



Memorandum

To: Mayor, Town Council
From: Dawn Brecke
Date: March 3, 2022
Re: **March 9, 2022 Town Council Meeting
Personnel Policy Revisions**

This staff report covers several policy revisions within the Personnel Policy and Procedures Manual. The following policy revisions are included:

Town Owned and Leased Vehicle Use:

The application of IRS guidelines on take-home vehicles differs from department to department. Pages 65-67 of the policy addresses these guidelines, providing definition and parameters of use.

The deletion of Paragraph 13 on page 69 eliminates the restriction on employees with take-home vehicles from living more than 25 miles from Springdale. Distance from Springdale should be a consideration when hiring employees with access to a take-home vehicle, and the managers have been judicious in this regard. Removing this paragraph will allow the managers to recruit and hire the best candidate for the job without distance being an primary reason for exclusion.

Longevity Bonuses

The management team have been discussing the possible addition of longevity bonuses to our benefit “arsenal” for a couple of years. The addition of a simple longevity bonus scale would have a couple of effects. First and foremost, it would reward employees with several years under their belts and who hold great stores of institutional knowledge. Second, as part of the Town’s benefit package, it would serve as an additional recruitment tool.

Travel Policy

The proposed revisions to the Travel Policy on pages 152-153 refer to the importance of utilizing Town-owned vehicles in carrying out Town business. The policy also specifies state-mandated insurance coverage as well as comprehensive and collision coverage for employee vehicles in the event the employee uses a personal vehicle for Town business.

Bereavement Leave

This purpose of this policy revision is to update wording as well as to include bereavement leave for a stillbirth or miscarriage.

Please don’t hesitate to contact me with questions regarding these policy revisions.

Thank you.

CHAPTER TWO – STAFF

SECTION A: EMPLOYEE CODE OF CONDUCT

14. TOWN OWNED AND LEASED VEHICLE USE

- A. Purpose. The purpose of this policy is to provide Town of Springdale employees with guidelines and requirements for Town-owned vehicle usage during both duty and off-duty hours. For purposes of this manual “Town Vehicle” is defined as a vehicle either owned or leased by the Town of Springdale.
- B. Use of Town vehicles shall conform to the highest standards of responsibility. Persons driving Town vehicles are expected to drive courteously, to drive in a manner consistent with minimum fuel consumption, and to exhibit responsible behavior which reflects positively upon the Town of Springdale and the individual employee.

1) ~~1)~~ Public Safety Officers: It is the policy of the Town of Springdale that all sworn, full-time public safety officers are assigned a Town patrol vehicle. All Officers will be allowed to take their vehicles home due to the fact that they are subject to call for emergency situations and incidents which may arise that would require emergent quick response. During work hours, officers shall use their assigned vehicle during the normal course of their duties, including patrol in the jurisdictional coverage area and any travel associated with their duties. Use of the vehicle outside of the coverage boundaries shall be restricted to official business use only, traveling to and from work from their residence, traveling to and from court, traveling to approved training courses, or any other approved work-related activity. This authorization may be revoked at any time by action of the Chief of Police when it is determined to be in the best interest of the Town or if the officer has failed to comply with departmental rules and regulations.

Formatted: Font: 12 pt

Formatted: List Paragraph, Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 1.25" + Indent at: 1.25"

i. IRS guidelines define police vehicles, including unmarked vehicles, as Qualified Nonpersonal Use Vehicles. As such, use of police vehicles, including commuting, is excludable to the employee as a working condition fringe benefit.

Formatted: Font: Not Bold

Formatted: List Paragraph, Numbered + Level: 3 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.63" + Indent at: 1.88"

Formatted: Font: 12 pt

CHAPTER TWO – STAFF

SECTION A: EMPLOYEE CODE OF CONDUCT

13. TOWN OWNED AND LEASED VEHICLE USE - continued

~~2) **Public Works and Parks Employees:** It is the policy of the Town of Springdale that Town employees working with streets, water and sewer **will** **may** be assigned a Town vehicle. These employees, as approved by the **Public Works Superintendent and Town Manager**, will be allowed to take their vehicles home due to the fact they are subject to call for emergency situations such as water line breaks or associated emergencies. During work hours, approved employees shall use their assigned vehicle during the normal course of their duties within the Town of Springdale. Use of the vehicles outside of Springdale shall be restricted to official Town business only, traveling to and from work from their residence, traveling to approved training courses, or any other approved work-related activity.~~

Formatted: Font: 12 pt

Formatted: List Paragraph, Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 1.25" + Indent at: 1.25"

Formatted: Font: 12 pt

Formatted: Font: 12 pt

~~i. **IRS guidelines define a Qualified Specialized Utility Repair Truck as a Qualified Nonpersonal Use Vehicle if the truck is designed to carry tools and equipment; has permanent interior construction, including shelves and racks, and; the employer requires the employee to commute for emergency call-outs to restore or maintain utility services (for example, gas, water and sewer).**~~

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

~~ii. **Based on the above IRS guidelines, use of Public Works vehicles, including commuting, is excludable to the employee as a working condition fringe benefit.**~~

~~3) **Parks Employees:** It is the policy of the Town of Springdale that Parks Department employees may be assigned a Town vehicle. These employees, as approved by the Parks and Recreation Director and Town Manager, will be allowed to take their vehicles home due to the fact that these employees are required to drop off or pick up equipment and supplies outside Zion Canyon. Additionally, Parks employees may be called upon to flag for emergencies depending on their availability.~~

~~i. **Based on IRS guidelines, Parks vehicles are used for both business and personal purposes. Commuting is the only personal use allowed, and is taxable to the employee as wages.**~~

~~ii. **The Town of Springdale has chosen to use the IRS Commuting Valuation Rule to calculate the employee's taxable benefit.**~~

Formatted: Font: 12 pt

~~4) **All other Town-owned vehicles, even if assigned to a specific department or employee, shall not be taken home except for de minimis use related to**~~

Formatted: Font: 12 pt

scheduled training or other approved event.

- C. **General Rules and Regulations.** The following rules and regulations shall apply to all Town of Springdale personnel while operating a Town vehicle. Violations of this policy subjects the individual to loss of authorization of driving privileges and disciplinary action, up to and including termination.

- 1) Each operator shall possess a valid Utah driver's license and be at least twenty-one (21) years of age. Operation of specialized vehicles (dump trucks, etc.) shall require a specialized license, i.e. Commercial Driver's License (CDL), as Utah law requires. All operators must maintain an acceptable driving record and be qualified to operate town vehicles as provided for in 13-E below.
- 2) The operator of a Town vehicle is responsible for the protection and safe operation of the vehicle. The operator must observe all traffic laws and rules for safe driving. The operator is responsible for traffic violations and fines, including parking violations. The Town will not pay any fines, penalties or other charges the operator may incur while driving a Town-owned or personal vehicle on Town business.

Formatted: Font: 12 pt

Formatted: List Paragraph, Indent: Left: 1.25"

CHAPTER TWO – STAFF

SECTION A: EMPLOYEE CODE OF CONDUCT

13. TOWN OWNED AND LEASED VEHICLE USE - continued

- 8) Any Town employee, who operates a Town vehicle, who has been charged with DUI, open container, or a drug offense, shall lose their driving privilege pending the resolution of the charges. If convicted, any employee whose job description includes operating a Town vehicle or equipment shall be subject to disciplinary action, up to an including termination.
- 9) Operators shall limit their use of cell phones while operating a Town vehicle. If practical, operators shall pull off the side of the road to communicate on cell phones, unless the event is an emergency.
- 10) Operators shall immediately report any observed mechanical problems or problems with the operation of the vehicle to their respective departments.
- 11) Operators are responsible for fueling vehicles. Operators are also responsible for checking oil and water levels, tire pressure and condition while fueling, or not less than once per month. Operators shall maintain the cleanliness of Town vehicles and equipment.
- 12) Persons who are not employed by the Town, therefore not covered under the Town vehicle operation insurance policy, shall not operate a Town vehicle, unless authorized by the Town Manager or Department Head.
- 13) ~~If the Town employee (other than Public Safety) is assigned a Town vehicle, they shall only be allowed to drive that vehicle to and from their residence if they reside less than twenty-five (25) miles from the Springdale Town limits.~~
- 134) Employees who are assigned a take-home vehicle must report any change of address to the Human Resource Department within five (5) calendar days. Failure to do so may result in suspension of the assigned vehicle.
- 145) All Town vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No employee assigned to or

operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

- 156) Drivers with a vehicle accident and/or traffic violations, regardless of scope, involving Town vehicles and private vehicles operated on Town business will follow these procedures:
- a) Notify employee's immediate supervisor.
 - b) Immediately file a traffic accident report with a non-related law enforcement agency (i.e. UHP, Washington County Sheriff, etc.)
 - c) Submit to a drug test per Town policy.
 - d) File a report with the Town Human Resources representative.

Any operator involved in a property damage or personal injury accident while on Town business may be subject to disciplinary action. Accidents shall be reviewed by the employee's Department Head and Town Manager. The findings shall then be submitted to the Human Resources representative for the employee's personnel file.

Making false statements on vehicle accident reports is strictly prohibited and could result in disciplinary or legal action.

- 167) An employee may carry a firearm in a Town-owned vehicle if the employee is using the vehicle with proper authorization from the Town. An employee who carries a firearm in a Town-owned vehicle must –
- a) adequately secure the firearm to prevent accidental discharge;
 - b) file a Firearm Disclosure form with the Chief of Police that specifies the type of firearm that the employee is carrying or transporting in the Town-owned vehicle;

CHAPTER 3 - MANAGEMENT

SECTION G: SALARY PLANNING

5. LONGEVITY INCREASE BONUSES

- A. ~~The Town Council may grant a longevity increase bonuses for full-time employees according to the schedule below; not to exceed five percent (5%) to a career service employee who has been paid at or above the range maximum for at least one (1) year, provided the employee has received a successful or outstanding performance rating and has been employed by the Town of Springdale for at least eight (8) years.~~
- ~~After five (5) years of full-time employment: \$1,000;~~
 - ~~After ten (10) years of full-time employment: \$2,500;~~
 - ~~After fifteen (15) years of full-time employment: \$5,000;~~
 - ~~After twenty (20) years of full-time employment: \$10,000;~~
 - ~~After twenty-five (25) years of full-time employment: \$15,000.~~
- B. ~~An employee whose salary exceeds the range maximum is eligible to receive a longevity adjustment no more frequently than every five (5) years after the initial longevity adjustment. Any subsequent longevity increase shall not exceed five percent (5%).~~
- C. ~~An employee is eligible to receive a maximum of five (5) successive five percent (5%) adjustments beyond the range maximum. (Longevity scale maximum).~~

CHAPTER 3 - MANAGEMENT

SECTION I: REIMBURSABLE EXPENSES

3. TRAVEL POLICY

- A. All travel outside of the Town limits during regular work hours shall be authorized by the Town Manager. A log of all such travel shall be kept. This log shall include the reason for the trip, the time the employee departed, the time the employee returned, and total mileage.
- B. All travel for legitimate Town business within Springdale Town limits is to be reimbursed when the travel involves the employee's personal vehicle. A log of all such travel shall be kept. This log shall include the reason for the trip, the time the employee departed, the time the employee returned, and total mileage.

C. The mileage rate will be consistent with the established rate used for Internal Revenue Service travel deductions.

D. It is important for employees to utilize Town-owned vehicles to accomplish routine departmental tasks during the workday. Therefore, department managers may require employees to use available Town-owned vehicles during the employee's work shift. In the event it is not required by a manager, employees are still encouraged to use a Town-owned vehicle to carry out tasks whenever possible or practical. There may be situations where using a Town-owned vehicle may not be possible or practical. In those situations, employees, officers, and volunteers acknowledge that neither the Town nor the Town's automobile insurance company are responsible for personal vehicle accident coverage. The vehicle owner must carry minimum state-mandated liability coverage at his/her own expense. The Town does not provide primary vehicle liability or personal injury protection coverage for personal vehicles driven by Town employees, officers, or volunteers.

Formatted: List Paragraph, Line spacing: single, No bullets or numbering

E. The vehicle owner must carry comprehensive and collision insurance at their own expense. The Town provides no automobile physical damage coverage for personal vehicles used for Town business. If a personal vehicle is damaged, there is no insurance program with the Town to cover such damage.

Formatted: Indent: Left: 0.25", Hanging: 0.25", No bullets or numbering

D. In lieu of reimbursement for mileage and the assignment of a Springdale vehicle, specific Springdale Town employees may be authorized a monthly travel allowance, according to regulations approved by the Town Council.

Formatted: Indent: Left: 0.25", Hanging: 0.25", No bullets or numbering

E. F. All hotel or other overnight accommodations and airplane or other travel accommodations shall be arranged in advance for overnight trips and paid in advance of the trip. Employees shall use their Town credit card to pay for lodging and airfare and submit receipts to the Deputy Treasurer. Except in unusual circumstances, employees shall not request reimbursement for lodging and travel expenses from the Town.

Formatted: Indent: Left: 0.25", Hanging: 0.25", No bullets or numbering

F. G. Advance registration fees may be paid by Town check or with Town credit card.

Formatted: Indent: Left: 0.25", Hanging: 0.25", No bullets or numbering

CHAPTER 3 - MANAGEMENT

SECTION L: LEAVES OF ABSENCE

8. ~~FUNERAL LEAVE~~ BEREAVEMENT LEAVE

~~The Town Manager shall grant a full-time employees~~ will be granted up to three (3) days of ~~funeral bereavement~~ leave with pay ~~to attend the funeral after the death~~ of the following:

- ~~• Employee's legal or common-law spouse~~ or domestic partner
- ~~• Child, step or step-child~~
- ~~• Daughter-in-law~~ or son-in-law
- ~~• Parent or~~ step-parent
- ~~• Grandchild~~
- ~~• Mother-in-law~~ or father-in-law/Child's grandparent
- ~~• Sister-in-law~~ or brother-in-law
- ~~• Grandparent or spouse or domestic partner's spouses'~~ grandparent
- ~~• Brother or sister.~~

~~Bereavement leave shall also apply in the event of a stillbirth or miscarriage.~~

Funeral Bereavement leave shall not be charged against accrued annual vacation or sick leave.

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: Left: 0.75"