
Employee Handbook Change Log

Effective Beginning: November, 2009

Revision Date: November 12, 2009

Section Revised: 10-01 (3) c.

Previous:

When inappropriate e-mails are received by accident or without prior knowledge, employees should immediately reply to the sending party and request that the sending party stop sending these types of e-mails and that they not be forwarded to them in the future.

New:

Where it is appropriate to respond, when inappropriate e-mails are received by accident or without prior knowledge, employees should immediately reply to the sending party and request that the sending party stop sending these types of e-mails and that they not be forwarded to them in the future.

Revision Date: November 17, 2009

Section Revised: 7-03 (1) g.

Previous:

g. Involuntary Termination. Discipline from a supervisor to a subordinate wherein an employee is terminated. The letter is placed in the employee's personnel file in the Human Resource Department.

New:

g. Involuntary Termination. Discipline from a supervisor to a subordinate wherein an employee is terminated. All involuntary terminations will require prior approval from the Department Head and the Human Resource Department before being made. All involuntary terminations will be put in writing and placed in the employee's personnel file in the Human Resource Department and should advise the employee of their right to appeal the termination as allowed by state law.

Revision Date: November 17, 2009

Section Revised: Employee Acknowledgement – Regarding Employee Handbook

Previous:

1. I CERTIFY that I have been told that a current copy of the City of Logan Employee Handbook, which outlines the general benefits, employment policies, and my general responsibilities as a City employee is presently kept on the City's "Employee Net" (located at <http://Employee.LoganUtah.org>) in digital format, and that a hard copy is kept in each Department Head's office, with the City Recorder, and with the Human Resource Director.

New:

1. I CERTIFY that I have been told that a current copy of the City of Logan Employee Handbook, which outlines the general benefits, employment policies, and my general responsibilities as a City employee is presently kept on the City's "Employee Net" (located at <http://Employee.LoganUtah.org>) and on the City's web site (located at <http://www.LoganUtah.org>) in digital format, and that a hard copy is kept in each Department Head's office, with the City Recorder, and with the Human Resource Director.

Revision Date: January 4, 2010
Section Revised: 7-03 Disciplinary Measures

Previous:

7-03 (1) Employees whose conduct constitutes grounds for disciplinary action are subject to one or more of the following depending on the severity and/or frequency of the violation.

Informal Discipline

- a. Counseling/Coaching Session. A discussion held between a supervisor and a subordinate wherein the employee is counseled or reminded of a specific policy, procedure, standard, expectation, etc.
- b. Verbal Warning. A disciplinary warning given to an employee that is documented in a supervisor's day planner, daily work journal, performance evaluation program, personnel tracking system, etc.

Formal Discipline

- c. Letter of Caution. A disciplinary letter given to an employee wherein the employee is cautioned in writing. The letter is placed in the employee's personnel file in the Human Resource Department.
- d. Letter of Reprimand and Suspension. A disciplinary letter given to an employee wherein an employee is reprimanded and suspended without pay. The letter is placed in the employee's personnel file in the Human Resource Department. Suspension without pay for periods of three (3) days or longer require prior approval from the Department Head and the Human Resource Department before being issued to the employee and should advise the employee of their right to appeal the disciplinary action as allowed by state code.
- e. Corrective Action Plan (CAP). A process wherein an employee is placed on disciplinary probation for a period of time lasting anywhere from several weeks to several months during which time the employees is required to establish an improvement plan that will correct their inappropriate or substandard work performance. All Corrective Action Plans require prior approval from the Department Head and the Human Resource Department before being issued to the employee. The CAP is placed in the employee's personnel file in the Human Resource Department. While on a CAP an employee is not eligible to make application for posted positions within the City and they are not eligible for Pay for Performance raises due to the disciplinary probation.
- f. Demotion. Discipline from a supervisor to a subordinate wherein an employee is demoted to a position of lesser responsibility or pay. All demotions will require prior approval from the Department Head and the Human Resource Department before being made. All demotions will be put in writing and placed in the employee's personnel file in the Human Resource Department and should advise the employee of their right to appeal the demotion as allowed by state law. See Section 3 "Employment" of the Employee Handbook for additional information regarding demotions.
- g. Involuntary Termination. Discipline from a supervisor to a subordinate wherein an employee is terminated. All involuntary terminations will require prior approval from the Department Head and the Human Resource Department before being made. All involuntary terminations will be put in writing and placed in the employee's personnel file in the Human Resource Department and should advise the employee of their right to appeal the termination as allowed by state law.

1. Terminated employees receive compensation for hours worked including accrued Personal Leave, Comp Earned, and Overtime in accordance with State and Federal Payroll Laws.
2. Terminated employees must return all City property and satisfy any debt owed to the City.
3. Where permitted by state and federal law, the City may withhold any debt owed to the City from the employee final paycheck.
4. Employees who are terminated for cause are not eligible for rehire.

New:

- 7-03 (1) Employees whose conduct constitutes grounds for disciplinary action are subject to one or more of the following depending on the severity and/or frequency of the violation.

Informal Discipline

- a. Verbal Warning. A verbal warning given to an employee wherein the employee is counseled or reminded of a specific policy, standard, expectation, etc and is documented in a supervisor's day planner, daily work journal, performance evaluation program, personnel tracking system, etc.
- b. Written Warning. A disciplinary letter given to an employee wherein the employee is warned in writing. The letter is kept in the department records and may be added to the employees personnel file at a later date.

Formal Discipline

- c. Letter of Reprimand. A disciplinary letter given to an employee wherein the employee is reprimanded in writing. The letter is placed in the employee's personnel file in the Human Resource Department.
- d. Letter of Reprimand and Suspension. A disciplinary letter given to an employee wherein an employee is reprimanded and suspended without pay. The letter is placed in the employee's personnel file in the Human Resource Department. Suspension without pay for periods of three (3) days or longer require prior approval from the Department Head and the Human Resource Department before being issued to the employee and should advise the employee of their right to appeal the disciplinary action as allowed by state code.
- e. Corrective Action Plan (CAP). A process wherein an employee is placed on disciplinary probation for a period of time lasting anywhere from several weeks to several months during which time the employees is required to establish an improvement plan that will correct their inappropriate or substandard work performance. All Corrective Action Plans require prior approval from the Department Head and the Human Resource Department before being issued to the employee. The CAP is placed in the employee's personnel file in the Human Resource Department. While on a CAP an employee is not eligible to make application for posted positions within the City and they are not eligible for Pay for Performance raises due to the disciplinary probation.
- f. Demotion. Discipline from a supervisor to a subordinate wherein an employee is demoted to a position of lesser responsibility or pay. All demotions will require prior approval from the Department Head and the Human Resource Department before being made. All demotions will be put in writing and placed in the employee's personnel file in the Human Resource Department and should advise the employee of their right to appeal the demotion as allowed by state law. See Section 3 "Employment" of the Employee Handbook for additional information regarding demotions.

- g. Involuntary Termination. Discipline from a supervisor to a subordinate wherein an employee is terminated. All involuntary terminations will require prior approval from the Department Head and the Human Resource Department before being made. All involuntary terminations will be put in writing and placed in the employee's personnel file in the Human Resource Department and should advise the employee of their right to appeal the termination as allowed by state law.
1. Terminated employees receive compensation for hours worked including accrued Personal Leave, Comp Earned, and Overtime in accordance with State and Federal Payroll Laws.
 2. Terminated employees must return all City property and satisfy any debt owed to the City.
 3. Where permitted by state and federal law, the City may withhold any debt owed to the City from the employee final paycheck.
 4. Employees who are terminated for cause are not eligible for rehire.

Revision Date: 3/11/2010

Section Revised: 5-10 Medical Leave Pool

Previous:

5-10 MEDICAL LEAVE POOL

A Medical Leave Pool is a pool wherein City employees may voluntarily donate accrued Personal Leave and Comp time hours for the benefit of another employee's own personal illness.

New:

5-10 MEDICAL LEAVE POOL

A Medical Leave Pool is a pool wherein City employees may voluntarily donate accrued Personal Leave and Comp time hours for the benefit of another employee.

Revision Date: 9/8/2010

Section Revised: 5-01 (4) b

Previous:

- 5-01 (4) Eligible employees are required to request approval to use Personal Leave in advance from their supervisors or other person designated by the Department Head.
- a. FLSA (Fair Labor Standards Act) non-exempt employees may use Personal Leave in minimum increments of one quarter (1/4) hour.
 - b. FLSA exempt employees may use Personal Leave in minimum increments of eight (8) hours.
 - c. According to FLSA guidelines, exempt employees are required to use leave for any work absence of an entire workday.
 - d. Requests for Personal Leave that pose an undue hardship on the City may not be granted.

New:

- 5-01 (4) Eligible employees are required to request approval to use Personal Leave in advance from their supervisors or other person designated by the Department Head.
- a. FLSA (Fair Labor Standards Act) non-exempt employees may use Personal Leave in minimum increments of one quarter (1/4) hour.
 - b. **FLSA exempt employees are allowed to use Personal Leave in half day and whole day (four 4 and eight 8 hour) increments.**
 - c. According to FLSA guidelines, exempt employees are required to use leave for any work absence of an entire workday.
 - d. Requests for Personal Leave that pose an undue hardship on the City may not be granted.

Revision Date: 11/23/2010
Section Revised: 5-01 (3)

Previous:

- 5-01 (3) Personal Leave will begin accruing with the first full month of employment as shown in the following table and will continue to accrue on a monthly basis thereafter with the second full pay period each month until the maximum accrual and carryover is reached:

FULL-TIME EMPLOYEES (2080 hrs)			CIVIL SERVICE FIRE EMPLOYEES	
YEARS OF SERVICE	MONTH EQUIV.	YEARLY EQUIV.	YEARS OF SERVICE	HOURS/YEAR
0 Through 4 Years	10.00 hrs	120 hrs / 15 days	0 Through 4 Years	180 hrs
5 Through 14 Years	13.33 hrs	160 hrs / 20 days	5 Through 14 Years	240 hrs
15Years Plus	16.66 hrs	200 hrs / 25 days	15Years Plus	300 hrs
Maximum Accrual and Carryover		400 HOURS	Maximum Accrual and Carryover	600 HOURS

New

- 5-01 (3) Personal Leave will begin accruing with the first full month of employment as shown in the following table and will continue to accrue on a monthly basis thereafter with the second full pay period each month until the maximum accrual and carryover is reached:

FULL-TIME EMPLOYEES (2080 hrs)			CIVIL SERVICE FIRE EMPLOYEES	
YEARS OF SERVICE	MONTH EQUIV.	YEARLY EQUIV.	YEARS OF SERVICE	HOURS/YEAR
0 Through 5 Years	10.00 hrs	120 hrs / 15 days	0 Through 5 Years	180 hrs
6 Through 15 Years	13.33 hrs	160 hrs / 20 days	6 Through 15 Years	240 hrs
16 Years Plus	16.66 hrs	200 hrs / 25 days	16 Years Plus	300 hrs
Maximum Accrual and Carryover		400 HOURS	Maximum Accrual and Carryover	600 HOURS

Revision Date: 3/11/2011
Section Revised: 10-02 (1)

Previous: N/A

New

10-02 Social Media Policy

10-02 (1)

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, City of Logan departments may consider using social media tools to reach a broader audience. The City encourages the use of social media to further the goals of the City and the missions of its departments, where appropriate.

The City of Logan has an overriding interest and expectation in deciding what is "spoken" on behalf of the City on social media sites. This policy establishes guidelines for the use of social media.

- a. All City of Logan social media sites posted by executive departments will be subject to approval by the Mayor.
- b. The City of Logan's website will remain the City's primary and predominant internet presences.
- c. The best, most appropriate City of Logan uses of social media tools fall generally into two categories:
 - As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
 - As marketing/promotional channels which increase the City's ability to broadcast its messages to the widest possible audience.
- d. Wherever possible, content posted to City of Logan social media sites will also be available on the City's main webs.
- e. Wherever possible, content posted to City of Logan social media sites should contain links directing users back to the City's official websites for in-depth information, forms, documents or online services necessary to conduct business with the City of Logan.
- f. As is the case for City of Logan's web sites, departmental public information staff will be responsible for the content and upkeep of any social media sites their department may create.
- g. Wherever possible, all City of Logan social media sites shall comply with all appropriate City of Logan policies and standards, including but not limited to:
 - Employee Handbook
 - The stated policy that Social Media use is for business communication and for the purpose of fulfilling job duties, in accordance with the City's mission and not for personal use.
- h. City of Logan social media sites shall comply with federal, state and local laws, regulations and administrative rules.
- i. City of Logan social media sites are subject to State of Utah public records laws. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication, is a public record. The department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media. Content related to City business shall be maintained in an accessible format and so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the relevant departmental public disclosure officer.
- j. Utah state law and relevant City of Logan records retention schedules apply to social media formats and social media content. Unless otherwise addressed in a specific social media standards document, the department maintaining a site shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a City server in a format that preserves the integrity of the original record and is easily accessible. Appropriate

retention formats for specific social media tools shall be as determined by the City's Information Technologies Department.

- k. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between City departments and members of the public. City of Logan social media site articles and comments containing any of the following forms of content shall not be allowed:
 - Comments in support of or opposition to political campaigns or ballot measures;
 - Profane language or content;
 - Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 - Sexual content or links to sexual content;
 - Solicitations of commerce;
 - Conduct or encouragement of illegal activity;
 - Information that may tend to compromise the safety or security of the public or public systems;
 - Content that violates a legal ownership interest of any other party; or
 - Comments not topically related to the particular social medium article being commented upon.
- l. These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.
- m. The City reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.
- n. The City will approach the use of social media tools as consistently as possible, citywide.
- o. All new social media tools proposed for City use will be approved by the Mayor.
- p. For each social media tool approved for use by the City the following documentation will be developed and adopted:
 - Operational and use guidelines
 - Standards and processes for managing accounts on social media sites
 - City and departmental branding standards
 - Enterprise-wide design standards
 - Standards for the administration of social media sites

10-02 (2) The following social media tools have been approved for use by the City of Logan:

- Twitter
- Facebook

Revision Date: 05/24/2011
Section Revised: 23-01

Previous:

23-01 POLICY PROVISIONS

- 3-01 (1) The City of Logan complies with the Health Insurance Portability and Accountability Act (HIPAA) and all subsequent amendments to the act.

23-01 POLICY PROVISIONS

New

- 23-01 (1) The City of Logan complies with the Health Insurance Portability and Accountability Act (HIPAA) and all subsequent amendments to the act. **The purpose of this policy is to ensure the privacy and maintain confidentiality of all protected health information provided by the employees of the City.**
- 23-01 (2) **The privacy rule requires that reasonable safeguards are used to ensure employees' protected health information is not transmitted or disclosed to anyone who does not have a right to know and to ensure that the information remains confidential.**
- 23-01 (3) **Protected Health Information (PHI) is defined as individually identifiable health information about an employee. It is created or received by a health care provider and relates to past or present physical or mental health conditions of an individual. PHI can be transmitted or maintained by oral discussions, paper documents, personal computers or any electronic media network including the internet, CDs, removable drivers, etc. Reasonable safeguards must be practiced to ensure PHI is not transmitted, remains private and is kept confidential.**
- 23-01 (4) **All employees of Logan City handling any form of PHI are required to ensure that medical and/or health information remains private and confidential by using the following safeguards when applicable:**
 - Turn computer screens away from public view.
 - Shred PHI-containing documents that are no longer needed instead of throwing them in the trash.
 - Turn documents face-down or cover them if you are performing other tasks.
 - Keep all PHI out of view.
 - Never forward someone's PHI without their written consent. Except as authorized by state or federal law.
 - All doctor's notes received from employees will be filed in the Health Information folder in Human Resource's personnel files.

Revision Date: 10/25/2011

Section Revised: 5-01 (3)

Previous:

- 5-01 (3) Personal Leave will begin accruing with the first full month of employment as shown in the following table and will continue to accrue on a **monthly** basis thereafter with ~~the second full~~ pay period ~~each month~~ until the maximum accrual and carryover is reached:

FULL-TIME EMPLOYEES (2080 hrs)			CIVIL SERVICE FIRE EMPLOYEES	
YEARS OF SERVICE	MONTH EQUIV.	YEARLY EQUIV.	YEARS OF SERVICE	HOURS/YEAR
0 Through 5 Years	10.00 hrs	120 hrs / 15 days	0 Through 5 Years	180 hrs
6 Through 15 Years	13.33 hrs	160 hrs / 20 days	6 Through 15 Years	240 hrs
16 Years Plus	16.66 hrs	200 hrs / 25 days	16 Years Plus	300 hrs
Maximum Accrual and Carryover		400 HOURS	Maximum Accrual and Carryover	600 HOURS

New

5-01 (3) Personal Leave will begin accruing with the first pay period of employment as shown in the following table and will continue to accrue on a **bi-weekly** basis thereafter with **each regular** pay period until the maximum accrual and carryover is reached:

FULL-TIME EMPLOYEES (2080 hrs)			CIVIL SERVICE FIRE EMPLOYEES (2756 hrs)		
YEARS OF SERVICE	BI-WEEKLY EQUIV.	YEARLY EQUIV.	YEARS OF SERVICE	BI-WEEKLY EQUIV.	YEARLY EQUIV.
0 Through 5 Years	4.62 hrs	120 hrs / 15 days	0 Through 5 Years	6.92 hrs	180 hrs/ 15 days
6 Through 15 Years	6.15 hrs	160 hrs / 20 days	6 Through 15 Years	9.23 hrs	240 hrs/ 20 days
16 Years Plus	7.69 hrs	200 hrs / 25 days	16 Years Plus	11.54 hrs	300 hrs/ 25 days
Maximum Accrual and Carryover		400 HOURS	Maximum Accrual and Carryover		600 HOURS

Revision Date: 10/25/2011

Section Revised: 6-01 (1)

Previous:

6-01 RETIREMENT

6-01(1) Employees in the following classifications are excluded from participation in the Utah Retirement system and are not otherwise eligible for benefits paid to Regular Employees:

- Year-round Non-benefited
- Temporary Seasonal
- Temporary Agency
- Intern
- Independent Contractors

New

6-01 RETIREMENT

6-01(1) Employees in the following classifications are excluded from participation in the Utah Retirement system and are not otherwise eligible for benefits paid to Regular Employees:

- Year-round Non-benefited
- Temporary Seasonal
- Temporary Agency
- Intern's
- Independent Contractors
- Logan City Council Members

Revision Date: 10/25/2011

Section Revised: 11-01 (1)

Previous:

- 11-01 (1) Only City employees may drive city-owned vehicles. All drivers shall comply with the following:
- a. Drivers shall possess a valid ~~Utah Operator's~~ License for the appropriate class of the vehicle being operated.
 - d. Employees are prohibited from operating City-owned vehicles or conducting City business while under the influence of alcohol. See Section 15 "Substance Abuse and Drug Testing" for additional policies on substance use.

New

- 11-01 (1) Only City employees may drive city-owned vehicles. All drivers shall comply with the following:
- a. Drivers shall possess a valid ~~Utah Operator's~~ ~~Utah Operator's~~ License for the appropriate class of the vehicle being operated.
 - d. Employees are prohibited from operating City-owned vehicles or conducting City business while under the influence of alcohol ~~or drugs~~. See Section 15 "Substance Abuse and Drug Testing" for additional policies on substance use.