



2024

PARK CITY MUNICIPAL  
**EMPLOYEE  
HANDBOOK**



# Welcome to Park City Municipal Corporation

We are excited that you have chosen to work at Park City Municipal Corporation and look forward to a productive and successful work relationship. We hope your work experience is meaningful and rewarding. You are an important member of our team and we look forward to your contributions to our mountain town. To help you understand how our organization works, we are providing you with the Employee Handbook. The Handbook explains the ins and outs of City employment, discusses our commitments to provide a safe, healthy, and fair work environment, and highlights our expectations for your successful employment with Park City.

The information contained in this Handbook is intended to serve as a guide to employment at Park City. Nothing in this Handbook or any other policy or procedure prepared by the City is intended to be or shall be construed as constituting a contract or contract term of any kind, either express or implied, regarding any and all terms and conditions of your employment with the City, including without limitation with respect to your duties, compensation, discipline procedure or duration of employment or any other obligation on the part of the City. The City hereby reserves the right to unilaterally alter, amend or revoke any policy contained in this Handbook, and to amend or revoke any other City policy, practice, or procedure.

Park City is committed to providing equal employment opportunities for all and to creating a work environment that is free of unlawful discrimination, and, in addition to the many important policies in this Handbook, we direct your attention to the Equal Employment Opportunity policies in section I.

## Understanding Park City's Handbook

It is the responsibility of all Park City Municipal Corporation (Park City or the City) employees, including managers and supervisors, to be familiar with Park City Municipal Corporation's Employee Handbook (the Handbook). Except as expressly provided otherwise in the Handbook, the Handbook applies to Full-Time Regular Employees, Part-Time Employees, Seasonal Employees, Student Interns, and Volunteers. The forms discussed below are available on the City's Payroll Portal. Please review the Handbook and sign the acknowledgement form confirming your understanding of these important policies.

Individual departments within the City may establish additional policies. However, these department policies may not be less restrictive than the policies set forth here.

The City has exclusive authority to interpret the Handbook.

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## **I. Our Commitment to Equal Opportunity in the Workplace**

### **1.1 Commitment to Diversity**

Park City is committed to creating and maintaining a workplace where all employees have an opportunity to participate in and contribute to the success of our operations and where employees are valued for their skills, experience, and unique perspectives.

### **1.2 Equal Employment Opportunity**

Park City supports equal employment opportunity for all applicants and employees in compliance with state and federal laws. It does not discriminate against employees or applicants for employment on any prohibited basis, including race, color, sex, age, pregnancy, childbirth or pregnancy-related condition, religion, gender identity, sexual orientation, national origin, disability, or veteran status. This policy applies to all terms and conditions of employment, including hiring, promotion, termination, layoff, leave of absence, compensation, and training. Employees are expected to treat each other with dignity and respect at all times. If you believe that you or any other employee have been subject to discriminatory treatment, you should contact the HR Department, the City Attorney, the City Manager, your supervisor or department manager, or any other supervisor or manager with whom you feel comfortable.

### **1.3 Anti-Sexual Harassment**

It is the City's policy and expectation that all employees have a right to work in an environment free from sexual harassment. Sexual harassment is a violation of federal law under Title VII of the Civil Rights Act of 1964, as amended, and is also against state law. Park City will not tolerate or permit sexual harassment at our workplace in any form, and such conduct may result in disciplinary action up to and including discharge.

Sexual harassment may take various forms and may be verbal, physical, or visual. Sexual harassment may include offensive sexual flirtations, advances or propositions, verbal abuse of a sexual nature, graphic verbal commentaries about individuals or individuals' bodies, degrading words or names, sexually suggestive displays, emails, pictures, or objects in the workplace. A manager's, supervisor's, or co-worker's threat or insinuation, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's work environment or any conditions of employment may also be sexual harassment. While these examples are not a complete list of what may be deemed to be sexual harassment under the law, sexual harassment problems should be avoided if employees act professionally and treat each other with respect.

The City will not permit any such conduct that interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. If any individual believes that they have been sexually harassed, they must notify their supervisor or any other officer, supervisor, or

manager with whom the employee feels comfortable. Any employee, including supervisors and managers, who has knowledge of any incident of sexual harassment, is required to report such information to the HR Department, the City Attorney, the City Manager, their supervisor or department manager or any other supervisor, or manager with whom the employee feels comfortable. Any employee who brings a complaint in good faith will not be adversely treated by the City. The complaint will be properly investigated, and any necessary and appropriate remedial action will be taken.

#### **1.4 Anti-Harassment**

Park City wants to provide its employees with a workplace free of tensions involving matters that are not related to the services offered by the City. The City will not tolerate disparaging or degrading remarks or animosity in the workplace based on any protected classification, including race, color, sex, age, pregnancy, childbirth or pregnancy-related condition, religion, gender identity, sexual orientation, national origin, disability, or veteran status. Such conduct may result in disciplinary action up to and including termination. Further, such harassment may be a violation of state or federal law. If any employee believes that they have been subject to harassment based on a protected classification, the employee should notify the HR Department, the City Attorney, the City Manager, his or her supervisor or department manager or any other supervisor, or manager with whom the employee feels comfortable. If you are a supervisor and have knowledge of any incident of harassment, you must report the matter to the HR Department, the City Attorney, the City Manager, your supervisor or department manager, or any other manager with whom you feel comfortable. An employee who brings a complaint in good faith will not be adversely treated by the City. The complaint will be properly investigated, and any remedial action, which is necessary and appropriate, will be taken.

#### **1.5 Anti-Retaliation**

Park City prohibits retaliation of any kind against employees who, in good faith, report harassment or discrimination or assist in investigating such complaints. If an employee feels they have been subjected to any form of retaliation, the employee should notify their supervisor, the HR Department or any other supervisor, or manager with whom the employee feels comfortable.

#### **1.6 Complaint Procedure**

Any employee, including supervisors and managers, who has knowledge of any incident of discrimination, harassment, or retaliation, is required to report such information to the HR Department, the City Attorney, the City Manager, their supervisor or department manager, or any other supervisor or manager with whom the employee feels comfortable. An employee who brings a complaint in good faith will not be adversely treated by the City. All complaints will be properly investigated, and any remedial action, which is necessary and appropriate, will be taken. Confidentiality will be protected to the extent possible.

## **1.7 Accommodations**

The City will provide reasonable accommodations to qualified applicants and employees with disabilities so that they can perform their essential job functions. When notified, the City will engage in an interactive process to determine whether a reasonable accommodation is necessary and possible, without undue hardship to the City, for an otherwise qualified applicant or employee with a known physical or mental disability.

Park City will also reasonably accommodate the religious beliefs or practices of applicants and employees. In addition, the City provides reasonable accommodation for employees related to pregnancy, childbirth, breastfeeding, and related conditions, as required by law.

An employee or applicant who believes that they need a reasonable accommodation should contact their immediate supervisor, department manager, or the HR Department.

The City may provide a light duty assignment to an eligible employee in response to a request for a reasonable accommodation or pursuant to work restrictions ordered by an appropriate health care provider. Light duty assignments are developed at the City's discretion based on availability of light duty assignments, physical capability, skills, City needs, and the availability of light-duty assignments. Light duty assignments will be re-evaluated as necessary. The City will determine appropriate work hours, shifts, duration, and locations of all light duty assignments.

## **II. Understanding Your Compensation**

### **2.1 Employee Pay**

The City operates within the guidelines of an established Pay Plan. The Pay Plan attempts to ensure the uniform and equitable application of pay based on factors including employee duties, classification, qualifications, and relevant market data. The City believes rewarding performance and not longevity is an equitable way of compensating employees. All employee pay, including raises and adjustments, is subject to budget constraints and revenue availability and may be altered at any time.

The City's Pay Plan contains a list of grades and positions supported by written job descriptions detailing job duties and the qualifications necessary for a position. The classification system is not static and is not intended to fix positions permanently into grades. Instead, the system is periodically reviewed to adapt to changing conditions.

### **2.2 Work Week and Pay Periods**

The standard work week for all non-public safety personnel begins on Sunday at midnight and ends Saturday at 11:59 p.m. of the same week. The standard work week for all sworn Police



Officers is defined by the biweekly pay period of 80 hours. The standard pay period for all sworn Police Officers begins on Sunday at midnight and ends Saturday at 11:59 pm of the following week; equating to an 80 hour biweekly pay period. Employees must approve timecards by 10:00 am on the Monday following the end of the pay period. Managers must approve timecards the same day by noon. Employees are paid every other Friday for the proceeding pay period either by direct deposit or traditional paychecks.

### **2.3 Timekeeping**

All non-exempt employees must clock in to work by an approved time-keeping method. This may include a physical time clock, phone app, or computer check-in. Employees must use the time-keeping method approved by their supervisor or department. Employees are expected to be “clocked in” and ready to work at their work location when their shift starts. Falsifying time clock entries or allowing any employee to punch in or out for another employee is prohibited.

### **2.4 Overtime**

For non-exempt and non-public safety employees, overtime is time worked above a 40-hour workweek. For non-exempt public safety employees, overtime is defined as hours worked above 80 hours during the biweekly pay period. Sick leave, vacation, and other non-worked hours do not apply toward accrual of overtime hours.

While the City pays employees for all overtime worked, an employee must obtain their supervisor’s approval for overtime hours before working overtime hours. Employees should consult their supervisor or department manager for clarification on department-specific practices.

Without overtime approval from their supervisor, all hourly employees must conclude their day’s work at the established time. Any non-exempt employee must obtain their supervisor’s approval to conduct City business during unscheduled work hours. This includes phone calls, texts, and emails for City business during unscheduled work hours.

### **2.5 Bonuses**

The bonus program is designed to recognize a specific incident such as seasonal work, sales, or other on-the-job accomplishments and contributions.

1. Cost Savings Bonus:
  - a. An employee may receive up to 10% of cost savings, not to exceed \$5,000, that would be realized in the first year following implementing an employee’s cost savings idea. Any cost savings bonus requires the prior written approval of the City Manager. Nominations must be in writing and forwarded to the Human Resources Department.

2. Part-Time and Seasonal Employee End-of-Season Bonus:
  - a. A part-time or seasonal employee may receive a bonus based on approved end-of-season time and shift requirements, safety, accident record, and specific department criteria. Each department paying these bonuses must have the criteria by which the bonus is calculated. This is considered a non-discretionary bonus.
  
3. Pro Shop Bonus:
  - a. Employees whose positions are related to merchandise sales or services may be eligible for a bonus based on sales or pro shop revenue generation. Employees who receive these bonuses are not eligible for end-of-season bonuses. This is considered a non-discretionary bonus.

## **2.6 On-Call Pay**

Employees who are assigned to work on-call will be paid wages consistent with federal law governing on-call pay. On-call pay rates are set at the department level.

## **2.7 Break Time and Lunch Period**

Policies covering break time and lunch periods vary by department. Employees should contact their department manager or the HR Department for details.

## **2.8 Bilingual Stipend**

Park City will pay a fixed amount of \$40 per pay period for Full-Time Regular Employees and \$20 per pay period for Part-Time Employees who participate in the City's Bilingual Stipend program. Program participants must be proficient in a non-English language that the City deems necessary to service its constituents, which languages include Spanish and American Sign Language. Additional languages will be considered as needed.

Employees in positions with a demonstrated public need for bilingual skills may be eligible to participate. The HR Department in coordination with department managers will determine which positions are eligible for the bilingual stipend.

Employees requesting the Bilingual Stipend must meet these criteria:

- a. Employee must be available to offer translation services during regularly scheduled work hours.
- b. A current list of certified bilingual employees will be maintained by the HR Department.

- c. Employee must pass a third-party-prepared proficiency test certifying the employee's ability to speak and write English and Spanish, another necessary language, or use sign language. Before requesting a proficiency test, employees must receive written approval from their department manager.
- d. Employees who fail the proficiency test may retake the exam after three months with approval from their department manager.
- e. The bilingual stipend will only be paid for pay periods where the employee receives straight time pay hours at a minimum of 15 hours per week.
- f. If an employee transfers from a position that is eligible for the bilingual stipend to a position that is not eligible, the stipend will end.
- g. Eligibility will be reviewed annually by the Human Resources department to verify whether the employee receiving the bilingual stipend is performing bilingual services.
- h. If an employee refuses to perform assigned bilingual duties, then the department manager may immediately revoke the employee's stipend.

Funding for the bilingual stipend will be in the HR Department budget. The HR Department will administer the stipend, including reviewing applications, scheduling proficiency tests, and issuing certifications.

## **2.9 Employee Referral Bonus**

Park City will pay a cash bonus of \$1,000 to an eligible City employee who refers a job applicant that the City hires, under the terms below.

- a. The bonus pay schedule is:
  - 1. \$500 is paid after the referred candidate is hired and completes 30 days of employment.
  - 2. \$500 is paid after the referred candidate is hired and is released from probation or at the end of a work season (i.e., winter transit driver), whichever comes first.
- b. These City employees are eligible to participate in the Employee Referral Bonus program:
  - 1. Employees in good standing including Part-Time, Full-Time, or Seasonal may earn a referral bonus.
  - 2. The referral must represent the candidate's first contact with the City; previous employees, including Part-Time and Seasonal employees, are not

eligible for the referral bonus program until two years after their resignation or termination date.

3. The applicant must enter the referring employee's name on the application.
  4. Referrals must be hired within 180 days of the original referral date.
  5. All candidates will be evaluated on merit; submitting a referral does not guarantee the candidate an employment offer.
- c. These employees are not eligible to participate in the Employee Referral Bonus program:
1. HR Department personnel;
  2. Managers with hiring authority over referred candidate.

Hiring decisions will not be discussed with the referring employee.

## **2.10 Education Assistance**

Eligible employees may be reimbursed for up to 100 percent of tuition and other educational fees for the successful completion of undergraduate, graduate, and post-graduate courses in accredited colleges or universities, and for professional certifications and training. Eligible programs include professional-level certifications, course training, and accreditations. Educational Assistance payments are only available for educational programs that align with the City's operational goals and budgetary constraints.

- a. City employees who are eligible to participate in the Education Assistance program include:
1. Full-Time Regular Employee who are released from probation, meet all performance expectations, and have no formal disciplinary action within the previous 18 months.
  2. Employees must apply for and receive approval before enrolling in courses. The approval process may take 30 days.
  3. Employees must have an individual development plan, approved by an immediate supervisor, establishing that the education is relevant to the employee's current position or another position for which the employee is reasonably qualified. The individual development plan must not interfere with the employee's duties and must be clearly aligned with the employee's education and City needs.

4. The employee must obtain the academic goal within the time projected in the individual development plan or in an amended individual development plan.
- b. The City will pay reimbursements to eligible employees as follows:
1. One hundred percent of tuition, including all mandatory fees, and textbooks capped at \$10,000 per calendar year. The first \$5,250 will be paid tax-free. If the reimbursement exceeds \$5,250, the remaining \$4,750 will be considered taxable income.
  2. Reimbursement will only be paid for a passing grade of C- or higher grade based on a sliding scale: A=100% B=90% C or a Pass in a Pass/Fail course = 80%. Employees must provide satisfactory proof of grades.
  3. Employee must complete the appropriate forms found under Employee Forms on the Payroll Portal to ensure prior approval and payment.
  4. Reimbursement will be administered by Accounts Payable within the Finance Department and mailed to the employee's address listed in the Payroll Portal unless the employee contacts Accounts Payable to request in-person pickup.
  5. Employees who voluntarily separate from employment with the City within one year of the last reimbursement will be required to repay the City the most recent disbursement.

## **2.11 Business Travel**

The City will reimburse eligible employees for approved business travel expenses under these guidelines:

- a. This policy does not cover short trips during work hours made by employees during their regularly assigned work duties on behalf of the City.
- b. Department manager approval for employees and Deputy City Manager Approval or designee approval for department managers must occur prior to making travel and accommodation arrangements, without which expenses are non-reimbursable.
- c. Travel reimbursements greater than \$2,500 must be approved by the City Manager or designee.
- d. Employees are expected to submit an Expense Report within five days after the first business day back at the employee's typical office assignment. Employees

must document travel-related expenditures with itemized receipts, invoices, or other supporting documentation. Submitted expenses may be rejected by the Finance Department for failure to comply with this policy. Expenses that are not submitted for reimbursement within 60 days will not be reimbursed.

- e. Employees must pay for personal meals with their daily per diem, and not with a P-Card. Employees who charge personal meals to a P-Card are required to reimburse the Finance Department for those charges. Authorized group meals are not subject to this subsection.
- f. After receiving approval for travel from their manager, employees should book flights in advance to avoid premium pricing.
- g. Employees should incur the lowest reasonable travel expenses and must not travel more than necessary or book extravagant board and lodging. Employees should attempt to reduce the environmental impacts of their travel, including by using commercial airlines, public transit, and fuel-efficient vehicles.
- h. Transportation should not exceed a class rating of economy or coach, or the equivalent.
- i. Rental cars should be selected based on the size needed for the group traveling together and only if business activities are not held close to lodging. Employees should decline all additional rental car insurance offered by the rental company; these charges will not be reimbursed.
- j. Personal car mileage reimbursement follows the standard mileage rate set by the IRS accessed at [www.irs.gov](http://www.irs.gov). The rate set by the IRS includes gasoline, which is not separately reimbursable. An employee electing to travel by personal vehicle instead of commercial air will be reimbursed for the least expensive mode of transportation. The employee must provide a comparison showing total travel costs for airfare versus total cost of driving and the lowest cost shall be reimbursed. This documentation must be attached to the Expense Report.
- k. Employees should prioritize hotels affiliated with or hosting the reason for business travel (i.e., location of the conference or training). If alternate accommodations are required, the cost should be comparatively priced to the hotels in the area. Itemized hotel receipts are required for reimbursement.
- l. Employees must request Meal and Incidental Per Diem, seven days in advance of travel, based on location-specific rates, determined by U.S. General Services Administration's GSA Per Diem Rates and Per Diem Worksheet. Employees are not required to retain or provide receipts. Employees must return the per diem

cash advance within ten days of travel being cancelled or changed. The employee is responsible for any cash per diem that is lost or stolen.

- m. On the first and the last day of travel the per diem is pro-rated according to the GSA rates table.
- n. Examples of expenses that are not approved business travel expenses include: alcohol, gambling, pet fees, laundry services, toiletries, entertainment, upgrades, late/early check-in fees, parking or moving violation tickets, and personal services.
- o. Airport parking will be reimbursed based on the cost of the daily economy lot fee.
- p. Round-trip mileage from the employee's home to the airport (minus the employee's regular commuting mileage to work) will be reimbursed using the standard mileage rate set by the IRS.
- q. The City is not financially responsible for any personal expenses or travel arrangements if an employee chooses to travel with a partner, child, or pet and will not reimburse for their accommodation, leisure expenses, or any other travel expenses.
- r. If an employee receives prior approval to add vacation time onto a business trip, any cost variance in airfare, car rental, or accommodation must be clearly identified on the Expense Report. Employees are required to pay for these expenses.

## **2.12 Recording Time While Traveling on Business**

Non-exempt employees traveling on business must record time worked as follows:

- a. If an employee is given a one-day assignment at a different location (e.g., a conference, training session), the employee is entitled to compensation for time spent commuting to the assignment location that exceeds the employee's normal time spent commuting to the employee's regular work location. For example, if an employee who regularly commutes from Kimball Junction to City Hall in approximately 17 minutes is given a one-day assignment in Salt Lake City, and the travel time to Salt Lake City from Kimball Junction is approximately 28 minutes, then the employee should record actual work time reflecting approximately 11 minutes of additional work time (i.e., recorded hours should reflect actual time spent commuting).
- b. If an employee is required to travel away from home overnight for work, all travel time during the employee's normal working hours will be counted as work time. This includes travel time during normal working hours on nonworking days. For

example, if an employee regularly works from 9:00 a.m. to 5:00 p.m., Monday through Friday, any travel time between 9:00 a.m. to 5:00 p.m. will be counted as work time on Saturday and Sunday as well as on Monday through Friday. Travel time outside of the employee's regular working hours will not be counted as work time. If an employee with regular working hours from 9:00 a.m. to 5:00 p.m. takes a three-hour flight for an overnight work assignment, and the employee's flight leaves at 8:00 a.m. and lands at 11:00 a.m., then the employee should record two hours of their travel time as work time but should not record the first hour of the flight or any time commuting to the airport as work time because that travel time occurred outside of the employee's regular working hours.

- c. Employees should record actual time worked on the timecard for the days they are attending a conference, training, session, etc. (e.g., 8:00 a.m.–5:00 p.m., with a one-hour lunch or 7:00 a.m.–5:00 p.m. with a one-hour lunch).

### **III. Understanding Your Benefits**

#### **3.1 Health and Wellness Benefits**

The City offers an array of health and wellness benefits detailed in the Employee Benefits Guide which is available on the Payroll Portal or from the HR Department.

#### **3.2 Flex Work Schedule**

The City offers several possible flex work schedules to eligible employees. Eligibility for flex work scheduling is determined on a case-by-case basis based on the City's operational needs. Flex work schedules are not appropriate for all employees or positions and are not a universal employee benefit. The type of role, attendance record, tenure with the organization, and job performance are all factors considered when deciding whether a flex work schedule is appropriate.

Flex work is defined broadly to include schedules different from the City's standard on-site, full-time workweek consisting of five consecutive eight-hour workdays with consistent start and end times for each workday.

- a. Flex work schedule options may include:
  - 1. Flexible start times: An employee works eight hours per workday, but there is flexibility in an employee's set scheduled starting and ending times (e.g., 8:00 a.m.–5:00 p.m., or 9:00 a.m.–6:00 p.m.).
  - 2. Compressed 10 Schedule: An employee works ten hours per workday, reducing the workweek to four days a week (e.g., Monday-Thursday, Wednesday-Sunday, or Friday-Tuesday).



3. Compressed 9 Schedule (9-9's): An employee works four nine-hour workdays during the week and one four-hour day (e.g., Monday through Thursday and four hours each Friday).
  4. Hybrid Work Location: An employee works remotely at a pre-approved location other than the designated physical location of the position. An employee may work partially on-site and partially off-site on a set day or number of days during the traditional work week.
  5. Remote Work Location: An employee works remotely from a location outside of the normal pre-approved on and off-site locations for up to 30 days. Employees are eligible to request a remote work location every third year outside of extenuating circumstances.
- b. The department manager in coordination with the HR Department is responsible for identifying if any of the flex work options are feasible within the department by considering the following factors:
1. Managers may review and determine if the entire department or an entire shift must convert to one or more of the above flex work scheduling options.
  2. Managers should consider how well the employee has demonstrated the skills and work habits that lead to a successful flex work schedule. The manager must assess the impact and the outcome in terms of production, quality, and absenteeism, and whether one or a combination of the above schedules is in the best interests of the department.
  3. A six-month trial period may apply to assess the impact and effectiveness of the schedule. After successful completion of the trial period, the flex work schedule will be reviewed at least annually thereafter to ensure continued success. The flex work schedule may be canceled for any reason. An employee wishing to change or cancel a flex work schedule must obtain written approval from their manager.
  4. To help ensure that the employee continues working effectively under a flex work schedule, managers should develop a flex work plan.
  5. The nature of the employee's work and responsibilities must be conducive to a flex work schedule without causing significant disruption to performance or service delivery.
- c. Use of equipment and supplies is subject to the following guidelines:
1. Additional costs for remote internet and utilities are not reimbursed.

2. All equipment provided by or purchased by the City remains the property of the City and must be returned when the employee terminates employment. Employees should promptly report any city-provided equipment malfunction to their supervisor and, when necessary, to the IT Department.
  3. The employee will establish an appropriate work environment within their home for work purposes. The City will not be responsible for costs associated with the initial setup of the employee's home office such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.
  4. The City will supply the employee with appropriate office supplies and equipment (pens, paper, etc.).
  5. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment.
- d. Employees working remotely are subject to the following security guidelines:
1. Employees must protect the City's records and documents from unauthorized disclosure or damage and must comply with the Information Technology Policy, 4.10.
  2. Employees working remotely are expected to ensure the protection of proprietary City and customer information accessible from their home office.
  3. Employees using City provided software and hardware will adhere to the manufacturer's licensing agreements, including the prohibition against unauthorized duplication.
  4. A designated representative of the City may visit the employee's remote work site to inspect for possible work hazards and suggest modifications, perform routine maintenance of equipment and supplies, assess and monitor security arrangements of equipment and documents, and perform incident investigations. The representative may take pictures of the remote work site. The City will provide reasonable notice prior to a remote work location visit.

## **IV. Understanding Your Responsibilities as a City Employee**

### **4.1 Attendance and Punctuality**

Timely and regular attendance is an expectation of performance for all Park City Municipal Corporation employees. Accordingly, employees must adhere to the following guidelines.

- a. Absences: An employee is deemed absent when they are unavailable for work as assigned or scheduled and such absence was not scheduled or approved in advance.
- b. Tardiness: An employee is deemed tardy when the employee fails to report to work at the assigned/scheduled work time, leaves work prior to the end of assigned/scheduled work time without prior supervisor approval, or takes an extended meal or break period without prior supervisor approval.
- c. Voluntary Resignation: An employee who is absent for two consecutive days without giving proper notice to a supervisor is deemed to have voluntarily resigned their employment with the City. At that time, the voluntary resignation will be formally noted in the employee's personnel file.
- d. Communications about schedules: Employees must notify their supervisors or department managers if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must receive advance approval if they wish to arrive early or leave early from an assigned shift. When requesting planned time away from work, employees must notify their supervisor or department manager when an absence is due to a documented or approved leave of absence (e.g., Military Leave, FMLA) to ensure appropriate tracking of leave utilization and absenteeism.
- e. Holiday Related Absences: It is a violation of this Attendance and Punctuality Policy for an employee to be routinely tardy or absent immediately before or after holiday leave.

### **4.2 Code of Ethics**

Park City employees are expected to foster public confidence in the integrity of City government. City Code and State Law establish ethical standards that govern City employees. These standards are found in Park City Code, Title 3; the Municipal Officers and Employees Ethics Act, Utah Code Title 10, Part 3; and the Utah Public Officers' and Employees Ethics Act, Utah Code Title 67, Part 16.

These laws require employees to disclose actual or potential conflicts of interest between public and personal duties. They require employees to disclose relationships with businesses that are regulated by the City. They prohibit employees from using City employment for

personal benefit or gain. And they prohibit employees from accepting gifts. Please consult the HR Department regarding your obligations under these laws.

### **4.3 Workplace Conduct**

Employees are expected to comply with all policies in this Handbook. These guidelines outline the basic rules governing how we perform our jobs.

- a. Appropriate employee conduct includes:
  - 1. Employees will dedicate themselves to the highest ideals of professionalism, honor, and integrity to merit the trust, respect, and confidence of the public they serve.
  - 2. Employees will dress and conduct themselves in a professional manner.
  - 3. Employees will report to work on time and as scheduled.
  - 4. Employees will abide by the provisions of all City ordinances, policies, and procedures.
  - 5. During work hours, employees will devote their time, attention, and efforts to City business.
  - 6. Employees will adhere to all safety guidelines, rules, and policies.
  - 7. Employees will demonstrate courteous and respectful behavior in all dealings with both coworkers and the public.
  
- b. Inappropriate actions include:
  - 1. Falsifying documents or providing false or intentionally misleading information.
  - 2. Neglect of duty.
  - 3. Sleeping on the job.
  - 4. Insubordination.
  - 5. Actions that discredit the name, reputation, or public mission or interest of the City regardless of whether the employee is convicted, pleads guilty, or is otherwise subject to a legal judgment.

6. Committing any action that may constitute a crime or violation of applicable law, either on-duty or off-duty, where such action adversely reflects on the employee's ability to perform assigned duties.
7. Failure to comply with federal, state, or local law, where such action adversely reflects on the employee's ability to perform assigned duties or is contrary to the public service.
8. Stealing, destroying, damaging, or defacing (or threatening to steal, destroy, damage, or deface) City property, work-related documents, work areas, or personal property of others while at work or in connection with work.
9. Refusing to comply with requests for information associated with a workplace investigation.
10. Failing to comply with safety guidelines, rules, or policies.
11. Accessing or sharing private, confidential, or protected information without authorization.
12. Engaging in abusive, combative, aggressive, violent, or threatening language or behavior.
13. Subjecting others to ridicule or undermining workplace relationships.
14. Unauthorized electronic surveillance of employees. No employee may make an audio or video recording of another employee by any means unless each of the following criteria is met:
  - A. a legitimate business purpose exists for the recording;
  - B. the recording device is in plain view; and
  - C. the employee being recorded audibly acknowledges on the recording that they have full knowledge of and consent to the recording.

The above list provides examples of inappropriate behavior; it is not a comprehensive list of inappropriate behavior.

#### **4.4 Outside Employment**

Full-Time Regular Employees must request permission to accept outside employment,

including self-employment, from their manager and the HR Department. The City Manager or their designee must approve outside employment and any material changes to outside employment status. Outside Employment Request Forms are available from the HR Department or on the Payroll Portal. The request should include any pertinent information about the outside employer, and the nature and hours of the employment. Outside employment shall not interfere with the employee's duties as a City employee.

Approval of outside employment is valid until May 15 following its approval. By May 15 of each year, all Full-Time Regular Employees must complete a new Outside Employment Request Form and have their manager, the HR Department, and the City Manager re-approve the outside employment position.

#### **4.5 Solicitations**

To protect City employees, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift. Employees may also not distribute written materials during working time and in "working areas," which include all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time. Nonemployees may not solicit or distribute materials anywhere on City property at any time. Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

#### **4.6 Gratuities**

Employees in select positions, who are authorized by the head of their department to accept tips or other types of gratuity (anything of monetary value), must report tips on their timecard as wages commensurate with the IRS tips reporting guidelines referenced in Publication 531, *Reporting Tip Income*. Employees may not directly or indirectly solicit or accept any gift including money, services, loan, travel, entertainment, or hospitality that is above the value in Park City Code Title 3 or State Law. Gifts that would tend to improperly influence a reasonable person in their duties or that are primarily to reward the employee for official action taken are prohibited.

#### **4.7 Youth Protection**

The City has no tolerance for mistreatment of children. Employees or Volunteers reasonably suspected of abuse or against whom a complaint is received will be removed from involvement with youth programs pending investigation. Every suspicion of misconduct or allegation of abuse or other misconduct involving children shall be reported immediately to the Park City Police Department and to the HR Department. City staff shall not take it upon

themselves to investigate allegations of abuse by parents, guardians, City staff or Volunteers, or any other person, but rather must report all suspicions or allegations or complaints to Police and HR. City staff shall cooperate fully as necessary with investigations conducted by appropriate state agencies. City employees and Volunteers should always, when reasonably possible, be accompanied by another City employee or Volunteer when working with minor children.

#### **4.8 Employment of Family Members**

No member of an employee's immediate family shall be under the direct or indirect supervision of an immediate family member unless an exception has been granted by the City Manager. Exceptions are generally disfavored. The immediate family includes parents, siblings, aunts, uncles, grandparents, stepparents, children, spouse, parents-in-law, siblings-in-law, children-in-law, stepchildren, grandchildren, and domestic partners.

#### **4.9 Working with Minor Children**

The City does not allow employment of workers less than 14 years of age. The City also requires a signed note from the parents or legal guardian of employees under age 16 approving work duties. The note must be submitted to the HR Department with new hire paperwork.

Employees ages 14-17 are subject to the following restrictions:

- a. 14-15-year-old restrictions:
  1. Work must take place during non-school hours.
  2. No more than 3 hours of work is permitted on a school day.
  3. No more than 18 hours of work is permitted in a school week.
  4. No more than 8 hours of work is permitted on a non-school day.
  5. No more than 40 hours on a non-school week.
  6. Work must take place between the hours of 7:00 a.m. and 7:00 p.m. (except from June 1 through Labor Day, when evening hours are extended to 9:00 p.m.);
  7. No hazardous work is permitted, including transportation, public utilities, or operating power-driven machinery.
  8. No driving in connection with their employment.

- b. 16-17-year-old restrictions:
  - 1. No hazardous work is permitted, including transportation, public utilities, or operating power-driven machinery.
  - 2. No driving in connection with their employment.

Employees under 18 years of age are entitled to a meal period of at least 30 minutes, not later than five hours from the beginning of their shift. A rest break is required for minors of at least ten minutes for every three-hour period that is worked.

#### **4.10 Information Technology (IT)**

- a. Use of City IT Equipment: IT systems and services are provided for City business. This includes computer equipment, laptops, tablets, phones, printers, photocopiers, email services, software, internet access, wireless services, and data storage. City IT systems may not be used in a way that may be unlawful, disruptive, offensive to others, in conflict with City business operations, or harmful to morale.

Employees have no expectation of privacy when using City equipment, data, or networks. Electronic files and messages sent and received, using City systems or City-provided Internet access, including web-based messaging systems, are subject to monitoring, inspection, release, and archiving by City.

Employees are responsible for the security of the equipment and data. Employees may not store, copy, share, or transmit any confidential data, including passwords, social security numbers, bank routing information, and credit card numbers outside of appropriate City IT system.

All City records must be maintained according to City retention policies and litigation holds.

- b. Use of City Internet Services: City IT equipment, systems, network, and internet access are intended for business use. The City may monitor, inspect, release, archive, and copy all messages, content, and files on its computer system or network-enabled device at any time and without notice. Information obtained from the internet or from approved Artificial Intelligence (AI) may not be reliable and should be verified for accuracy before it is used for City business.
- c. IT Security Controls: Cybersecurity protections are essential to maintain operational continuity. The IT department reserves the right to make real-time changes to remediate threats and safeguard systems and data to meet



compliance and audit expectations. Employees must ensure that all devices comply with mandated updates to remain active on the network. Failure to comply may result in the device being disabled until compliance is achieved.

Repeated failure of simulated phishing attempts may result in required additional training, an account being disabled, or a performance plan established by the department manager in consultation with IT.

#### **4.11 Cell Phones and other Electronic Devices**

The City may provide cell phones and other electronic devices to employees. City-issued cell phones and other electronic devices are subject to the City's Information Technology Policy 4.10. If an employee incurs charges for use of City-provided electronic devices for non-City business, then the employee must reimburse the City for such charges.

Non-exempt City employees may not use City-issued cell phones and electronic devices for any work-related activities during non-working hours, unless such use is pre-approved by a supervisor.

Employees must report lost cell phones and electronic devices to the IT Department in a timely manner. Employees should not use personal devices or accounts to handle sensitive City information or business records.

Employees should not use mobile phone devices for work or personal purposes while operating any motor vehicle, unless otherwise permitted by law.

#### **4.12 Email Standardization and Usage**

Professional email transmission is important to maintaining the positive image of the City. Employees must use a white email background. All signature elements including logo, font, and color must comply with the City's style reference guide which is available from the Community Engagement team.

#### **4.13 Social Media**

City employees must coordinate with the Community Engagement Manager with respect to creating or utilizing City-maintained social media sites (such as X, Facebook, YouTube, internet blogs or chat rooms). City-authorized social media sites must have a designated staff member assigned to maintain and moderate content.

Employees may maintain personal social media sites on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. Unless the expression or expressive activity is in direct conflict with the essential City-related

interests, the City considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

Employees who identify themselves as City employees or discuss matters related to the City on their personal social media sites must include a prominent disclaimer stating that a post expresses personal views, not the views of the City, for example: "The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the City or its business. Employees who post information on a social media site that is in violation of this policy or federal, state, or local law are not shielded from disciplinary action by a disclaimer.

A social media site is a public place, and employees should avoid inappropriate comments. For example, employees posting on their personal social media sites must not divulge City confidential, protected, proprietary, or private information. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates this policy.

Nothing in this policy limits City employees' rights under any applicable federal, state, or local laws, including rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

#### **4.14 Personnel Files**

City personnel files shall be maintained in a secure, centralized location under the control of the HR Department. The following individuals or entities generally have access to a personnel file: HR Department staff, a current employee who is the subject of the file, a person acting under the current employee's power of attorney or with a signed release from the employee, a union representative when the HR Department has written consent from the employee, supervisory staff, and the City Attorney's office.

An employee's medical records and records related to certain investigations may be kept separate from an employee's central personnel file.

City personnel files are subject to the Government Records Access Management Act (GRAMA).

#### **4.15 Personal Property**

The City assumes no responsibility for damage to or loss of personal property. The City will insure tools required by mechanics in Fleet Services Department, but Fleet employees are responsible for taking reasonable steps to secure tools.

#### **4.16 Personal Use of Public Property**

Employees are expected to honestly and efficiently protect and conserve City property. Any personal use of City property by an employee that is not prohibited by law or City policy is specifically authorized by this policy. This policy does not grant employees an inherent right to use City property.

In general, incidental personal use is allowed where the incidental use provides value to the City that substantially outweighs any personal benefit received by the employee. Any use that significantly interferes with the mission or operations of the City or that significantly compromises the integrity of City property is not incidental and is not authorized.

- a. The City specifically authorizes the incidental use of:
  1. Communication Devices. Incidental use of City communication devices, including phones, computers, and tablets, that complies with City policy is permissible. See Information Technology, 4.10; Cell Phones and Other Electronic Devices, 4.11.
  2. Physical Facilities, Real Property, Equipment, and Supplies. Incidental use of City facilities and real property, such as meeting family members or friends for short periods of time, that complies with City policy is permissible.
  3. Vehicles. Employees who are authorized to use City vehicles must be aware of and comply with specific policies governing vehicle use. See Driving on City Business and Use of City Vehicles, 7.8.

## **V. Understanding Your Status as a City Employee**

### **5.1 Classifications of Employment**

- a. Probationary Employees: A non-public safety, Full-Time Regular City employee is classified as a Probationary Employee during the first six months of employment. Such an employee may be released from probationary status following a second quarterly review. A public safety sworn or non-sworn employee is classified as a Probationary Employee during the first 12 months of

employment. Such an employee may be released from probationary status following a fourth quarterly review. Managers must submit an Employee Position Change Form to release an employee from probation.

Department managers may recommend releasing employees from probationary status before the time referenced above for exemplary service by submitting to the City Manager an Employee Position Change Form explaining the justification for early release from probation. Only under specially approved circumstances will an employee be allowed to serve a probationary period of fewer than three months.

A probationary period may be extended beyond the initial six or twelve-month period for up to six additional months if performance, attitude, ethics, or workplace conduct issues warrant extending the probationary period. A written performance evaluation must accompany any probationary period extension. A second written evaluation will be required at the end of the extended period. Employees listed in section 8.3 are not subject to this policy.

- b. Full-Time Regular Employees: Employees who work no less than an average of 32 hours per week during any month are classified as Full-Time Regular Employees and are eligible for the City's core benefits. See the Employee Benefits Manual on the Payroll Portal or contact the HR Department for benefit details. Full-Time Regular Employees are generally expected to work a 40-hour workweek.
- c. Acting Employees: The City Manager may fill any vacancy with an Acting Employee who may serve until another employee assumes the position's duties. An Acting Employee who serves more than 30 consecutive days will receive compensation at no less than the minimum salary range for that position during the acting appointment.
- d. Part-Time Employees: Employees who work between one and 1500 hours per year (28.8 hours per week average) over 12 months are classified as Part-Time Employees. Part-Time Employees with multiple appointments in the City may not work more than 1500 hours total per 12-month period for all positions held. Employees and managers are expected to monitor the time worked to maintain totals below allowable averages.

Part-time positions are not eligible for core benefits other than those required by law. Under limited circumstances, should Part-Time Employee's hour averages rise to 30 hours per week, they may become eligible for medical or retirement benefits provided that the employee meets the definition of a full-time employee under the Affordable Care Act or the Utah State Retirement and Insurance Benefits Act.

- e. **Seasonal Employees:** Employees who are hired for a position open during a specific season defined at hire, such as parks maintenance crews, golf employees, seasonal recreation program staff members, snow removal crews, are classified as Seasonal Employees. Seasonal Employees may work full-time or part-time hours. Seasonal Employees may not work past the seasonal declared end date without permission from the HR Department.
- f. **Volunteers:** An individual who performs hours of service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation may be classified as a Volunteer. The department must prepare a Volunteer Job Description for each position requiring volunteers. The description must be approved by the HR Department before the volunteer position is available for recruitment or filling. The department must submit to the HR Department all Volunteer Job Applications and Volunteer Acknowledgement forms before the department is authorized to offer the applicant the volunteer position.

## **5.2 Transfers**

A transfer is the assignment of an employee to a new position. Transferred employees are subject to a probationary period. When a job vacancy is announced, any City employee may apply to transfer to the position. All qualified applicants will be considered, although no City employee is ensured of selection. Any proposed changes in pay must be effective on the first day of a City-established pay period.

## **5.3 Hiring Practices**

Department managers must submit hiring recommendations for Full-Time Regular Employees to the HR Department. The HR Department will submit the recommendations to the City Manager for final review and approval. A Full-Time Regular Employee may only fill a budgeted position.

Department managers must submit hiring recommendations for Part-Time and Seasonal employees to the HR Department for approval. Supervisors and department managers are accountable for ensuring that Part-Time and Seasonal employees do not exceed the allowable and approved number of hours for such positions.

#### **5.4 Performance Evaluations**

The City endeavors to conduct regular performance reviews to assist in an employee's development. Employee performance reviews are part of the employee's personnel file. Full-Time Regular Employees will receive quarterly reviews.

#### **5.5 Promotions**

Promotions will be documented in writing by an employee's manager, including information about the employee's new title, responsibilities, and pay.

#### **5.6 Resignation and Discharge**

To resign in good standing, employees must give their supervisor two calendar weeks' prior notice. The department manager or supervisor shall advise the HR Department of resignations. Employees may not use any paid leave, such as vacation, funeral, and sick leave, during the final two weeks of employment without approval from the HR Department.

The City Manager may discharge any City employee at any time subject to applicable law and to the appeal procedure described in the Handbook. See Employee Transfer and Discharge Appeal Rights and Procedure, 8.3. An employee discharged by the City may be denied future employment with the City and may be ineligible for accrued vacation pay. See Vacation Leave Policy, 6.2.

If an employee is involuntarily terminated, wages will be paid within one business day of termination. Final wages for employees who voluntarily resign will be paid on the next scheduled pay date. Discharged employees must promptly return all City property to the employee's supervisor or department manager.

#### **5.7 References**

Supervisors and managers who receive requests for employment references must refer those requests to the HR Department. In response to requests for references, the HR Department will verify job titles, dates of employment, and wage information.

### **VI. Time Away from Work**

#### **6.1 Holiday Pay and Premium Pay**

The City provides 12 paid holidays and a Floating Holiday, as defined below, to Full-Time Regular Employees:

- a. New Year's Day

- b. Martin Luther King Jr. Day
- c. Presidents' Day
- d. Memorial Day
- e. Juneteenth
- f. Independence Day
- g. Pioneer Day
- h. Labor Day (also known as Miners Day in Park City)
- i. Veteran's Day
- j. Thanksgiving
- k. Friday after Thanksgiving
- l. Christmas Eve
- m. Christmas

Full-Time Regular Employees who work 8-hour shifts will be eligible to receive 8 hours of holiday pay. Full-Time Regular Employees who are permanently assigned to work shifts of 10 or more hours will be eligible to receive 10 hours of holiday pay.

If the holiday falls on a Saturday, the City will observe the holiday on the Friday. If the holiday falls on a Sunday, the City will observe the holiday on the following Monday. Only the City Manager may change the holiday schedule.

In addition, Full-Time Regular Employees are eligible for an 8-hour "Floating Holiday," subject to a supervisor's approval. The Floating Holiday is granted on the first day of the year to eligible employees and must be taken in the calendar year it is given, or it is forfeited.

All non-exempt City employees are eligible for premium pay for working on holidays (excluding a Floating Holiday). Premium pay is equivalent of an additional one-half an employee's regular hourly pay.

## **6.2 Vacation Leave**

- a. **Vacation Accruals:** City employees are eligible for paid vacation. Vacation time off begins to accrue on the first day of full-time regular employment. Employees are encouraged to take their vacation in blocks of time whenever possible. Vacation leave must be pre-approved by the employee's department manager.

The vacation allowance for Full-Time Regular Employees is based on length of employment with the City. In some instances, equivalent experience may count toward vacation accrual, as determined at the discretion of the HR Department. See the chart below for accrual rates.

Total Years of Service	Hours Earned Per Month	Hours Earned Per Year	Maximum Accrual
Less than 5 years	10 hours	120	320
5 years but less than 10 years	12 hours	144	320
10 years but less than 15 years	14 hours	168	320
15 years but less than 20 years	18 hours	216	320
20+ years	20 hours	240	320

Employees may accrue up to a maximum of 320 hours. Vacation hours accrue on a use it or lose it basis up to 320 hours, with unused hours rolling over from year to year. Once the employee accrues 320 hours of vacation, the employee will no longer accumulate vacation leave until the bank falls below the maximum accrual of 320 hours. Vacation does not accrue while an employee is on unpaid leave.

- b. **Requesting Leave:** Employees seeking to use vacation time must submit a request in advance to their supervisor or department manager. Approval will be based on departmental needs and staffing. The guideline is for every week of vacation requested, an employee should provide the same number of months in advance notice, (e.g., make the request for a two-week vacation two months before in advance). Vacation leave is scheduled by the hour. If an employee on a 10-hour day schedule takes a day of vacation, they will need to use 10 hours of vacation time.
- c. **Hardship Cash-Out:** Employees may request to cash out up to 50% of their accrued vacation time one time per calendar year, provided that the employee has 40 hours of vacation time remaining, subject to approval by the HR Department, at the department’s discretion. Hardship cash-outs must be for emergencies such as an illness or accident, loss of property, or another extraordinary and unforeseen circumstances. Such payments are subject to required withholdings.
- d. **Leaving the City:** Employees are not entitled to use vacation time during the final two weeks of their employment. In addition, if an employee is discharged, resigns prior to successfully completing a probationary period, or fails to resign having provided two weeks’ notice, the employee is not entitled to payment of accrued, but unused vacation.



### **6.3 Sick Leave**

City employees may be eligible for sick leave. Sick leave is paid leave available to a Full-Time Regular Employee suffering from an injury, illness, or disability that prevents them from performing their usual duties and responsibilities. Eligible employees may be entitled to a total of 140 hours per calendar year. An employee may not carry over sick leave from one year to the next and accrued but unused sick leave is not payable upon termination.

Employees must notify their supervisor about any non-emergency, medically-necessary surgeries or procedures in advance. The request should be accompanied by a health care provider's note which must specify medical necessity, the anticipated duration of an absence, and whether the absence will be continuous or intermittent. At the end of 21 consecutive days due to the employee's illness, employees may be eligible for Short-Term Disability benefits and may opt to supplement pay with a vacation payout. See Vacation Leave Policy, 6.2.

Employees returning to work with physical restrictions must adhere to Return to Work from Medical Leave Policy, 6.7. Employees may not substitute vacation hours instead of sick leave and must exhaust all paid time off before taking unpaid leave.

Sick leave used by employees for illnesses or injuries eligible for FMLA status will also be counted toward the 12 weeks of eligibility for Family Medical Leave. Time will be recorded as Sick Leave FMLA on timesheets. See FMLA Policy, 6.6.

### **6.4 Family Care Leave**

City employees may be eligible for family care leave. Family care leave is paid leave granted to eligible employees whose presence is medically necessary to provide primary care for their immediate family. The City may require reasonable evidence, including verification from a health care provider, that a City employee is the primary care giver and the employee's care is medically necessary. For the purposes of this policy, immediate family is defined as dependents, children, spouses, parents, domestic partners, and legal guardians. Eligible employees may be entitled to family care leave in an amount not to exceed 120 hours of family care leave per medically-necessary occurrence in a calendar year. An employee may not carry over family care leave from one year to the next and accrued but unused family care leave is not payable upon termination.

Employees must notify their supervisor about the need for family care leave in advance. The request should generally be accompanied by a health care provider's note verifying that the employee is the primary care provider for the family member, that the employee's care is medically necessary, and indicate the anticipated duration of an absence and whether care is needed continuously or intermittently. Family care leave used by employees for illnesses or injuries eligible for FMLA status will also be counted toward the 12 weeks of eligibility for Family Medical Leave.

## **6.5 Parental Leave**

Birthing, non-birthing, and adoptive parents who are City employees may be eligible for parental leave. Paid leave up to 360 hours will be granted to Full-Time Regular Employees, for pre-partum and post-partum care and recovery, as well as providing care and assistance for the birth or adoption of the new family member. This includes pre-birth doctor's visits and sick leave due to pregnancy care, time off for adoption services, and surrogacy appointments. Once parental leave hours are exhausted, additional unpaid hours may be granted under the Family Medical Leave Act (FMLA). See FMLA Policy, 6.6. Employees may supplement unpaid time with a vacation payout. See Vacation Leave Policy, 6.2. Parental leave will run concurrently with available FMLA leave. See FMLA Policy, 6.6. Once parental leave is exhausted, an employee may be eligible for additional sick leave with approval from the employee's manager and the HR Department.

Nursing mothers who are City employees are entitled to reasonable unpaid breaks during work time for lactation purposes. A private place, other than a bathroom, will be provided.

## **6.6 Family and Medical Leave Act Leave**

Under the FMLA, City employees are eligible for up to a total of 12 workweeks of unpaid leave during any 12-month period (26 weeks for military caregiver) under certain qualifying conditions. Details and conditions of FMLA leave are described in the federal notice "Employee Rights and Responsibilities Under the Family and Medical Leave Act," a copy of which is available here, [fmllaen.pdf \(dol.gov\)](#), and also on the Payroll Portal or through the HR Department. The City calculates the 12-month period in which leave for the above purposes may be taken on a "rolling" basis, meaning that the 12-month period is measured backward from the date an employee uses any FMLA leave.

## **6.7 Return to Work From Medical Leave**

When an employee returns from any form of approved medical leave (such as FMLA leave, disability leave, or sick leave) with work restrictions ordered by an appropriate health care, the employee must report that information to their immediate supervisor before reporting for duty. The City will then determine whether that employee may return to their regular duties, whether modifications will be made, or if there is no modified work available.

## **6.8 Other Leave**

- a. Unpaid Personal: City employees may be entitled to personal leave, subject to approval by the City Manager, for life's extenuating circumstances. Employees must submit written requests for personal leave to the City Manager. The City's operational needs and the employee's length of service, past performance record, and reason for the requested absence will be considered. Personal leaves

of absence are without pay and additional benefits, unless specifically pre-approved by the City Manager.

- b. **Military:** The City provides leave for military service in accordance with applicable law. Any employee who needs time off for military service should immediately notify the HR Department and the employee's supervisor. If an employee is unable to provide notice, a family member should notify the employee's supervisor as soon as possible.
- c. **Juror and Witness:** City employees are eligible for juror and witness leave under applicable law. Employees must present any summons or subpoena to their supervisor as soon as possible after receiving the notice. If an employee is released after four hours or less of service, the employee must report to work for the remainder of that workday. Employees are not required to use available leave to perform juror and witness service. Full-time regular employees will be paid their regular hourly wage for the hours served. Full-time regular employees shall endorse their fees received from the court, minus mileage, to Park City Municipal's Finance window, to receive their regular hourly wage.
- d. **Bereavement:** Bereavement leave will be granted for a maximum of five days or up to 40 hours with pay in the event of the death in an employee's parents, grandparents, siblings, stepparents, children, step-children, spouse, or domestic partner and in-laws of the same relations as above. In the event of a non-immediate family member, a maximum of one day with pay may be granted at the discretion of the department manager.

## **VII. Workplace Safety and Productivity**

### **7.1 Safety**

The City's goal is to make every reasonable effort to keep public and work areas free of hazardous conditions. Each employee's responsibility is to work safely and take all reasonable steps to prevent accidents or injuries. If an employee is injured in connection with employment, regardless of the severity of the injury, the employee must immediately notify their supervisor, seek necessary medical attention and complete a Workers' Compensation form found on the City's Payroll Portal or from department supervisors. That form must be forwarded to the HR Department. It is the supervisor's responsibility to notify the HR Department of the injury.

### **7.2 Background Checks and Criminal Matters**

The City values a safe environment for our constituents and employees and reserves the right to conduct employee background checks when appropriate. All background checks will be

conducted in compliance with the Fair Credit Reporting Act (FCRA) and other applicable laws. For certain positions, background checks will be conducted on all job applicants. These positions have been pre-determined due to tasks such as working with proprietary, confidential, or sensitive information, or security or financial responsibilities. A background check will only be used for evaluating the applicant for employment. However, the City reserves the right to conduct a criminal background check for a current employee if circumstances indicate criminal activity by the employee may have occurred.

Background checks for public safety positions are performed in-house by public safety personnel and follow a separate procedure. Please see the Public Safety Policy Manual for further details.

Employees in safety sensitive positions, including law enforcement, must advise the HR Department if the employee is arrested for, makes a plea of guilty or no contest to, or is convicted of a felony crime or other criminal conduct that reasonably bears upon the legitimate business objectiveness of the City. The City reserves the right to evaluate the continued employment of any employee who is arrested for, makes a plea of guilty or no contest to, or is convicted of a felony crime, in accordance with applicable law.

### **7.3 Workplace Violence**

Park City provides a safe workplace for all employees. All employees and volunteers should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on any characteristic protected by federal, state, or local law. Conduct in violation of this policy includes directly or indirectly causing physical injury, threatening physical or psychological harm, creating a reasonable fear of injury or harm, or intentionally damaging property.

Employees may only carry a firearm in the workplace or while conducting work on behalf of the City as expressly permitted under Utah law. Peace Officers and Law Enforcement Officials may carry weapons as authorized by Utah law.

Employees must immediately report violations of this policy to a supervisor, the department manager, or the HR Department. Employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisors or the HR Department before the situation escalates.

At any time, if employees or the public are threatened or may be in danger, please contact the Park City Police Department or dial 911 immediately.

## **7.4 Smoking**

All government buildings are designated as “smoke-free” under the Utah Clean Air Act. Smoking includes tobacco, marijuana, and e-cigarettes. Smoking out of doors must conform to the rules set forth in the Utah Clean Air Act. Smoking is prohibited during the operation of City equipment or while driving City vehicles.

## **7.5 Drug and Alcohol**

The City is committed to establishing a workplace where drug and alcohol use does not disrupt the work environment. Accordingly, all City employees are subject to the following policy governing drug and alcohol use and testing.

- a. Definitions:
  1. “Alcohol” means ethyl alcohol or ethanol.
  2. “Illegal Drugs” means any drug made illegal under federal, state, or local law. Because marijuana (even with a prescription) is illegal under federal law, it is considered an Illegal Drug under this policy.
  3. “Controlled Substance” means any substance that is not an Illegal Drug and that is recognized as a drug in the United States Pharmacopeia, the National Formulary, the Homeopathic Pharmacopeia, or other drug compendia, or supplement to any of those compendia.
- b. General Policy: Employees must report to work in a condition fit to safely and effectively perform their assigned duties. Therefore, employees are prohibited from the following, while on duty, or while operating a City-owned vehicle:
  1. The illegal or unauthorized use, possession, transportation, manufacture, sale or other distribution of Illegal Drugs or Controlled Substances.
  2. The possession or consumption of alcohol.
  3. Being under the influence of or impaired by alcohol or an Illegal Drug or Controlled Substance.

Subject to the terms of this policy, the use of Illegal Drugs or Controlled Substances prescribed to an employee by a licensed physician, and used by the employee, in accordance with Utah state law, is not necessarily prohibited by this policy, unless the City reasonably concludes that the employee is impaired by the use of such substances while on the job or on City property or that the City reasonably concludes that such use is incompatible with an employee’s position, job duties or job responsibilities.

Any employee who is unfit to work due to the effects, symptoms or side effects of Alcohol, Illegal Drugs or Controlled Substances, or otherwise violates this Policy will be subject to disciplinary action up to and including termination. The City will not, however, discipline employees for voluntarily reporting or otherwise seeking help for drug or alcohol problems before becoming subject to discipline or termination under this policy.

## **7.6 Drug Testing**

All drug and alcohol testing will be conducted by a licensed independent medical clinic or laboratory, which will follow testing standards established by the state or federal government. Testing will be conducted under procedures established by the clinic/laboratory to ensure the privacy of the employee, while also protecting against tampering with or alteration of the test results. The City retains the right to require testing under the following circumstances:

- a. New applicants for employment. Any new applicant for employment may be subject to testing for purposes of maintaining safety and service quality. All offers for employment are contingent on the confirmation of a negative test result.
- b. Reasonable suspicion of employee impairment. Employees may be subject to testing based on observations by supervisors of apparent workplace use, possession, or impairment. The HR Department must be consulted before sending an employee for reasonable suspicion testing.
- c. Investigation of workplace accidents or theft. Employees may be subject to testing as part of the investigation of any workplace accident, or incident of workplace theft, where the City has reason to believe that employee intoxication or impairment may be a contributing factor in the accident or incident.

Employees will be paid for time spent in alcohol/drug testing and may be suspended pending the results of the drug/alcohol test. The City will pay all costs of testing, including transportation.

Employees who refuse to submit to a test or who adulterate, dilute, or otherwise tamper with a test specimen may be subject to disciplinary action up to and including termination. If a prospective employee refuses to give written consent to a drug screening test or adulterates, dilutes, or otherwise tampers with a test specimen, such refusal or tampering may result in the applicant's disqualification from consideration for employment.

The City will endeavor to make reasonable accommodations when appropriate.

## **7.7 Fitness for Duty Medical Examinations**

The City may require that any applicant complete a “fitness for duty” medical examination or functional analysis testing to determine whether an applicant can perform essential job functions with or without reasonable accommodation. City required examinations will be conducted by a City-approved provider and at the City’s expense.

## **7.8 Driving on City Business and Use of City Vehicles**

- a. Designation of Ownership: All vehicles owned and operated by the City shall, in a conspicuous place on both sides of the vehicle, display an identification mark designating the vehicle as the property of the City. This policy does not require such a display on vehicles that are exempt under state law.
- b. Motor Vehicle Driving Records: As a means of promoting a safe work environment, driver’s license checks will be performed for all applicants after a conditional offer of employment has been made and for all employees if driving may be necessary to conduct City business. Criteria that may indicate an unacceptable driving record includes:
  1. Three or more moving violations in past 24 months.
  2. Reckless driving in the past 24 months.
  3. Two or more at-fault accidents in the past 36 months.
  4. DUI or impaired driving in the past 72 months.
  5. Leaving the scene of an accident in the past 72 months.
  6. Any combination of the above.
- c. Employees who operate a vehicle on City business must notify their supervisors within one day if they are arrested for DUI, impaired driving, or if they have had their driver’s license suspended or revoked.
- d. Should an unacceptable driving record render the employee “uninsurable” by the City’s insurance carrier, they will be unable to drive any vehicle for City business. Employees with an unacceptable driving record, a revoked license, or who are uninsurable may be subject to disciplinary action, including termination of employment.
- e. On-Duty Use of City Vehicles: City vehicles are to be used for official City business purposes only and shall carry no passengers in them other than as needed for official City business. An employee authorized to drive a City vehicle

must have a valid State issued driver's license and other licensure as required to perform their job functions. City employees may use City vehicles for transportation needs when available and appropriate while performing City business. If a City vehicle is not available, or it is not practical to use a City vehicle, the department manager may approve the use of a personal vehicle thereby authorizing reimbursement to the individual for such use. Reimbursement will be based on the current IRS mileage reimbursement rate. In the event of an accident, the employee's personal automobile liability and property damage insurance coverage applies first.

- f. **Off-Duty Use of City Vehicles:** Authorization for off-duty use of a City vehicle may be granted to a Full-Time Regular Employee by the department manager and approved by the City Manager based on a demonstrated need for such vehicle to be taken home to serve the public interest. The demonstrated need must be based on one of these criteria:
1. The vehicle is assigned as a qualified take-home vehicle to a sworn and certified law enforcement officer of the Park City Police Department pursuant to the department's take home vehicle policy;
  2. The nature of the employee's work requires immediate response to emergency situations, regardless of frequency, that require the use of specific safety or emergency equipment that cannot be reasonably carried in the employee's personal vehicle;
  3. Due to an isolated incident of use when, because of the lateness of the hour or other circumstances, it is impractical or impossible to return such vehicle to City custody at the end of an on-duty shift;
  4. Due to emergency circumstances, the ability of the employee to access their primary location of employment is compromised such that the employee may be unable to reasonably retrieve such vehicle from, or return such vehicle to, City custody. The employee in such circumstance must obtain prior written consent from their Department Manager describing the limited time period during which the employee is authorized to take the vehicle home, along with a description of the circumstances necessitating the temporary authorization; or
  5. Authorization is otherwise recommended by the Department Manager and approved by the City Manager.
- g. **Liability Coverage:** Liability Coverage provided by the City for an employee's authorized off-duty use of a City vehicle is limited to circumstances wherein the City vehicle is being used by an employee to commute to and from the



employee's place of work with the City and the employee is not performing duties or services for the City.

- h. **Maintenance:** It shall be the duty and responsibility of the driver or operator of a City vehicle to see that it is properly serviced, maintained, and cleaned. This includes having the appropriate servicing performed on the vehicle at appropriate intervals as set forth by the Fleet Services Department.
- i. **Accident Involvement and Damage Reporting Requirements:** If a City vehicle is involved in an accident, an employee must comply with Utah law and reporting requirements. Within 24 hours the driver must report the accident to the employee's supervisor, the City Attorney's Office, and the Fleet Services Department. Fleet Services will not conduct a vehicle repair without authorization from the City Attorney's Office.

## **7.9 Uniforms**

Departments may have additional rules specific to their uniforms. Each department has guidelines for specific clothing and personal protective equipment (PPE) that is required for each role.

- a. **Distribution and Maintenance:** Uniforms are issued in accordance with Department guidelines. In order to best represent the City, it is the responsibility of each employee to maintain their uniform to ensure it is free from stains, holes, rips, and tears. Damaged or lost uniforms should be reported to the department manager.
- b. **Uniform Allowance or Reimbursement:** Departments will decide to either reimburse an employee for the purchase of a uniform or have the Department purchase the uniform.
- c. **Exceptions and Accommodations:** In situations where accommodation for medical or religious beliefs is required, please reach out to the HR department to request accommodation.
- d. **Uniform Return Upon Termination:** Uniforms that contain Park City logo and other City-owned clothing, should be returned to the Department on or prior to the last day of employment.
  - o Seasonality may have an impact on the type of uniform and PPE required, please refer to department guidelines.

## **VIII. Disciplinary Action and Appeal Procedures**

### **8.1 Disciplinary Action**

We have confidence in City employees' commitment to excelling at work. However, occasions sometimes arise when the City must address an employee's performance. Generally, the City attempts to provide employees with notice of performance deficiencies and an opportunity to improve or correct deficiencies. The following steps are a guide for addressing an employee's performance. The City does not need to apply each step or follow them in a particular order.

- a. **Verbal Counseling:** A supervisor may verbally counsel an employee by advising the employee of the issue and describing the action necessary to correct it. The supervisor should prepare a written record of verbal counseling and submit the record to the HR Department.
- b. **1st Written Counseling:** In the event of continued deficiencies, a supervisor may counsel an employee in writing by advising the employee of the issue and describing the action necessary to correct it. The supervisor should submit the written counseling to the HR Department.
- c. **2nd Written Counseling:** In the event of ongoing deficiencies, a supervisor may counsel an employee in writing by advising the employee of the issue and describing the action necessary to correct it. The supervisor should submit the written counseling to the HR Department.
- d. **Termination:** In the event deficiencies are not corrected, the City may end its employment relationship with the employee. Discharged employees may have rights of appeal. See Employee Transfer and Discharge Appeal Rights and Procedure Policy, 8.3.

An employee's performance or misconduct may lead to any level of disciplinary action, up to and including termination.

Employees must sign written counseling notices verifying they have received the counseling, even if they do not agree with the contents of the notice. If an employee refuses to do so, a supervisor shall have another supervisor confirm the refusal, and both supervisors will sign the notice indicating the employee's refusal.

### **8.2 Discharge and Pre-Termination Meeting**

While the City hopes to enjoy a productive relationship with all employees, sometimes it is necessary to consider whether an employee will remain employed. Full-Time Regular Employees who have satisfactorily completed their probationary period may only be terminated pursuant to this policy. Only the City Manager or designee may discharge a Full-Time Regular employee. A Full-Time Regular Employee subject to termination may elect to

participate in up to two pre-termination meetings. First, before a proposed termination is finalized, a Full-Time Regular Employee shall have the right to discuss the reasons for their discharge in a pre-termination meeting with their department manager. Second, before a proposed termination is finalized, a Full-Time Regular Employee shall also have the right to discuss the reason for their discharge in a pre-termination meeting with the City Manager.

### **8.3 Employee Transfer and Discharge Appeal Rights and Procedure**

Except as otherwise provided in Utah Code Section 10-3-1105 as amended, a Full-Time Regular Employee who has satisfactorily completed their probationary period, who is discharged, suspended for more than two days without pay, or involuntarily transferred from one position to another with less remuneration for any disciplinary reason, shall have the right to appeal the suspension without pay, involuntary transfer or discharge to a Transfer and Discharge Hearing Officer as set forth in State Law. At-will employees (including Part-Time, Seasonal, Probationary, and certain appointed employees) are not subject to this policy and have no appeal right.

Appeals to the Employee Transfer and Discharge Hearing Officer shall be taken by filing written notice of the appeal with the City Recorder within ten calendar days of the discharge, suspension without pay, or involuntary transfer. Upon the filing of the appeal, the City Recorder shall refer a copy of the same to the Hearing Officer. Upon receipt of the referral from the City Recorder, the Hearing Officer shall conduct a public hearing, take and receive evidence and fully hear and determine the matter which relates to the reason for the discharge, suspension, or transfer. The Employee may appear in person and be represented by counsel (at the expense of the employee) or another representative, confront the witness whose testimony is to be considered, and to examine the evidence to be considered by the Hearing Officer.

The Hearing Officer may subpoena witnesses and compel the production of evidence, but the scope of the inquiry is limited to determining if the facts support the allegations made against the employee and that the disciplinary decision is proportionate to the alleged misconduct and consistent with discipline imposed against other similarly situated employees with appeal rights. The Hearing Officer is not required to follow the Utah Rules of Civil Procedure or the Utah Rules of Evidence.

The decision of the Hearing Officer shall be certified to the City Recorder no later than 15 days after the day on which the hearing is held, except as provided in Section 10-1106(5)(a)(iii). The City Recorder shall certify the decision to the employee affected and the head of the department from whose order the appeal was taken. If a Hearing Officer finds in favor of the employee, the Hearing Officer shall provide that the employee receive the employee's salary for the period of time during which the employee is discharged or suspected without pay less any amounts the employee earned from other employment during this period of time or any deficiency in salary for the period during which the employee was transferred to a position of less remuneration. The decision of the Hearing Officer may be reviewed by the Court of Appeals by filing with that court a petition for review within 30 days of the decision.

The following employees are not subject to the procedures set forth in this section 8.3:

- *Budget & Strategic Planning Director*
- *Chief Building Official*
- *Chief of Police*
- *Community Engagement Manager*
- *City Attorney*
- *City Engineer*
- *City Manager*
- *City Recorder*
- *City Treasurer/Accounting Manager*
- *Deputy City Attorney*
- *Deputy City Manager*
- *Director of Economic Development & Analytics*
- *Emergency Manager*
- *Environmental Sustainability Manager*
- *Executive Assistant*
- *Finance Director (Manager)*
- *Golf Course Manager*
- *Housing Director*
- *Human Resources Director*
- *Ice Rink General Manager*
- *IT & Customer Service Director*
- *Library Director*
- *Police Captain*
- *Planning Director*
- *Public Utilities Director*
- *Public Works Director*
- *Recreation Director*
- *Transportation Director*