



# **ANNUAL COMPENSATION PLAN FOR NON-REPRESENTED EMPLOYEES**



**FY2024-2025**

**FY2024-2025 COMPENSATION PLAN FOR NON-REPRESENTED EMPLOYEES  
of SALT LAKE CITY CORPORATION**

**Table of Contents**

**EFFECTIVE DATE**..... 1

**EMPLOYEES COVERED BY THIS PLAN** ..... 1

**AUTHORITY OF THE MAYOR**..... 1

**APPROPRIATION OF FUNDS** ..... 1

**MODIFICATION, SUSPENSION, OR REVOCATION OF PROVISIONS**..... 1

**SECTION I: DEFINITIONS** ..... 2

    SUBSECTION I - DEFINITION OF TERMS ..... 2

**SECTION II: EMPLOYEE WAGES, SALARIES & BENEFITS**..... 2

    SUBSECTION I - COMPENSATION PROGRAM & SALARY SCHEDULES ..... 2

        A. Determination ..... 2

        B. Salary Schedules ..... 3

        C. Other Compensation ..... 3

    SUBSECTION II - EMPLOYEE COMPENSATION FOR FISCAL YEAR 2023 ..... 3

    SUBSECTION III - EMPLOYEE INSURANCE ..... 4

    SUBSECTION IV - WORKERS’ COMPENSATION ..... 4

    SUBSECTION V - SOCIAL SECURITY EXCEPTION FOR POLICE & FIRE ..... 4

    SUBSECTION VI - RETIREMENT ..... 4

**SECTION III: WORK HOURS, OVERTIME & OTHER PAY ALLOWANCES**..... 5

    SUBSECTION I – WORK HOURS..... 5

    SUBSECTION II- OVERTIME COMPENSATION ..... 5

    SUBSECTION III - LONGEVITY PAY ..... 6

    SUBSECTION IV - WAGE DIFFERENTIALS & ADDITIONAL PAY ..... 6

    SUBSECTION V - EDUCATION AND TRAINING PAY ..... 10

    SUBSECTION VI – OTHER PAY ALLOWANCES ..... 10

    SUBSECTION VII - SEVERANCE BENEFIT ..... 12

**SECTION IV: HOLIDAY, VACATION & LEAVE ACCRUAL** ..... 13

    SUBSECTION I – HOLIDAYS ..... 13

    SUBSECTION II - VACATION LEAVE ..... 15

    SUBSECTION III - SICK AND OTHER RELATED LEAVE OR PERSONAL LEAVE ..... 17

        A. Plan “A ” ..... 18

1. Sick Leave .....	18
2. Hospitalization Leave.....	20
3. Dependent Leave .....	21
4. Career Incentive Leave, Plan “A” .....	21
5. Retirement Benefit, Plan “A” .....	22
B. Plan “B” .....	22
SUBSECTION IV - PARENTAL LEAVE .....	25
SUBSECTION V - BEREAVEMENT LEAVE.....	25
SUBSECTION VI - MILITARY LEAVE.....	27
SUBSECTION VII - JURY LEAVE & COURT APPEARANCES .....	27
SUBSECTION VIII - INJURY LEAVE (SWORN POLICE AND FIRE EMPLOYEES ONLY).....	28
SUBSECTION IX - ADDITIONAL LEAVES OF ABSENCE.....	29
SUBSECTION X - EMERGENCY LEAVE.....	29
<b>APPENDIX A – GENERAL EMPLOYEE PAY PLAN (GEPP).....</b>	<b>29</b>
<b>APPENDIX B – APPOINTED EMPLOYEES BY DEPARTMENT.....</b>	<b>31</b>
<b>APPENDIX C – ELECTED OFFICIALS SALARY SCHEDULE.....</b>	<b>34</b>
<b>APPENDIX D- UTAH STATE RETIREMENT CONTRIBUTIONS.....</b>	<b>35</b>

DISCLAIMER

City employment is subject to City ordinances, policies, practices and procedures as well as state law, federal law, and constitutional limitations on the City as a governmental entity. The policies, procedures, and practices of the City and its departments and workgroups do not limit, affect, or alter any legal or constitutional rights the City or its employees may have.

The City’s policies, procedures, and practices do not create any contractual rights, either express or implied, or any other obligation or liability on the City. The City also expressly reserves the right to amend or change its policies, procedures, and practices at any time, with or without notice, and to amend or change its ordinances, with the notice required by law.

**FY2024-2025 COMPENSATION PLAN FOR NON-REPRESENTED EMPLOYEES  
of SALT LAKE CITY CORPORATION**

**EFFECTIVE DATE**

The provisions of this plan shall be effective commencing June 23, 2024, unless otherwise noted.

**EMPLOYEES COVERED BY THIS PLAN**

This plan applies to all full-time city employees. This plan does not apply to employees classified as: seasonal, hourly, temporary, part-time or those covered by a memorandum of understanding.

**AUTHORITY OF THE MAYOR**

Employees covered by this compensation plan may be appointed, classified, and advanced under rules and regulations promulgated by the mayor within budget limitations established by the city council.

Furthermore, the mayor may authorize leave not specified in this compensation plan to provide for operational flexibility, so long as the additional leave does not exceed the equivalent of eight hours of leave per employee, per year. However, except for a benefit created or expanded pursuant to Section IV, Subsection X (“Emergency Leave”), the mayor may not otherwise create a new benefit or expand an existing benefit for employees covered by this compensation plan if doing so will result in a direct, measurable cost. A direct, measurable cost includes a circumstance where the total cost of the new benefit or expansion of an existing benefit exceeds appropriated funds. Further, city council input and approval is required if the creation of a new benefit has policy implications or is already addressed in this compensation plan.

**APPROPRIATION OF FUNDS**

All provisions in this compensation plan are subject to the appropriation of funds by the city council.

**MODIFICATION, SUSPENSION, OR REVOCATION OF PROVISIONS**

If a local emergency is declared, any provision in this compensation plan may be temporarily modified, suspended, or revoked for the duration (or any portion thereof) of the period of local emergency, if so authorized by the mayor and/or city council.

## **SECTION I: DEFINITIONS**

### **SUBSECTION I - DEFINITION OF TERMS**

As used in this compensation plan:

1. "Appointed employees," with the exception of justice court judges who are covered under this plan, means employees who are "at-will" employees serving at the pleasure of the mayor (or the city council if they are employees of the Office of the City Council).
2. "Adult Designee" means any individual with whom an employee has a long-term, committed relationship of mutual caring and support. The adult designee must have resided in the same household with the eligible employee for at least the past 12 consecutive months and must have common financial obligations with the employee. The adult designee and the employee must be jointly responsible for each other's welfare.
3. "Exempt" refers to any employee who is not eligible to receive compensation for overtime pursuant to the Fair Labor Standards Act of 1938.
4. "FLSA" means the Fair Labor Standards Act of 1938.
5. "Full-time employee" means employees whose positions regularly require more than 30 hours per week on a full-time schedule.
6. "Non-Exempt" refers to an employee who is entitled to receive overtime compensation pursuant to the FLSA.

## **SECTION II: EMPLOYEE WAGES, SALARIES & BENEFITS**

### **SUBSECTION I - COMPENSATION PROGRAM & SALARY SCHEDULES**

The city's compensation system and program, in conjunction with this plan, is intended to attract, motivate and retain qualified personnel necessary to effectively meet public service demands.

#### **A. Determination**

1. The mayor shall develop policies and guidelines for the administration of the pay plans.
2. To the degree that funds permit, employees shall be paid compensation that:
  - a. Is commensurate with the skills and abilities required of the position;

- b. Achieves equal pay for equal work; and,
  - c. Attains comparability and is competitive with the compensation paid by other public and/or private employers with whom the city compares and/or competes for personnel recruitment and retention.
3. To the extent possible, market surveys shall be used to assess and evaluate the city's competitiveness with a cross section of organizations with whom the city competes for personnel recruitment and retention. This may include one or more of the following:
- a. Compensation surveys, including actual pay and other cash allowances paid to employees.
  - b. Benefits surveys, including paid leave, group insurance plans, retirement, and other employer-provided and voluntary benefits.
  - c. Regular review of the city's compensation plans and pay structures to ensure salary ranges and regular pay practices provide for job growth and encourage employee productivity.

**B. Salary Schedules**

- 1. All Employees covered under this plan (except for those designated as "Elected Officials") shall be paid base wages or salaries according to the General Employee Pay Plan attached as Appendix "A." Wages and salaries shall not be less than the established range minimum or higher than the range maximum, unless otherwise approved by the mayor or mayor's designee.
- 2. Appointed Employees: The specific pay level assignments for Appointed Employees are shown in Appendix "B."

**C. Other Compensation**

The mayor or the city council may distribute appropriated monies to city employees as discretionary retention incentives or retirement contributions, or special lump sum supplemental payments. Retention incentives or special lump sum payments are subject to the mayor (or mayor's designee) or city council approval.

**SUBSECTION II - EMPLOYEE COMPENSATION FOR FISCAL YEAR 2024-2025**

Except for elected officials, the city will adjust the range structures of the General Employee Pay Plan by three percent and implement a general base pay increase for employees covered under this plan by five percent.

Elected officials shall be paid annual compensation according to the schedule attached to this plan as Appendix "C."

The city's living wage for regular, full-time employees is set and shall be no less than \$15.11 per hour.

### SUBSECTION III - EMPLOYEE INSURANCE

The city will make available group medical, health and flex savings plans, dental, life, accidental death & dismemberment, long-term disability insurance, voluntary benefits and an employee assistance program (EAP) to all eligible employees and their eligible spouse, adult designee, dependents and dependents of adult designee pursuant to city policy.

A. Employer-Paid Contributions. Effective July 1, 2024, the city's contribution toward the total premium for group medical will be 95% for the high-deductible Summit Star Plan. For employees enrolled in the high-deductible Summit Star Plan, the city will also contribute a one-time total of \$1,000 into a qualified health savings account (HSA) or a Health Reimbursement Account (HRA) for those enrolled for single coverage and \$2,000 for those enrolled for double or family coverage per plan year. Health savings account or Health Reimbursement Account (HRA) contributions will be pro-rated for any employee hired after July 1, 2024.

B. 501(c) (9) Post-Employment Health Reimbursement Account. The city will contribute \$24.30 per bi-weekly pay period into each employee's Post-Employment Health Reimbursement Account. For any year in which there are 27 pay periods, no such contribution will be made in the 27th pay period.

### SUBSECTION IV - WORKERS' COMPENSATION

The city will provide workers' compensation coverage to employees as required by applicable law.

### SUBSECTION V - SOCIAL SECURITY EXCEPTION FOR POLICE & FIRE

All sworn employees in the Police and Fire departments covered under this plan are exempt from the provisions of the federal Social Security System unless determined otherwise by the city or required by applicable law.

### SUBSECTION VI - RETIREMENT

A. Retirement Programs. The city hereby adopts the Utah State Retirement System for providing retirement benefits to employees covered by the plan. The city may permit or require the participation of employees in its retirement program(s) under terms and conditions established by the mayor and consistent with applicable law. Such programs may include:

1. The Utah State Public Employees (Contributory and Non-Contributory); Public Safety Retirement Systems; or, the Utah Firefighters Retirement System; or,
  2. Deferred compensation programs.
- B. The 2024-2025 fiscal year retirement contribution rates for employees, including elected officials, are shown in Appendix “D.”

### **SECTION III: WORK HOURS, OVERTIME & OTHER PAY ALLOWANCES**

#### **SUBSECTION I – WORK HOURS**

- A. The city’s standard work week begins Sunday at 12:00am and ends the following Saturday at 11:59pm. Alternatives to the standard work week may be authorized and adopted for specific work groups, such as:
1. The standard work schedule for combat Fire Battalion Chiefs, which includes two consecutive 24-hour shifts immediately followed by 96 hours off.

#### **SUBSECTION II- OVERTIME COMPENSATION**

A. Overtime Compensation. The city will pay non-exempt employees overtime compensation as required by the FLSA. The city will pay overtime hours at 1 ½ times the employee’s regular hourly rate or, at the employee’s request and with their department director’s approval, provide compensatory time off at a rate of 1½ hours for each overtime hour in lieu of overtime compensation.

1. Employees may accrue compensatory time up to a maximum amount as determined by their department director.
2. The city may elect at any time to pay an employee for any or all accrued compensatory hours.
3. The city will include only actual hours worked and holiday leave hours when calculating overtime.
4. When used, personal leave and compensatory time will not be included in the calculation of overtime.
5. The city will pay out all accrued compensatory hours whenever an employee’s status or position changes from FLSA non-exempt to exempt.

B. Labor Costs— Declared Emergency— Overtime Compensation for FLSA Exempt Employees. The city may pay exempt employees overtime pay for any hours worked over forty (40) hours in a workweek at a rate equivalent to their regular base hourly rate of pay during periods of emergency. The city shall only make such payment when all of



the following conditions occur:

1. The mayor or the city council has issued a “Proclamation of Local Emergency” or the city responds to an extraordinary emergency; and,
2. Exempt employees are required to work over forty (40) hours for one or more workweek(s) during the emergency period: and,
3. The mayor and/or the city council approve the use of available funds to cover the overtime payments.

The city shall distribute any overtime payments consistently with a pre-defined standard that treats all exempt employees equitably. Hours worked under a declared or extraordinary emergency must be paid hours and cannot be accrued as compensatory time.

### SUBSECTION III - LONGEVITY PAY

A. Eligibility. With the exception of elected officials, the city will pay a monthly longevity benefit to full-time employees based on the most recent date an employee began full-time employment as follows:

1. Employees who have completed six (6) consecutive years of employment with the city will receive \$50;
2. Employees who have completed ten (10) consecutive years of employment with the city will receive \$75;
3. Employees who have completed sixteen (16) full years of employment with the city will receive \$100; and,
4. Employees who have completed twenty (20) full years of employment with the city will receive \$125.

B. Pension Base Pay. Longevity pay will be included in base pay for purposes of pension contributions.

C. Longevity While on an Unpaid Leave of Absence. Employees do not earn or receive longevity payments while on an unpaid leave of absence. When an employee returns from an approved unpaid leave of absence, longevity payments will resume.

### SUBSECTION IV - WAGE DIFFERENTIALS & ADDITIONAL PAY

Eligible employees receive certain wage differentials as follows:

A. Call Back and Call Out Pay. Non-exempt employees will be paid Call Back or Call Out pay based upon department director approval and the following guidelines:

1. Call Back Pay: Non-sworn, non-exempt employees who have been released from normally scheduled work and standby periods, and who are directed by an appropriate department head or designated representative to return to work prior to their next scheduled normal duty shift, will be paid for a minimum of three (3) hours straight-time pay and, in addition, will be guaranteed a minimum four (4) hours work at straight-time pay.

2. Call Out Pay for Police Sergeants. Sergeants who have been released from their scheduled work shifts and have been directed by an appropriate division head or designated representative to perform work without at least 24 hours advance notice or scheduling, shall be compensated as follows:

a. Sergeants who are directed to report to work shall receive a minimum of four (4) hours compensation at one and one-half times their hourly wage rate, or one and one-half times their hourly wage rate for actual hours worked, whichever is greater.

b. Sergeants who are assigned to day shift, and who are directed to perform work within eight (8) hours prior to the beginning of their regularly scheduled shift shall receive a minimum of four (4) hours compensation at one and one-half times their hourly wage rate, or one and one-half times their hourly wage rate for actual hours worked, whichever is greater.

c. Sergeants who are assigned to afternoon or graveyard shifts, and who are directed to perform work within eight (8) hours following the end of their regularly scheduled shift shall receive a minimum of four (4) hours compensation at one and one-half times their hourly wage rate, or one and one-half times their hourly wage rate for actual hours worked, whichever is greater.

B. On-call Pay: Non-exempt employees are eligible to receive on-call pay based upon the following guidelines.

1. On-call for Non-Sworn Employees: Non-exempt, non-sworn employees who have been released from normally scheduled work but have not been released from on-call status will be paid either two (2) hours of straight time pay for each 24 hour period of limited standby status; or two (2) hours straight time pay for each 12-hour period of standby status if they are Department of Airports or Public Utilities Department employees.

a. First Call to Work. An eligible employee who is directed to return to his or her normal work site during an assigned on-call period by a department head or designated representative without advanced notice or scheduling will be paid a guaranteed minimum of four (4) hours, which may include any combination of hours worked and/or non-worked straight-time pay.

b. Additional Calls to Work. An eligible employee will be paid an additional guaranteed minimum of two (2) hours, which may include any combination of hours worked and/or non-worked straight-time pay, for each additional occasion he or she is called to work during the same twenty-four (24) or twelve (12) hour on-call period.

c. Exclusion for Snow Fighters. Any employee assigned as a member of the Snow Fighter Corps is ineligible to receive on-call pay when called back to fight snow.

2. On-call for Police Sergeants: Police Sergeants directed by their division commander or designee to keep themselves available for city service during otherwise off-duty hours shall be compensated 30 minutes of straight time for each 12-hour period of standby status. This compensation shall be in addition to any callout pay or pay for time worked the employee may receive during the on-call period.

C. Extra-Duty Shifts for Police Sergeants. "Extra-duty shifts" are defined as scheduled or unscheduled hours worked other than the sergeant's normally scheduled work shifts. "Extra-duty shifts" do not include extension or carryover of the sergeant's normally scheduled work shift.

1. Any sergeant required by the city to work extra-duty shifts shall receive a minimum of three (3) hours compensation at one and one-half times their regular base hourly rate, or time worked paid at one and one-half times their regular hourly base wage rate, whichever is greater.

D. Shift Differential, not including Police Sergeants & Lieutenants. Only non-exempt employees who perform weekday afternoon/swing or evening and weekend shift work are eligible to receive a shift allowance.

1. The city will include all shift allowance when computing overtime. An employee who receives Snow Fighter Corps differential pay is eligible to also receive shift allowance.

2. Day Shift: No allowance will be paid for work hours which are part of a regular day shift.

3. Eligible Hours: The city will pay an hourly shift differential equivalent to 7.5% of an eligible employee's base hourly rate for hours worked between the hours of 6:00 p.m. and 5:59 a.m. Monday through Friday and for all hours worked between 6:00 p.m. on Friday through 5:59 a.m. on Monday.

4. When working hours in a single shift that exceeds 12 hours, the eligible employee will receive a premium equivalent to 7.5% of his or her base hourly rate for each hour worked in excess of 12 hours at the end of the shift. Eligible employees already receiving shift differential for these excess hours will not receive this additional premium.

E. Shift Differential for Police Sergeants & Lieutenants: The city will pay Police sergeants & lieutenants shift differentials according to the shift actually worked. Actual shift differential rates are determined as follows:

1. Day Shift: No differential pay for hours worked during day shift, which begins at 0500 hours until 1159 hours.
2. Swing Shift: A differential of 2.5% in addition to the regular day rate shall be paid for swing shift, which begins at 1200 hours until 1759 hours.
3. Graveyard Shift: A differential of 5.0% in addition to the regular day rate shall be paid for graveyard shift, which begins at 1800 hours until 0459 hours.

F. K-9 Squad Allowance: Police sergeants assigned to the K-9 squad will be compensated as follows:

1. Police sergeants shall be allowed ten (10) hours per month to care for the police service dog. Such hours shall be counted as part of the Police sergeant's regular work shift(s).
2. Police sergeants shall be provided ten (10) hours per month while off duty, at the rate of one-and-one-half (1 ½) times their wage rate, to care for the police service dog. No more than ten (10) hours per month shall be spent off duty to care for the police service dog unless authorized by the Police Chief or designee.

G. Acting/Working out of Classification. A department head may elect to grant additional compensation to an employee for work performed on a temporary basis, whether in an acting capacity or otherwise, beyond the employee's regular job classification for any period lasting 20 or more working days. Unless approved by the mayor or mayor's designee, acting pay shall be limited to no more than 90 calendar days from the start date and paid separately from regular earnings on each employee's wage statement. Compensation adjustments may be retroactive to the start date of the temporary job assignment. Exceptions may be approved by the mayor or mayor's designee.

1. Acting pay shall be excluded when calculating any leave payouts, including vacation, holiday, and personal leave.

H. Snowfighter Pay. The city will pay employees designated by the department head, or designee, as members of the Snow Fighter Corps a pay differential equal to 15% of an eligible employee's regular weekly base pay for work related to snow removal. This pay shall be separate from regular earnings on each employee's wage statement.

SUBSECTION V - EDUCATION AND TRAINING PAY

A. Education Incentives. The mayor may adopt programs to promote employee education and training, provided that all compensation incentives are authorized within appropriate budget limitations established by the city council.

1. Police Sergeants, Lieutenants, and Captains are eligible for a \$500 per year job-related training allowance.
2. Fire Battalion/Division Chiefs are eligible for incentive pay following completion of degree requirements at a fully accredited college or university and submission of evidence of a diploma. The city will pay monthly allowances according to the educational degree held, as follows:

Doctorate.....	\$100.00
Masters.....	\$75.00

SUBSECTION VI – OTHER PAY ALLOWANCES

A. Meal Allowance. When approved by management, employees may receive meal allowances in the amount of \$15.00 when an employee works two or more hours consecutive to their normally scheduled shift. Employees may also be eligible to receive \$15.00 for each additional four-hour consecutive period of work which is in addition to the normally scheduled work shift.

1. Fire and police department employees shall be provided with adequate food and drink to maintain safety and performance during emergencies or extraordinary circumstances.

B. Business Expenses. City policy shall govern the authorization of employee advancement or reimbursement for actual expenses reasonably incurred while performing city business. Advance payment or reimbursement for expenses shall be approved only when the amounts are documented and within the budget limitations established by the city council.

C. Automobiles

1. The mayor may authorize, subject to the conditions provided in city policy, an employee to utilize a city vehicle on a take-home basis and may require an employee to reimburse the city for a portion of the take-home vehicle cost as provided in city ordinance.
2. Employees who are authorized to use privately-owned automobiles for official city business will be reimbursed for the operation expenses at the rate specified in city policy.

3. The city will provide a car allowance to department directors, the mayor's chief of staff, the mayor's chief administrative officer, up to three additional employees in the mayor's office, and the city council Executive Director at a rate not to exceed \$400 per month. A car allowance may be paid to specific appointed employees at a rate not to exceed \$400 per month as recommended by the mayor and approved by the city council.

D. Uniform Allowance. When employees are required to wear uniforms in the performance of their duties and no uniform is provided, the city will provide a monthly uniform allowance as follows:

1. Non-sworn Fire Department employees—\$65.00

2. Fire: Battalion Chiefs will be provided with uniforms and other job-related safety equipment, as needed. Employees may select uniforms and related equipment from an approved list. The total allowance provided shall be \$600 per year, or the amount received by firefighter employees, whichever is greater. Appointed employees shall be provided uniforms or uniform allowances to the extent stated in Fire department policy.

a. Dangerous or contaminated safety equipment shall be cleaned, repaired, or replaced by the Fire department.

3. Police: Police sergeants, lieutenants, and captains in uniform assignments, as determined by their bureau commander, will be enrolled in the department's quartermaster system.

a. The quartermaster system will operate as follows:

i. Necessary uniform and equipment items, including patrol uniforms, detective uniforms, duty gear, footwear, cold- weather gear, headwear, etc. will be provided to Police sergeants, lieutenants, and captains by the department's quartermaster pursuant to department policy.

ii. A full inventory of items that the quartermaster will provide to Police sergeants, lieutenants and captains within the quartermaster system and the manner in which they will be distributed will be stated in department policy.

iii. Police sergeants, lieutenants and captains in the quartermaster system will be paid the sum of One Hundred Dollars (\$100) each fiscal year for the purpose of independently purchasing any incidental uniform item or equipment not provided by the quartermaster system. Payment will be made each year on the first day of the pay-period that includes August 15.

b. The city will provide for the cleaning of uniforms as described in Police department policy.

c. Police sergeants, lieutenants, and captains in plainclothes assignments, as determined by their bureau commander, are provided a clothing and cleaning allowance totaling \$39.00 per pay period. Sergeants, lieutenants, and captains who are transferred back to a uniform assignment will return to the quartermaster system upon transfer.

d. Uniforms or uniform allowances for appointed Police employees will be provided to the extent stated in Police department policy.

E. Allowances for Certified Golf Teaching Professionals. The mayor may, within budgeted appropriations and as business needs indicate, authorize golf lesson revenue sharing between the city and employees recognized as Certified Golf Teaching Professionals as defined in the Golf Division's Golf Lesson Revenue Policy. Payment to an employee for lesson revenue generated shall be reduced by: 1) a ten (10%) percent administrative fee to be retained by the Golf division, and 2) the employee's payroll tax withholding requirements in accordance with applicable law.

F. Other Allowances. The mayor or the city council may, within budgeted appropriations, authorize the payment of other allowances in extraordinary circumstances (as determined by the mayor or the city council).

#### SUBSECTION VII - SEVERANCE BENEFIT

Subject to availability of funds, any current appointed employee who is not retained, not terminated for cause and who is separated from city employment involuntarily shall receive severance benefits based upon their respective appointment date.

A. Severance benefits shall be calculated using the employee's salary rate in effect on the employee's date of termination. Receipt of severance benefits is contingent upon execution of a release of all claims approved by the city attorney's office.

1. Employees appointed on or after January 1, 1989 and before January 1, 2000 shall receive a severance benefit equal to one month's base salary for each continuous year of city employment in an appointed status before January 1, 2000. Severance shall be calculated on a pro-rata basis for a total benefit of up to a maximum of six months.

2. Current department heads, along with the mayor's chief of staff and the executive director of the city council office, appointed on or after January 1, 2000 shall receive a severance benefit equal to two month's base salary after one full year of continuous city employment in an appointed status; four months' base salary after two full years of continuous city employment in an appointed status; or, six months' base salary after three full years or more of continuous city employment in an appointed status.

3. Current appointed employees who are not department heads, and who were appointed on or after January 1, 2000 shall receive a severance benefit equal to one week's base salary for each year of continuous city employment in an appointed

status, calculated on a pro-rata basis, for a total benefit of up to a maximum of six weeks.

B. Leave Payout: Appointed employees with leave hour account balances under Plan A or Plan B shall, in addition to the severance benefit provided, receive a severance benefit equal to the “retirement benefit” value provided under the leave plan of which they are a participant (either Plan A or Plan B), if separation is involuntary and not for cause.

C. Not Eligible for Benefit. An appointed employee is ineligible to be paid severance benefits under the following circumstances:

1. An employee who, at the time of termination of employment, has been convicted, indicted, charged or is under active criminal investigation concerning a public offense involving a felony or moral turpitude. This provision shall not restrict the award of full severance benefits should such employee subsequently be found not guilty of such charge or if the charges are otherwise dismissed.
2. An employee who has been terminated or asked for a resignation by the mayor or department director under bona fide charges of nonfeasance, misfeasance or malfeasance in office.
3. An employee who fails to execute a Release of All Claims approved by the city attorney’s office, where required as stipulated above.
4. An employee who is hired into another position in the city prior to their separation date.

In the event an employee is hired into another position in the city after their separation date and prior to the expiration of the period of time for which the severance benefit was provided, the employee is required to reimburse the City (on a pro-rata basis) for that portion of the severance benefit covering the period of time between the date of rehire and the expiration of the period of time for which the severance benefit was provided.

#### **SECTION IV: HOLIDAY, VACATION & LEAVE ACCRUAL**

Benefits-eligible employees shall receive pay for holidays, vacation and other leave as provided in this section. Employees do not earn or receive holiday and vacation benefits while on unpaid leave of absence. However, employees on an unpaid military leave of absence may be entitled to the restoration of such leave benefits, as required by applicable law.

##### **SUBSECTION I – HOLIDAYS**

A. The following days are recognized and observed as holidays for covered employees. Eligible employees will receive pay for non-worked holidays equal to their regular rate



of pay times the total number of hours which make a regularly scheduled shift. Except as otherwise noted in this subsection, an employee may not bank a worked holiday.

1. New Year's Day, the first day of January.
2. Martin Luther King, Jr. Day (Human Rights Day), the third Monday of January.
3. President's Day, the third Monday in February.
4. Memorial Day, the last Monday of May.
5. Juneteenth National Freedom Day, June 19
  - a. If June 19 is on a Tuesday, Wednesday, Thursday, or Friday, the holiday will be observed on the immediately preceding Monday. If June 19 is on a Saturday or Sunday, the holiday will be observed on the immediately following Monday.
6. Independence Day, July 4.
7. Pioneer Day, July 24.
8. Labor Day, the first Monday in September.
9. Veteran's Day, November 11.
10. Thanksgiving Day, the fourth Thursday in November.
11. The Friday after Thanksgiving Day
12. Christmas Day, December 25.
13. One personal holiday per calendar year, taken upon request of an employee and as approved by a supervisor.

B. When any holiday listed above falls on a Sunday, the following business day is considered a holiday. When any holiday listed above falls on a Saturday, the preceding business day is considered a holiday. In addition to the above, any day may be designated as a holiday by proclamation of the mayor or the city council.

C. All holiday hours, including personal holidays, must be used in no less than regular full day or shift increments.

1. A Fire battalion/division chief may be allowed to use a holiday in less than a full shift increment only when converting from a "support" to "operations" work schedule results in the creation of a half-shift.

D. No employee will receive more than the equivalent of one workday or a regular scheduled shift as holiday pay for a single holiday. Employees must either work or be in an authorized paid leave status a working day before and a working day after the holiday to qualify for holiday pay.

1. An employee who is off work and in a paid status covered by short-term disability or parental leave receives regular pay as a benefit and, therefore, is not entitled to bank a holiday while off work.

E. Police Sergeant, Lieutenant, & Captain Holiday Hours Worked: When a day designated as a holiday falls on a scheduled workday, a Police sergeant, lieutenant, or captain may elect to take the day off work, subject to the approval of their supervisor, or receive their regular wages for such days worked and designate an alternate day off work to celebrate the holiday. For a Police sergeant whose assignment requires staffing on either the graveyard shift prior to, or the day and afternoon shift on Thanksgiving Day or Christmas Day, all hours worked will be compensated at a rate of one-and-one-half (1 ½) times the employee's regular base wage rate.

F. Police Sergeant, Lieutenant, & Captain Accrued Holiday Leave Payout: Police sergeants, lieutenants, and captains who retire or separate from city employment for any reason shall be compensated for any holiday time accrued and unused during the preceding 12 months. Employees will not be compensated for any unused holiday time accrued before the 12 months preceding the employee's retirement or separation.

1. Any Police sergeant, lieutenant, or captain who is transferred or promoted to a higher-level position within the department, including Deputy Chief, Assistant Chief, or Police Chief, or to a position in another city department will be paid out at their current base pay rate for any holiday time accrued and unused during the preceding 12 months.

## SUBSECTION II - VACATION LEAVE

The city will pay eligible employees their regular salaries during vacation periods earned and taken in accordance with the following provisions. Except as provided for expressly in either city policy or this plan, vacation leave hours are ineligible to be cashed out or used to exceed the total number of hours for which an employee is regularly compensated during a work week or a pay period.

Vacation hours may be used on the first day of the pay period following the period in which the vacation hours are accrued.

A. Full-Time employees and appointed employees (except for those noted in paragraphs B and C of this subsection) accrue vacation leave based upon years of city service as follows:

<u>Years of City Service</u>	<u>Hours of Vacation Accrued Per Bi-Weekly Pay Period</u>
0 to end of year 3	3.73
4 to end of year 6	4.42
7 to end of year 9	4.81
10 to end of year 12	5.54
13 to end of year 15	6.15
16 to end of year 19	6.77
20 or more	7.69

B. Department directors, the mayor's chief of staff, the mayor's chief administrative officer, up to two additional senior positions in the mayor's office as specified by the mayor, the executive director of the city council, and justice court judges will accrue 7.69 hours each bi-weekly pay period.

C. Fire battalion chiefs in the Operations division of the Fire department will accrue vacation leave according to the following schedule:

<u>Years of Accrued City Service</u>	<u>Hours of Vacation Per Pay Period</u>
0 to end of year 3	5.54
4 to end of year 6	6.46
7 to end of year 9	7.38
10 to end of year 12	8.31
13 to end of year 14	9.23
15 to end of year 19	10.15
20 or more	11.54

D. For any plan year in which there are 27 pay periods, no vacation leave hours will be awarded in the 27<sup>th</sup> pay period.

E. Years of city service are based on the most recent date the person became a full-time salaried employee.

F. Full-time employees re-hired by the city may request prior service credit for previous full-time city employment and full-time work with other public jurisdictions without a break in service. Full-time employees are notified of this option in the job offer letter. Prior service credit is applicable for vacation accrual, personal leave accrual, short-term disability benefits, layoff, and awarding of employee service awards and service certificates only. Prior service credit does not apply to longevity pay.

1. Requests for prior service credit must be submitted to the Human Resources Department no later than 12 months after the employee's most recent hire date into a full-time role, otherwise, the request will not be considered.

G. Full-time and appointed employees (except those listed in Paragraph B of this subsection) may accumulate vacations, according to the length of their full-time years of city Service, up to the following maximum limits:

Up to and including 9 years	Up to 30 days/ 15 shifts/ 240 hours
After 9 years	Up to 35 days/ 17.5 shifts/ 280 hours
After 14 years	Up to 40 days/ 20 shifts/ 320 hours

For purposes of this subsection, "days" means "8-hour" days and "shifts" means "24-hour" combat shifts.

H. Department directors and those included in Paragraph B of this subsection may accumulate up to 320 hours of vacation without regard to their years of employment with the city.

I. Any vacation accrued beyond the allowable maximums, including any Plan A sick leave hours converted to vacation, will be deemed forfeited unless used before the end of the pay period in which an employee's designated longevity date occurs. However, in the case of an employee's return from an unpaid military leave of absence, leave hours may be restored according to requirements under applicable law.

J. Vacation Payout at Termination: An employee separating from employment may not exhaust more than 80 hours of any combination of accrued vacation, personal leave, or banked (holiday or vacation) leave prior to their last day of employment. Employees shall be paid at their base hourly rate for any unused accrued vacation leave time following termination of employment, including retirement.

K. Vacation Allowance: As a recruiting incentive, the mayor (or mayor's designee) or the city council may authorize a one-time allowance of up to 120 hours of vacation leave.

### SUBSECTION III - SICK AND OTHER RELATED LEAVE OR PERSONAL LEAVE

Benefits in this section are for the purpose of income replacement for employees during absence from work due to illness, accident, or personal reasons. Some of these absences

may qualify under the Family and Medical Leave Act of 1993 (FMLA). Although the city requires use of accrued paid leave prior to taking unpaid FMLA leave, employees will be allowed to reserve up to 80 hours of non-lapsing leave as a contingency for future use by submitting a written request to Human Resources. Employees are not eligible to earn or receive leave benefits while on an unpaid leave of absence.

However, employees on an unpaid military leave of absence may be entitled to the restoration of such leave benefits, as provided by applicable law.

Employees hired on or after November 16, 1997 receive personal leave benefits under Plan B. All other employees receive personal leave benefits pursuant to the plan they participated in as of November 15, 1998. Employees hired before November 16, 1997 shall receive personal leave benefits under Plan B if they elected to do so during any city- established election period occurring in 1998 or later.

## A. Plan “A”

### 1. Sick Leave

- a. Sick leave is provided for full-time employees under Plan “A” as insurance against loss of income when an employee is unable to perform assigned duties because of illness or injury. The mayor may establish rules governing the interfacing of sick leave and workers’ compensation benefits and avoiding, to the extent allowable by law, duplicative payments.
- b. Each full-time employee accrues sick leave at a rate of 4.62 hours per pay period. For any plan year in which there are 27 pay periods, no sick leave hours will be awarded in the 27th pay period. Authorized and unused sick leave may be accumulated from year to year, subject to the limitations of this plan.
  1. Sick Leave Accrual for Fire Battalion Chiefs – Each covered employee shall be entitled to 15 days of sick leave each calendar year, except for members of the Operations division who shall be entitled to 7.5 shifts of sick leave each calendar year. The City shall credit a covered employee’s sick leave account in a lump sum (either 15 days or 7.5 shifts) during the first month of each calendar year. Authorized and unused sick leave may be accumulated from year to year subject to the limitations of this plan.
- c. Under this Plan “A,” Full-Time employees who have accumulated 240 hours of sick leave may choose to convert up to 64 hours of the sick leave earned and unused during any given year to vacation. Any sick leave used during the calendar year reduces the allowable conversion by an equal amount.
  1. Sick Leave Conversion for Fire Battalion Chiefs – Fire Battalion Chiefs who have accumulated 15 shifts (for Operations employees), or

240 hours (for non-Operations employees) may choose to convert a portion of the year sick leave grant from any given year to vacation, as follows—

<u>Number of Sick Leave Shifts Used During Previous Calendar Year (Operations Only)</u>	<u>Number of Sick Leave Shifts Available for Conversion (Operations Only)</u>
No shifts used	5 shifts
One shift used	4 shifts
Two shifts used	3 shifts
Three shifts used	2 shifts
Four shifts used	1 shift
Five or more shifts used	No shifts
<u>Number of Sick Leave Shifts Used During Previous Calendar Year (Support Only)</u>	<u>Number of Sick Leave Shifts Available for Conversion (Support Only)</u>
No days used	9 days
One day used	8 days
Two days used	7 days
Three days used	6 days
Four days used	5 days
Five or more days used	0 days

d. Conversion at the maximum allowable hours will be made unless the employee elects otherwise. Any election by an employee for no conversion, or to convert less than the maximum allowable sick leave hours to vacation time, must be made by notifying the employee’s department timekeeper or the city payroll administrator, in writing, not later than the second pay period of the new calendar year (or the November vacation draw for Fire Battalion Chiefs). Otherwise, the opportunity to waive conversion or elect conversion other than the maximum allowable amount will be deemed waived for that calendar year. In no event may sick leave days be converted from other than the current year's sick leave allocation.

e. Any sick leave hours, properly converted to vacation benefits as above described, must be taken before any other vacation hours to which the employee is entitled; however, in no event is an employee, upon the employee’s separation from employment, entitled to any pay or compensation for any sick leave converted to vacation. An employee forfeits any sick leave converted to vacation remaining unused at the date of separation from employment.

f. Sick Leave Benefits Upon Layoff. Employees who are subject to layoff because of lack of work or lack of funds will be paid at 100% of their hourly base wage rate as of the date of termination for each accumulated unused sick leave hour.

## 2. Hospitalization Leave

a. Hospitalization leave is provided for full-time employees under Plan “A,” in addition to sick leave authorized hereunder, as insurance against loss of income when an employee is unable to perform assigned duties because of scheduled surgical procedures, urgent medical treatment, or hospital inpatient admission.

b. Employees are entitled to 30 days of hospitalization leave each calendar year. Hospitalization leave does not accumulate from year to year. Employees may not convert hospitalization leave to vacation or any other leave, nor may they convert hospitalization leave to any additional benefit at time of retirement.

c. Employees who are unable to perform their duties during a shift due to preparations (such as fasting, rest, or ingestion of medicine), for a scheduled surgical procedure, may report the absence from the affected shift as hospitalization leave, with the prior approval of their division head or supervisor.

d. An employee who must receive urgent medical treatment at a hospital, emergency room, or acute care facility, and who is regularly scheduled for work or unable to perform their duties during a shift (or work day) due to urgent medical treatment, may report the absence from the affected shift as hospitalization leave. Similarly, an employee who is absent from work while on approved leave is also allowed to claim hospitalization leave.

1. An employee who wishes to claim hospitalization leave is responsible to report the receipt of urgent medical treatment to the employee’s division head or supervisor as soon as practical.

2. For purposes of use of hospitalization leave, urgent medical treatment includes at-home care directed by a physician immediately after the urgent medical treatment and within the affected shift.

e. Employees who, because they are admitted as an inpatient to a hospital for medical treatment, are unable to perform their duties, may report the absence from duty while in the hospital as hospitalization leave.

f. Medical treatment consisting exclusively or primarily of post-injury rehabilitation or therapy treatment, whether conducted in a hospital or other medical facility, shall not be counted as hospitalization leave.

g. An employee requesting hospitalization leave under this section may be required to provide verification of treatment or care from a competent medical practitioner.

### 3. Dependent Leave

- a. Under Plan “A,” dependent leave may be requested by a full-time employee for the following reasons:
  1. Becoming a parent through birth or adoption of a child.
  2. Placement of a foster child in the employee’s home.
  3. Due to the care of the employee’s child, spouse, spouse’s child, adult designee, adult designee’s unmarried child under age 26, or parent with a serious health condition.
- b. Under Plan “A,” dependent leave may also be requested by a full-time employee to care for an employee’s child, spouse, spouse’s child, adult designee, an adult designee’s unmarried child under age 26, or a parent who is ill or injured but who does not have a serious health condition.
- c. The following provisions apply to the use of dependent leave by a full-time employee:
  1. Dependent leave may be granted with pay on a straight time basis.
  2. If an employee has available unused sick leave, sick leave may be used as dependent leave.
  3. An employee is required to give notice of the need to take dependent leave, including the expected duration of leave, to his or her supervisor as soon as possible.
  4. Upon request of a supervisor, an employee will be required to provide a copy of a birth certificate or evidence of child placement for adoption, or a letter from the attending physician in the event of hospitalization, injury, or illness of a child, spouse, spouse’s child, adult designee, adult designee’s child, or parent within five calendar days following a return from leave.
  5. An employee’s sick leave shall be reduced by the number of hours taken by an employee as dependent leave.

### 4. Career Incentive Leave, Plan “A”

Full-Time employees, who have been in continuous full-time employment with the city for more than 20 years, and who have accumulated to their credit 1500 or more sick leave hours, may make a one-time election to convert up to 160 hours of sick leave into 80 hours of paid Career Incentive Leave. Career Incentive Leave must



be taken prior to retirement. Sick leave hours converted to Career Incentive Leave will not be eligible for a cash payout upon termination or retirement even though the employee has unused Career Incentive Leave hours available. This leave can be used for any reason. Requests for Career Incentive Leave must be submitted in writing to the appropriate department director and be approved subject to the department’s business needs (e.g., work schedules and workloads).

5. Retirement Benefit, Plan “A”

- a. Employees who meet the eligibility requirements of the Utah State Retirement System and who retire from the city will be paid at their base hourly rate for 50% of their accumulated sick leave hours balance based on the schedule below:

Retirement Month	50% sick leave will be:
January 1 <sup>st</sup> – June 30 <sup>th</sup>	Contributed to Post-employment Health Reimbursement Account Plan
July 1 <sup>st</sup> – December 31 <sup>st</sup>	Cash to retiree

B. Plan “B”

1. . Under Plan “B,” paid personal leave is provided for employees as insurance against loss of income when an employee needs to be absent from work because of illness or injury, to care for a dependent, or for any other emergency or personal reason. Each eligible employee will receive personal leave on November 1<sup>st</sup> of each calendar year. Personal leave hours are ineligible to be used to exceed the total number of work hours for which an employee is regularly compensated during a work week or a pay period. Where the leave is not related to the employee’s own illness or disability—or an event that qualifies under the FMLA—a personal leave request is subject to supervisory approval based on the operational requirements of the city and any policies regarding the use of such leave adopted by the department in which the employee works. Accrued personal leave hours may be used on the same day the hours are received.

2. Each full-time employee under Plan “B” is awarded personal leave hours based on the following schedule:

<u>Months of Consecutive City Service</u>	<u>Hours of Personal Leave</u>
Less than 6	40
Less than 24	60
24 or more	80

Employees hired during the plan year are provided paid personal leave on a pro-rated basis.

3. Not later than October 15th of each calendar year, employees covered by Plan “B” may elect, by notifying their department timekeeper or the city payroll administrator in writing, to:

- a. Convert any unused personal leave hours available as of October 31<sup>st</sup> to a lump sum payment equal to the following: For each converted hour, the employee will be paid 50 percent of the employee’s regular hourly base wage rate (not including acting pay) in effect on the date of conversion. In no event will total pay hereunder exceed 40 hours of pay (80 hours at 50%); or
- b. Carryover to the next calendar year up to 80 unused personal leave hours; or
- c. Convert a portion of unused personal leave hours, to a lump sum payment as provided in subparagraph (3)(a), above, and carry over a portion as provided in subparagraph (3)(b), above.

4. Maximum Accrual. A maximum of 80 hours of personal leave may be carried over to the next plan year. Any personal leave hours unused at the end of the plan year in excess of 80 will be converted to a lump sum payment as provided in subparagraph 3(a) above.

5. Termination Benefits. An employee separating from employment may not exhaust more than 80 hours of any combination of accrued vacation, personal leave, or banked (holiday or vacation) leave prior to their last day of employment. At termination of employment for any reason, accumulated unused personal leave hours, minus any adjustment necessary after calculating the “prorated amount,” shall be paid to the employee at 50 percent of the regular hourly base wage rate (not including acting pay) on the date of termination for each unused hour. For purposes of this paragraph, “prorated amount” shall mean the amount of personal leave credited at the beginning of the plan year, multiplied by the ratio of the number of pay periods worked in the plan year (rounded to the end of the pay period which includes the separation date) to 26 pay periods. If the employee, at the time of separation, has used personal leave in excess of the prorated amount, the value of the excess amount shall be reimbursed to the city and may be deducted from the employee’s paycheck.

6. Conditions on Use of Personal Leave include:

- a. Minimum use of personal leave, with supervisory approval, must be in no less than quarter-hour increments.
- b. Except in unforeseen circumstances, such as emergencies or the employee’s inability to work due to illness or accident or an unforeseen

FMLA-qualifying event, an employee must provide their supervisor with prior notice to allow time for the supervisor to make arrangements necessary to cover the employee's work.

c. For leave due to unforeseen circumstances, the employee must give their supervisor as much prior notice as possible.

d. Except as provided for expressly in either city policy or this plan, personal leave hours are ineligible to be cashed out or used to exceed the total number of hours for which an employee is regularly compensated during a work week or a pay period.

7. Career Enhancement Leave, Plan "B": A full-time employee covered under this Plan "B" is eligible, after 15 years of full-time service with the city, to be selected to receive up to two weeks of career enhancement leave. This one-time leave benefit could be used for formal training, informal course of study, job-related travel, internship, mentoring or other activity that could be of benefit to the city and the employee's career development. Selected employees will receive their full regular salary during the leave. Request for this leave must be submitted in writing to the appropriate department head, stating the purpose of the request and how the leave is intended to benefit the city. The request must be approved by the department head and by the Human Resources director (who will review the request to ensure compliance with these guidelines).

8. Retirement/Layoff (RL) Benefit, Plan "B"

a. Full-Time employees currently covered under Plan "B" who were hired before November 16, 1997, and who elected to be covered under Plan "B," shall have a retirement/layoff (RL) account equal to sixty percent of their accumulated unused sick leave hours available on November 16, 1997, minus any hours withdrawn from that account since it was established.

b. Full-Time employees who were hired before November 16, 1997 and who elected in 1998 to be covered under Plan "B," shall have a retirement/layoff (RL) account equal to fifty percent of their accumulated unused sick leave hours available on November 14, 1998, minus any hours withdrawn after the account is established.

c. Full-Time employees who were hired before November 16, 1997 and who elected in 2007 or later during any period designated by the city to be covered under Plan "B," shall have a retirement /layoff (RL) account equal to forty percent of their accumulated unused sick leave hours available on the date that Plan B participation began, minus any hours withdrawn after the account is established.

d. Payment of the RL Account.

1. All hours in an employee's RL account shall be payable upon

retirement or as a result of layoff. In the case of layoff, 100% of R/L hours shall be paid to the employee according to the employee's base hourly rate of pay on date of layoff. Any employee who quits, resigns, is separated, or is terminated for cause is not eligible to receive payment for RL account hours.

2. In cases of retirement, an eligible employee shall be paid at their base hourly rate for 100% of their RL account balance based on the schedule below:

Retirement Month	100% RL hours will be:
January 1 <sup>st</sup> – June 30 <sup>th</sup>	Contributed to 501(c)9 Health Retirement Account Plan
July 1 <sup>st</sup> – December 31 <sup>st</sup>	Cash to retiree

e. Hours may be withdrawn from the RL account to cover an employee's absence from work due to illness or injury, need to care for a dependent, any emergency or to supplement Workers' Compensation benefits after all Personal Leave hours are exhausted. RL account hours, when added to the employee's workers' compensation benefit, may not exceed the employee's regular net salary.

9. Short-Term Disability Insurance, Plan "B": Protection against loss of income when an employee is absent from work due to short-term disability shall be provided to full-time employees covered under Plan "B" through short-term disability insurance (SDI). There shall be no cost to the employee for SDI. SDI shall be administered in accordance with the terms determined by the city.

#### SUBSECTION IV - PARENTAL LEAVE

A. Full-time employees who become parents through birth, adoption, or foster care may take up to six consecutive weeks of paid parental leave to care for and bond with the child. An employee may be allowed to take parental leave up to one year from the date of a child's birth or, in the case of adoption or foster care, the date a child is placed in the employee's home. Parental leave may be taken during a new employee's probationary period. The probationary period will be extended by an amount of time equivalent to the parental leave taken.

B. Parental leave will run concurrently (during the same period of time) with FMLA and SDI (if applicable). Parental leave is limited to six weeks per twelve-month period. For employees approved for short-term disability, parental leave will make up the difference between 100% pay and 66 2/3% pay (if applicable) for up to six weeks.

#### SUBSECTION V - BEREAVEMENT LEAVE

A. In the event of death of an immediate family member including a(n): current spouse, domestic partner, or adult designee; child, mother, father, brother, sister;

current father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law; grandparent; current step-grandfather, step-grandmother; grandchild, or current step grandchild, stepchild, stepmother, stepfather, stepbrother or stepsister, grandfather-in-law, grandmother-in-law; or, domestic partner's or adult designee's relative as if the domestic partner or adult designee were the employee's spouse, the city will provide an employee with up to five working days of paid bereavement leave. Bereavement leave hours do not need to be used continuously but must be used within one calendar year of the death.

- B. In the event of a miscarriage or stillbirth, the city will provide an employee with up to five working days of paid bereavement leave in the following situations.
  - 1. Following the end of the employee's pregnancy by way of miscarriage or stillbirth;
  - 2. Following the end of another individual's pregnancy by way of a miscarriage or stillbirth, if:
    - i. the employee is the individual's spouse or partner;
    - ii. the employee is the individual's former spouse or partner; and the employee would have been a biological parent of a child born as a result of the pregnancy;
    - iii. the employee provides documentation to show that the individual intended for the employee to be an adoptive parent, as that term is defined in Section 78B-6-103, of a child born as a result of the pregnancy; or
    - iv. under a valid gestational agreement in accordance with Title 78B, Chapter 15, Part 8, Gestational Agreement, the employee would have been a parent of a child born as a result of the pregnancy.
- C. An employee will be permitted one additional day of bereavement leave if the employee attends a funeral, memorial service or equivalent event that is held more than 150 miles from Salt Lake City and the day following the memorial service or equivalent event is a regular working shift.
- D. In the event of death of a first-line extended relative of an employee, or of an employee's spouse, domestic partner, or adult designee's relative as if the adult designee were the employee's spouse not covered in paragraph A above (such as an uncle, aunt or cousin), the city will provide an employee with up to one work shift for bereavement, including attendance at a funeral, memorial service, or related event(s). The employee will be permitted one additional day of bereavement leave if the employee attends a funeral, memorial service or equivalent event that is held more than 150 miles from Salt Lake City and the day following the memorial service or equivalent event is a regular working shift.
- E. In the event of death of a friend, an employee may be allowed to use vacation or personal leave for time off to attend the funeral or memorial service, as approved by an immediate supervisor.

- F. In the event of death of any covered family member while an employee is on vacation leave, an employee's absence may be extended and authorized as bereavement leave.

#### SUBSECTION VI - MILITARY LEAVE

A. Leave of absence for employees who enter uniformed service. An employee who enters the uniformed services of the United States, including the United States Army, United States Navy, United States Marine Corps, United States Air Force, commissioned Corps of the National Oceanic and Atmospheric Administration, United States Coast Guard, or the commissioned corps of the Public Health Service, is entitled to be absent from his or her duties and service from the city, without pay, as required by applicable law. Leave will be granted in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

B. Leave while on duty with the armed forces or Utah National Guard. An employee who is or who becomes a member of the reserves of the federal armed forces, including the United States Army, United States Navy, United States Marine Corps, United States Air Force, and the United States Coast Guard, or any unit of the Utah National Guard, is allowed military leave for up to 15 working days per calendar year for time spent on active or reserve duty. Military leave may be in addition to vacation leave and need not be consecutive days of service. To be covered, an employee must provide documentation demonstrating a duty requirement.

#### SUBSECTION VII - JURY LEAVE & COURT APPEARANCES

A. Jury Leave: An employee will be released from duty with full pay when, in obedience to a subpoena or direction by proper authority, the employee is required to either serve on a jury or appear as a witness for the United States, the state of Utah, or other political subdivision.

1. Employees are entitled to retain statutory fees paid for service in a federal court, state court, or city/county justice court.
2. On any day that an employee is required to report for service and is thereafter excused from such service during his or her regular working hours from the city, he or she must forthwith return to and carry on his or her regular city employment. Employees who fail to return to work after being excused from service for the day are subject to discipline.

B. Court Appearances. A Police sergeant is eligible to receive compensation as a witness subpoenaed by the city, the State of Utah, or the United States for a court or administrative proceeding appearance as follows:

1. Appearances in court or administrative proceeding made while on duty will be compensated as normal hours worked.

2. In the event an appearance extends beyond the end of an employee's regularly scheduled shift, time will be counted as normal work time for the purpose of computing an employee's overtime compensation.
3. Employees are entitled to retain statutory witness fees paid for service in a federal court, state court, or city/county justice court.
4. Appearances made while off-duty will be compensated as follows:
  - (a) The city will pay employees for two hours of preparation time plus actual time spent in court or in an administrative hearing at one and one-half times their regular hourly rate. Lunch periods granted are not considered compensable time. Compensation for additional preparation time for any subsequent appearance during the same day is allowed only when there is at least two hours between the employee's release time from a prior court or administrative proceeding and the start of the other.
  - (b) If the time spent in court or administrative proceeding extends into the beginning of the employee's regularly scheduled work shift, time spent in court or in administrative proceeding will be deemed ended at the time such shift is scheduled to begin.
5. An employee is required to provide a copy of the subpoena, including the beginning time and time released from the court or administrative hearing, with initials of the prosecuting or another court representative within seven working days following the appearance.
6. Any employee failing to appear in compliance with the terms of a formal notice or subpoena may be subject to disciplinary action.

#### SUBSECTION VIII - INJURY LEAVE (SWORN POLICE AND FIRE EMPLOYEES ONLY)

The city has established rules governing the administration of an injury leave program for sworn public safety personnel under the following qualifications and restrictions:

- A. The disability must have resulted from an injury arising out of the discharge of official duties or while exercising some form of necessary job-related activity as determined by the city;
- B. The employee must be unable to return to work due to the injury, as verified by a medical provider acceptable to the city;
- C. The leave benefit may not exceed the value of the employee's net salary during the period of absence due to the injury, less all amounts paid or credited to the employee as workers' compensation, Social Security, long-term disability or retirement benefits, or any form of governmental relief whatsoever;
- D. The value of benefits provided to employees under this injury leave program may

not exceed the total of \$5,000 per employee per injury, unless approved in writing by the employee's department head after receiving an acceptable treatment plan and consulting with the city's risk manager;

E. The city's risk manager is principally responsible for the review of injury leave claims, except that appeals from the decision of the city's risk manager may be reviewed by the Human Resources director, who may make recommendations to the mayor for final decisions;

F. If an employee is eligible for workers' compensation as provided by law and is not receiving injury leave pursuant to this provision, an employee may elect to use either accumulated sick leave or hours from the RL account, if applicable, and authorized vacation time to supplement workers' compensation. The total value of leave hours or hours from an RL account combined with a workers' compensation benefit may not exceed an employee's regular net salary.

#### SUBSECTION IX - ADDITIONAL LEAVES OF ABSENCE

Additional leaves of absence may be requested in writing and granted as identified in policy to an employee at the discretion of a department director.

#### SUBSECTION X - EMERGENCY LEAVE

The city may provide additional paid leave to employees if: i) the mayor has declared a local emergency; and ii) the mayor and/or city council authorize and approve the use of available funds for such purposes during the period of local emergency.

Emergency leave may also be provided as a form of income replacement for part-time (hourly) and/or seasonal employees whose work hours are either reduced or discontinued temporarily, so long as there is an expectation they will return to work after the emergency period is ended.



**APPENDIX A - SALT LAKE CITY CORPORATION  
GENERAL EMPLOYEE PAY PLAN (GEPP)  
Effective June 23, 2024**

*Hourly Non-Exempt Rates*

GRADE	MINIMUM	CITY MARKET	MAXIMUM
700	\$12.83		\$70.00
N10	\$13.63	\$17.80	\$21.97
N11	\$14.29	\$18.69	\$23.09
N12	\$15.01	\$19.79	\$24.57
N13	\$15.77	\$20.62	\$25.46
N14	\$16.55	\$21.57	\$26.58
N15	\$17.37	\$22.82	\$28.27
N16	\$18.23	\$24.16	\$30.08
N17	\$19.16	\$25.14	\$31.12
N18	\$20.12	\$26.72	\$33.31
N19	\$21.12	\$27.90	\$34.67
N20	\$22.19	\$29.09	\$35.98
N21	\$22.37	\$30.52	\$38.67
N22	\$23.53	\$32.08	\$40.63
N23	\$24.69	\$33.69	\$42.68
N24	\$25.93	\$35.36	\$44.78
N25	\$27.21	\$37.11	\$47.01
N26	\$28.58	\$38.98	\$49.38
N27	\$29.99	\$40.94	\$51.89
N28	\$31.49	\$43.01	\$54.53
N29	\$33.08	\$45.17	\$57.25
N30	\$34.73	\$47.42	\$60.11

*Annual Exempt Rates*

GRADE	MINIMUM	CITY MARKET	MAXIMUM
700	\$26,702		\$85,999
E19	\$43,911	\$58,016	\$72,120
E20	\$46,138	\$60,490	\$74,842
E21	\$46,543	\$63,482	\$80,420
E22	\$48,927	\$66,721	\$84,514
E23	\$51,357	\$70,073	\$88,789
E24	\$53,921	\$73,537	\$93,153
E25	\$56,598	\$77,193	\$97,787
E26	\$59,455	\$81,084	\$102,713
E27	\$62,379	\$85,156	\$107,932
E28	\$65,484	\$89,453	\$113,421
E29	\$68,813	\$93,940	\$119,067
E30	\$72,232	\$98,630	\$125,028
E31	\$75,854	\$103,579	\$131,304
E32	\$79,633	\$108,731	\$137,828
E33	\$83,637	\$114,197	\$144,757
E34	\$87,821	\$119,911	\$152,000
E35	\$92,185	\$125,894	\$159,603
E36	\$96,797	\$132,193	\$167,589
E37	\$101,656	\$138,796	\$175,935
E38	\$106,740	\$145,736	\$184,731
E39	\$112,094		\$235,412
E40	\$117,672		\$247,132
E41	\$123,566		\$400,887

## APPENDIX B – APPOINTED EMPLOYEES BY DEPARTMENT

Effective June 23, 2024

911 BUREAU	Job Title	Grade
	911 Dispatch Director	E41
	911 Communications Deputy Director	E32
	Executive Assistant	E26
AIRPORT		
	Executive Director of Airports	E41
	Airport Chief Operating Officer	E40
	Director Airport Design & Construction Management	E39
	Director of Airport Maintenance	E39
	Director of Finance & Accounting - Airport	E39
	Director of Real Estate & Commercial Development	E39
	Director of Airport Information Technology	E39
	Director of Airport Planning & Capital Programming	E39
	Director of Operations - Airport	E39
	Director of Communications and Marketing - Airport	E38
	Executive Assistant	E26
CITY ATTORNEY		
	City Attorney	E41
	Deputy City Attorney	E40
	City Recorder	E35
	Legislative Affairs Division Director	E34
CITY COUNCIL		
	Council Member-Elect	N/A*
	Executive Director - City Council Office	E41
	Council Legal Director	E39
	Deputy Director - City Council	E39
	Associate Deputy Director - City Council	E37
	Legislative & Policy Manager	E37
	Senior Public Policy Analyst	E33
	Communications Director - City Council	E31
	Public Engagement & Communications Specialist III	E31
	Operations Manager & Mentor - City Council	E31
	Public Policy Analyst	E31
	Policy Analyst / Public Engagement	E28
	Public Engagement / Communications Specialist II	E28
	Constituent Liaison / Policy Analyst	E27
	Constituent Liaison	E26
	Public Engagement & Communications Specialist I	E26
	Assistant to Council Executive Director	E25
	Council Administrative Assistant	E24
COMMUNITY & NEIGHBORHOODS		
	Director of Community & Neighborhoods	E41
	Deputy Director of Community & Neighborhoods	E37
	Deputy Director of Community Services - Community & Neighborhoods	E37
	Division Director of Transportation (Engineer)	E37
	Planning Division Director	E37
	Building Official	E35
	Division Director of Housing & Neighborhood Development	E35
	Division Director of Transportation (Planner)	E35
	Youth & Family Division Director	E35
	Executive Assistant	E26

<b>ECONOMIC DEVELOPMENT</b>		
	Director of Economic Development	E41
	Deputy Director Economic Development	E37
	Arts Division Director	E35
	Business Development Division Director	E35
<b>FINANCE</b>		
	Chief Financial Officer	E41
	City Treasurer	E39
	Deputy Chief Financial Officer	E39
	Chief Procurement Officer	E36
<b>FIRE</b>		
	Fire Chief	E41
	Assistant Fire Chief	E38
	Executive Assistant	E26
<b>HUMAN RESOURCES</b>		
	Chief Human Resources Officer	E41
	Deputy Chief Human Resources Officer	E38
	Civilian Review Board Investigator	E35
	<i>Transition</i> Chief of Staff	N/A*
	<i>Transition</i> Communications Director	N/A*
	<i>Transition</i> Executive Assistant	N/A*
<b>INFORMATION MGT SERVICES</b>		
	Chief Information Officer	E41
	Chief Innovation Officer	E40
	Deputy Chief Information Officer - Operations	E40
<b>JUSTICE COURT</b>		
	Justice Court Judge	E39
	Justice Court Administrator	E37
<b>MA YOR</b>		
	Chief of Staff	E41
	Chief Administrative Officer	E41
	Communications Director	E39
	Deputy Chief Administrative Officer	E39
	Deputy Chief of Staff	E39
	Senior Advisor	E39
	Communications Deputy Director	E30
	Communications & Content Manager - Mayor's Office	E30
	Policy Advisor	E29
	REP Commision Policy Advisor	E29
	Community Liaison	E26
	Executive Assistant	E26
	Office Manager - Mayor's Office	E24
	Community Outreach Special Projects & Access Coordinator	E24
	Administrative Assistant	N19
	Consumer Protection Analyst	N16
<b>POLICE</b>		
	Chief of Police	E41
	Deputy Chief of Police	E38
	Communications Administrative Director	E37
	Internal Affairs Administrative Director	E37
	Police Commander	E36
	Executive Assistant	E26

<b>PUBLIC LANDS</b>		
	Director of Public Lands	E41
	Deputy Director of Public Lands	E37
	Golf Division Director	E35
	Parks Division Director	E35
	Urban Forestry Division Director	E35
	Planning & Design Division Director	E35
	Trails & Natural Lands Division Director	E32
<b>PUBLIC SERVICES</b>		
	Director of Public Services	E41
	City Engineer	E39
	Deputy Director, Public Services	E38
	Safety & Security Director	E37
	Facilities Division Director	E35
	Fleet Management Division Director	E35
	Streets Division Director	E35
	Compliance Division Director	E35
	Executive Assistant	E26
<b>PUBLIC UTILITIES</b>		
	Director of Public Utilities	E41
	Deputy Director - Public Utilities	E39
	Finance Administrator - Public Utilities	E39
	Chief Engineer - Public Utilities	E37
	Water Quality & Treatment Administrator	E37
	Executive Assistant	E26
<b>REDEVELOPMENT AGENCY</b>		
	Director - Redevelopment Agency	E41
	Deputy Director - Redevelopment Agency	E37
<b>SUSTAINABILITY</b>		
	Sustainability Director	E41
	Sustainability Deputy Director	E37
	Waste & Recycling Division Director	E35

Except for a change in job title or reassignment to a lower pay level, no appointed position on this pay plan may be added, removed or modified without approval of the City Council.

\* Compensation for transitional positions, including city council member-elect, is set as provided under Chapter 2.03.030 of the Salt Lake City Code. Benefits for transitional employees are equivalent to those provided to full-time employees. Except for leave time, benefits for city council members-elect are also equivalent to those provided to full-time employees.

**APPENDIX C – ELECTED OFFICIALS SALARY SCHEDULE**  
**Annual Salaries**

Effective June 23, 2024

Mayor	\$211,765
Council Members	\$52,941

Except for leave time, benefits for the mayor and city council members are equivalent to those provided to full-time employees.

## APPENDIX D- UTAH STATE RETIREMENT CONTRIBUTIONS -2024-2025

### Tier 1 Defined Benefit System

System	Employee Contribution	Employer Contribution	Total
Public Employees Contributory System	6.0%	12.96%	18.96%
Public Employees Noncontributory System	0	16.97%	16.97%
Public Safety Noncontributory System	0	46.71%	46.71%
Firefighters Retirement System	0	21.05%	21.05%

### Tier 1 Post Retired

System	Post Retired Employment After 6/30/10 – NO 401(k) Amortization of UAAL*	Post Retired Employment Before 7/1/2010 Optional 401(k)
Public Employees Noncontributory System	5.11%	11.86%
Public Safety Noncontributory System	24.20%	22.51%
Firefighters Retirement System	0%	n/a

### Tier 2 Defined Benefit Hybrid System

	Employee Contribution	Employer Contribution	401(k)	Total
Public Employees Noncontributory System	0%	16.01%	0.18%	16.19%
Public Safety Noncontributory System (for entry and two year pay steps only)	0.70% (4.03% city paid)	38.28%	0%	43.01%
Public Safety Noncontributory System (for pay steps year four or more)	0.7.% (4.03% city paid)	38.28%	0%	43.01%
Firefighters Retirement System	0.70% (4.03% city paid)	14.08%	0%	18.81%

### Tier 2 Defined Contribution Only

	Employee Contribution	Employer Contribution	401(k)	Total
Public Employees Noncontributory System	0%	6.95%	10.00%	16.95%
Public Safety Noncontributory System (for entry and two year pay steps only)	0%	24.28%	18.03%	42.31%
Public Safety Noncontributory System (for pay steps year four or more)	0%	24.28%	18.03%	42.31%
Firefighters Retirement System	0%	0.08%	14.00%	14.08%

**Executive Non-Legislative**

	<b>Position</b>	<b>Employer Contribution</b>
Public Employees Noncontributory System	Department Heads, Mayor, Mayor's Chief of Staff, Chief Administrative Officer, Up to Two Additional Senior Executives in the Mayor's Office, Executive Director for City Council	Normal contribution into Utah Retirement System (URS)with 3% into 401(k) – OR – If Tier 1 and exempt from system or Tier II and exempt from vesting, 401k contribution equal to the applicable URS system contribution plus 3%
Public Safety Noncontributory System	Department Head	Same as above
Firefighters Retirement System	Department Head	Same as above

**Council Members Elected with prior service in the Utah Retirement System  
(Tier 1 Defined Benefit)**

<b>System</b>	<b>Employee Contribution</b>	<b>Employer Contribution</b>	<b>Total</b>
Public Employees Noncontributory System	0	17.97%	17.97%
If exempt...	0	10% base salary to 401(k)	10%

**Council Members Elected After July 1, 2011 with no prior service in the Utah Retirement System (may exempt from vesting)**

**Tier 2 Defined Contribution Only**

<b>Employer</b>	<b>401K</b>	<b>Total</b>
6.19%	10%	16.19%

**Tier 2 Defined Benefit Hybrid System**

<b>Employer</b>	<b>401K</b>	<b>Total</b>
16.01%	0.18%	16.19%