policy. Questions regarding the use of the Internet should be directed to your department head. The following generally defines what is an appropriate use of the Internet:

1. City-business related use of the internet is allowed. There should be a correlation between your job and your use of the internet.
2. Time spent searching the internet should be done quickly and efficiently.
3. Personal use of the internet is allowed on personal time only. Personal time is determined by your department head.
4. Personal use of the internet during regular working hours should be minimized and is subject to department restrictions.
5. Internet sites or any software program that contains or displays pornography or images, videos or information that is sexual in nature shall not be accessed by employees at any time using the City's internet connection, the IT System, or City property, except in the case of a formal law enforcement activity or other investigation approved by the CHPD Chief, the City Attorney or the City Manager.
6. Device or internet games are not to be played at any time.

Workplace Violence

The City is committed to preventing workplace violence and to maintaining a safe work environment for employees, vendors and the visiting public. Consequently, the City prohibits violent behavior in the workplace. Prohibited conduct includes, but is not limited to, unlawful violent acts, fighting, stalking, harassment, intimidation, abusive language, or other similar violent or threatening conduct. The City does not tolerate any of the aforementioned conduct, unlawful threats of violence or actual violence in any form.

An employee who believes they have been subjected to or threatened with violence by a co-worker, supervisor, customer, or any other person in the workplace; or is aware of another individual who has been subjected to or threatened with violence in the workplace, can report this information following the "Complaint Resolution Procedure" on pages 49-50 of this handbook. Supervisors should record, investigate, and report instances of threats or violence in violation of this policy to Human Resources, the City administration, and/or CHPD, as appropriate.

A City employee who is found to be responsible for threats of or actual violence, or any other conduct that is in violation of this policy, may be subject to discipline up to and including termination of employment and other available legal action.

Employee Gun Use

Some employees wish to carry a gun for personal protection. If an employee does so they must understand that:

- State law restricts some individuals from carrying a gun in certain government locations, such as police department premises.
- Sworn police officers who have received firearms training satisfactory to the CHPD Chief are the only City employees authorized to use deadly force while acting for and on behalf of the City. Under no circumstances will any other employee use deadly force as a function of their job with the City and if such employee uses deadly force, they will not have the immunities or be entitled to the same indemnity afforded to trained employees in the authorized position listed above.

Tobacco Use

In order to maintain a safe and comfortable working environment, tobacco and e-cigarette usage in City offices, facilities, and vehicles is prohibited. Because the City may be subject to criminal and civil penalties for violations of applicable smoking laws, the City must insist on strict adherence to this policy. Employees smoking in any non-smoking area may be subject to disciplinary action.

Drug-Free Workplace

The City complies with the Federal Drug-Free Workplace Act of 1988, maintaining a safe, productive environment free from impairment due to alcohol, controlled substances, or medications.

Employees must not manufacture, distribute, possess, or use alcohol, controlled substances, or impairing medication unlawfully. Notify your supervisor and the City Manager immediately of any drug-related charge or conviction. Alcohol consumption is prohibited immediately before or during work, including breaks. Employees must not be impaired by alcohol, drugs, or medication while on duty or representing the City. Employees using medication that may impair performance must notify their supervisor and refrain from operating vehicles or performing safety-sensitive tasks. Report suspected impairment of any employee to a supervisor and the HR Director immediately.

Unlawful use, possession, or distribution of alcohol or controlled substances in the workplace or while on duty is strictly prohibited. Violations may result in disciplinary action, up to and including termination.

All City Employees and applicants must comply with testing under the following circumstances:

- **Pre-employment/Promotions** (post-conditional offer)
- **Reasonable suspicion**
- **Post-accident or unsafe practices**
- **Random testing**
- **Return-to-duty and follow-up testing**
- **Failure to test within 24 hours** results in disqualification or disciplinary action.

Refusal to comply or failure to cooperate may result in termination. However, at the discretion of the City Manager, approved rehabilitation may be offered as an alternative to disciplinary action.

Drug testing is conducted by Intermountain WorkMed with facilities in South Jordan, Murray and Salt Lake City. To arrange for testing with Intermountain WorkMed, please call the specific location as business hours vary. When calling after hours or on weekends, call 801-387-8378.

Murray WorkMed
201 E. 5900 S. Suite 100
Murray, UT 84107
801-288-4900
M-F 8:00 a.m. - 5:00 p.m.
After Hours Drug Screening:
801-387-8378

Salt Lake WorkMed
1685 W. 2200 S.
Salt Lake City, UT 84119
801-972-8850
M-F 7:30 a.m. - 5:30 p.m.
After Hours Drug Screening:
801-387-8378

South Jordan WorkMed
1091 W. South Jordan Parkway, Suite 500
South Jordan, UT 84095
385-887-7200
M-F 8:00 a.m. - 5:00 p.m.
After Hours Drug Screening:
801-387-8378

Workplace Searches

The City provides offices, computers, workplaces, vehicles, desks, files, file cabinets, lockers, and other equipment to employees for use in conducting City business. All such items are the property of the City and are issued for use only during employment. As these are City-owned, employees should have no expectation of privacy when using them.

Safety and Health

The City is committed to providing a safe and healthy working environment. The City makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

You are expected, as a part of the comprehensive safety and loss prevention program, to place safe work practices and identification of unsafe conditions in highest priority while performing your daily tasks. Your safety commitment must include, but is not limited to the following:

- Using the safety equipment which has been provided in performing your daily work assignments
- Wearing the prescribed uniform and safety shoes as required

- Not operating equipment or using tools for which training or orientation has not been received
- Warning co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident
- Not operating any vehicle or other equipment in an impaired state
- Reporting defective equipment immediately to a supervisor
- Reporting all injuries and accidents regardless of severity immediately to a supervisor
  *** Departments are responsible to forward these reports to Human Resources***
- Taking care not to abuse tools and equipment, so that these items will be in usable condition for as long as possible, as well as to ensure that they are in the best possible condition while being used

In addition, in the event of an emergency at any City facility, please dial 911. Be aware of the following recommendations:

- If an alarm sounds in the building, leave the building using the nearest unblocked exit. Do not open doors that are hot to the touch. Do not use elevators. Assign someone to check restrooms, file rooms, etc. Assign someone else to help anyone who requires special assistance. All employees should go to a safe zone designated by their department head. Failure to comply with these requirements may result in discipline.
- Never re-enter a building once you have exited during an emergency situation. Instead, go to the safe zone designated by your department head.
- In the event of a fire, the person who discovers the fire or sees smoke should immediately sound an alarm. If the fire is small, you may attempt to extinguish it using the nearest fire extinguisher. To access a fire extinguisher, break the glass casing using office equipment (e.g., chair, stapler), tools, etc. Never use any part of your body to break the glass. If the fire cannot be put out immediately, evacuate the building.

Hazardous Condition Reporting

Dangerous or unsafe conditions may exist in the workplace as well as throughout the City. Unsafe conditions may result from City work that could present a hazard to the public. Situations you should be aware of include defective sidewalks, broken curbs, hanging limbs, loose handrails, open manholes, sunken basins and sewers, missing signs, physical assaults, threatening behavior, etc.

Please make it a practice to be aware of potentially dangerous situations you may see throughout the City, whether you are on or off duty. If you discover a dangerous situations in the City please do what you safely can to secure the situation and then immediately report the problem to the City's Public Works Department or to CHPD.

Injury and Accident Reporting

All work-related accidents and injuries must be reported immediately to your supervisor. See "Workers' Compensation" (pages 30-32) for the process to report work-related injuries.

If you are involved in a traffic accident involving a City vehicle or personal vehicle used during City business, you must report it to the appropriate local law enforcement agency and your supervisor. *(State law requires that all vehicular accidents with damage of $2,500 or more **must** be reported to local law enforcement.)* In addition, City policy requires drug and alcohol testing when you are involved in an accident while your vehicle is in motion or your equipment is in operation unless testing is waived by your Department Head, or a designee after reviewing your specific accident. If you need to set up drug testing, please call the Intermountain WorkMed locations (the contact information can be found on page 51 of this handbook). When calling after hours or on weekends, you can call 801-387-8378.

If there is damage to City property or the property of a third party, an Accident Form must be filled out. Failure to do so may result in disciplinary action or personal liability for damages. Complete and submit the City Accident Report, including the Police report to Human Resources within four days after the accident. A thorough review of the cause of the accident will be conducted by your supervisor.

City Vehicle Use

City vehicles are to be used for official City business only, which may include travel to approved professional association meetings. Personal use is prohibited unless specifically authorized by the City Manager. Vehicles may be driven home only with prior approval. Employees using personal vehicles for City business will be reimbursed at the IRS mileage rate.

Sworn police officers with City-assigned vehicles may use their vehicles for personal use as directed by the Chief of Police.

Only employees with a valid Utah driver's license and a good driving record may operate City vehicles. A CDL (commercial driver's license) is required for those operating commercial vehicles. The City may review driving records (MVR) at least annually and employees must authorize the release of these records for City review. Only those with an acceptable MVR, as determined by the City or its insurer, may drive on City business.

Employees are expected to drive safely, obey all traffic laws, and wear seat belts. Driving while impaired, distracted, or in an unsafe manner is strictly prohibited. Vehicle condition should be checked daily, including fluid levels. Any issues must be reported promptly to a supervisor.

Accidents involving City vehicles must be reported immediately to CHPD and the employee's supervisor, and the employee must promptly submit to drug and alcohol testing.

City employees must also comply with the City's vehicle idling policy, which permits idling only under specific conditions such as during emergency operations, while using essential equipment, during short traffic delays, while building air pressure for brakes, de-icing, or ensuring safe temperatures inside the vehicle.

Unauthorized personal use of City vehicles may lead to disciplinary action. "Limited On-Call Vehicles" may not be used for personal purposes, and all commutes must be tracked and submitted with timecards. "General Assigned Vehicles" may be used for personal travel only if authorized, and all use must be documented accordingly. Employees with questions should contact their supervisor. Non-CHPD employees who use City vehicles regularly or while on call must complete the City Vehicle Use Authorization Form (see Appendix, page 53).

Personal Vehicle Use

Many City officials and employees are required or expected to travel on City business using their personal automobiles. It is not always practical or cost effective to provide employees with a City vehicle. The City will reimburse you when you use your personal automobile while on City business.

If you drive on City business, you must have a valid Utah driver's license and a good driving record. The City conducts periodic driver's license checks of all City employees who may drive on City business. The City is not liable for damage to your vehicle which occurs while you are on City business. Part of the purpose of the reimbursement or allowance you receive is to help you cover the cost of adequate insurance to cover damages you may incur.

Mileage reimbursement: For employees not on a vehicle allowance, you will be reimbursed at the current IRS authorized rate. Your department or division head must authorize personal vehicle travel in advance. It is your responsibility to accurately complete City mileage reports and submit them to your department or division head.

Safety Belt Use

All vehicle occupants must use available safety belts and shoulder restraints at all times while traveling on City business in any vehicle being used for conducting City business. It is your responsibility to ensure that your safety belt system is maintained so that they are clean, easily accessible and in good working order. All employees are encouraged to wear safety belts at all times.

Cellular Phone Use

Cottonwood Heights may issue City-owned cellular phones and other portable communication devices (PCDs) to selected employees to support the efficient performance of their official duties. These devices are intended primarily for City business. While minimal personal use is permitted, employees should limit such use and discourage personal incoming calls.

By using a City-owned or authorized PCD, employees acknowledge and accept that all activity on these systems—whether personal or business—may be monitored. There should be no expectation of privacy for any communication sent, received, or stored on a City PCD. Employees are advised not to use City systems for personal, private, or confidential matters.

Downloading or copying City data to personal devices is prohibited unless expressly authorized by the City Manager. The City reserves the right to access and audit all communications on its systems at any time.

Sexually explicit content or harassing behavior via any PCD is strictly prohibited and may result in disciplinary action, up to and including termination.

PCDs—whether City-issued or personally owned—should be used only by employees and only during working hours for legitimate City business. Personal use of a personal PCD during work hours must be minimal. Excessive or extended use may result in discipline, including termination.

All work-related communications on any PCD may be subject to access and disclosure under GRAMA.

Supervisor and Subordinate Relationships

The City discourages dating, sexual relationships, and/or other romantic relationships between employees, particularly when they involve individuals at different levels of authority. Such relationships can disrupt the workplace by interfering with job performance, affecting morale, and creating actual or perceived favoritism, which may give rise to claims of discrimination or harassment.

Romantic relationships between a supervisor and a subordinate—defined as any employee within the same line of authority or subject to evaluation by the supervisor—are strictly prohibited. If such a relationship arises, the supervisor must immediately disclose it in writing to both their department head and the City Manager.

Employees in any romantic relationship are expected to exercise discretion and maturity at work and must not participate in any form of supervision, review, or evaluation of the other party involved. All employees in the relationship are required to notify the City Manager in writing as soon as possible, with the notice signed by each party involved. Email is not considered adequate notice. To preserve the integrity of the work environment, the City reserves the right to reassign duties to minimize professional contact between individuals in a romantic relationship. In extreme cases where perceptions of prejudice cannot be avoided, disciplinary actions—including suspension or termination—may be necessary.

Complaint Resolution Procedure

Misunderstandings or conflicts can occur in any organization. To maintain a productive and respectful workplace, it is essential that such issues are addressed promptly and constructively before they escalate. While many concerns resolve informally, employees are encouraged to use the formal grievance process outlined below if they believe a situation is detrimental to themselves or the City.

Step 1: Informal Resolution

Employees should first attempt to resolve concerns by discussing the issue with their immediate supervisor. If this is not appropriate or does not lead to a resolution, the employee may request a meeting with their department head.

Step 2: Reporting Discrimination or Unlawful Conduct
Concerns involving discrimination, harassment, or other unlawful treatment—based on protected classes such as race, color, religion, sex, pregnancy (including childbirth or related conditions), national origin, age, disability, sexual orientation, gender identity, genetics, protected veteran status, retaliation, or workplace violence—should be reported immediately. Reports may be made to any of the following:

- Division or Department Head
- Human Resources
- City Attorney
- City Manager

Step 3: Department Head Review
If the issue remains unresolved or if earlier steps are inappropriate, the employee may escalate the matter to their department head. The department head will:

- Consider the facts
- Conduct an investigation as needed
- Consult with Human Resources if appropriate
- A response will typically be provided within 10 calendar days of the meeting. In cases involving layoffs, reorganizations, or non-disciplinary discharges or transfers, the department head's decision is final.

For disciplinary actions such as:

- Discharge
- Suspension without pay (more than two days)
- Involuntary transfer to a lower-paying position

...the employee may pursue further appeal if dissatisfied.

Step 4: Appeal to the Employee Appeals Board
Regular employees (excluding appointed, part-time, seasonal, or probationary staff) may appeal disciplinary actions as outlined above to the Employee Appeals Board. To initiate an appeal:

Submit a written notice to the City Recorder within 10 calendar days of receiving the department head's final decision.

The Appeals Board is appointed by the City Manager. Qualifications and procedures for this board are detailed in City Code **2.180.020 Board Composition**

Scope of Grievances
Employees must use the internal grievance process (See City Code: **2.50.160 Internal Grievance Procedure**) before seeking resolution through any other forum. Grievances may be filed for work-related injustices or unfair treatment, including but not limited to:

- Employee-supervisor relationship concerns
- Unfair duty or shift assignments (not involving job classification changes)
- Working conditions
- Paid time off practices
- Performance evaluations (for non-probationary employees)
- Secondary employment decisions
- RIF (Reduction in Force) rankings

Note: This process does not apply to disciplinary actions except as described earlier.

Filing a Formal Grievance
If an informal resolution is not possible, a formal grievance must be:

- Submitted in writing to the City Recorder
- Filed within 30 calendar days of the occurrence or the date the employee became aware of the issue
- The written grievance must include:
    - Employee's name
    - Date of the event or action
    - Description of the issue and relevant background
    - Desired resolution
    - Employee's signature and filing date
    - Supporting documentation or witness information (if applicable)

Employees will be provided reasonable time during their workday to prepare grievance documentation.

City Review and Final Appeal
Upon receipt, the City Recorder will:

- Forward the grievance to the City Manager
- Notify the City Attorney
- The City Manager will respond in writing within 10 business days. If additional time is required, an extension of up to 10 more business days may be granted, provided the employee is notified in writing. If no response is issued within the allotted time, the grievance will be considered denied.

If denied or if the response is unsatisfactory, the employee may file an appeal with the Employee Appeals Board as governed by Utah Code Annotated §§10-3-1105 through 1106 and Title 2 of the City Code. Appeals must be filed within 10 business days of the final City action or order.

No Retaliation Policy
The City strictly prohibits retaliation against any employee for utilizing this grievance procedure. However, this policy does not prevent the City from taking appropriate disciplinary action—including termination—when warranted by performance, conduct, or demeanor concerns.

For questions or guidance, employees are encouraged to contact their supervisor or Human Resources.

Appendix

CITY VEHICLE USE AUTHORIZATION

(Subject to change by management)

Name _____ Department _____

Vehicle (year, make, and model) _____

Unit#_____ Odometer Reading _____

Authorized driver: The **employee** named above shall be the **only person authorized to operate the vehicle** except in cases when the employee is unable to safely operate the vehicle. Also, other City employees may operate the vehicle for City business with departmental approval.

The **employee's** use of a City vehicle is limited to one of the two assignments below. The assignment and any accompanying conditions are designated by a check (✓) in the box beside the description.

☐ Limited On Call Vehicles: These vehicles are assigned to specific employees who are "on call" or available for response in the event of an emergency. The vehicles may be driven to and from the employee's residence before and after work hours. No unauthorized people are allowed in the vehicle.

☐ **Use Conditions:** _____
_____
_____

☐ General Assigned Vehicles: Some vehicles are assigned to specific personnel with the approval of the CAO. The employees driving these vehicles are always "on call" to respond in the event of an emergency. As a result, the employees in this category may use the assigned vehicles within 50 miles of the City for personal use. These vehicles may also be driven out of the above area for City business.

*NOTE: Employee may be assessed state or federal taxes for the personal use of a City vehicle and shall be solely responsible for payment of such taxes. Employee shall also be solely responsible to maintain and file timely reports of all information necessary to reduce taxable amounts.

Employee's responsibilities: Employee shall be responsible to comply with all laws, ordinances, and City policies, to keep the vehicle clean, and to have all necessary maintenance performed in a timely manner. Employee agrees to comply with all terms of the City's Vehicle Use Authorization Form.

Employee's Signature _____ Date _____

Department Director's Signature_____ Date _____

CAO's Signature (if necessary) _____ Date _____

This original form is to be filed in the employee's personnel file and a copy must be sent to Payroll.