

## SECTION XVII: BENEFITS

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### 1. WORKERS' COMPENSATION.

- A. All employees are covered by workers' compensation which provides medical reimbursement and disability benefits for job-related illness or injury. For compensation coverage, check the worker's compensation contract on file with the Director, or designee.
- B. Medical Attention. An employee who sustains a bona fide, on-the-job injury may seek medical attention from a medical facility determined by the current Workers Compensation carrier. The Director or designee may instruct the employee to receive medical assessment or treatment. He/She must report to the medical provider, how, when and where the accident occurred. The medical provider will complete a medical report and copies of this report should be sent within seven (7) days to the insurance carrier, the Industrial Commission, and to the injured worker (Please Note: Do not submit doctor or hospital bills for on-the-job injuries or illness to the regular medical plan).
- D. Initial Reporting of Illness or Injury. Reporting the accident or illness is critical to qualification for payment under workers' compensation. If an employee is injured while on the job, no matter how minor, the circumstances should be reported to the Director or designee immediately. The Human Resource Manager will complete the necessary forms and ensure that a copy is sent to the insurance carrier and a copy is sent to the Industrial Commission within seven (7) days of the date of injury.
- E. Reporting while off the Job. While on leave because of a bone fide, on-the-job injury or illness, an employee must contact their supervisor or the Director to report on their condition. Failure to provide the required medical status reports may result in revocation of the leave and/or immediate termination.
- F. Return to Service. All employees must return to work after the approval of the attending physician. A statement from the attending physician stating the employee is able to resume normal duties will be required before returning to work. Failure to return to work when directed may result in immediate termination. An employee who is able to return to work on light duty status may be required to work in a different department and perform duties not contained within their current job classification.
- G. At the time of final release or settlement of a workers' compensation claim, if no vacancy exists and, if a reasonable effort which has proven to be unsuccessful

has been made to place the employee in another position, they may be terminated and paid any accrued benefits due to them.

2. SOCIAL SECURITY/FICA. All employees whether full-time, part-time, or seasonal are covered by the benefits of Old Age, Survivors, and Disability Insurance as provided for by law. Contributions of the employee and Cottonwood Heights Parks and Recreation Service Area will be made in accordance with the provision of the law.
3. INSURANCE.
  - A. Medical and Dental Health Insurance. It is the policy of Cottonwood Heights Parks and Recreation Service Area to offer health, dental, and minimum life insurance for each individual full-time employee and their immediate family.
    - (1) The effective date for insurance coverage will be the hire date.
    - (2) The date of termination of employment will be the effective date of termination of insurance coverage.
    - (3) Employees who have access to more than one insurance plan are encouraged to utilize only one where possible and when it does not prove detrimental to the employee.
  - B. Employee Cost for Health Insurance
    - (1) Benefited employees pay a portion of the annual premium for the selected health insurance plan as determined by the Board of Trustees.
    - (2) Health Insurance plans available to employees are determined by Administration with the approval of the Board of Trustees.
  - D. Life Insurance. A life insurance policy is provided for each benefited employee (\$25,000), their spouse (\$15,000) and dependants (\$5,000). The premiums are paid by the Service Area.
    - (1) Employees who were provided with the Provident\_Life Insurance Policy will be covered as an additional policy as per the terms of the Provident Life Insurance policy until termination of employment.

E. Insurance Termination, Transition, and Conversion.

- (1) Termination. When an employee is terminated from employment with Cottonwood Heights Parks and Recreation Service Area, Cottonwood Heights Parks and Recreation Service Area will cease making contributions to the employee's insurance plans.
- (2) Transition. In cases requiring longer than three (3) months, arrangements may be made with the Director for the employee to pay the additional premiums required. Both Medical/Dental Insurance and Life Insurance may be converted on termination in accordance with the terms of the individual policies. This is an individual responsibility that should be made directly between the individual employee and Cottonwood Heights Parks and Recreation Service Area.
- (3) Conversion.
  - (a) The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 is available for those employees who resign or are terminated from employment or if work hours are reduced which makes the employee no longer eligible to participate in the Service Area group health insurance plans. Employees may have the right to continue to participate in a COBRA program through the insurance carrier for up to eighteen (18) months at the employee's expense, subject to current state and federal law.
  - (b) Eligible dependents may also extend coverage, at their expense, for up to thirty-six (36) months in the current insurance health plans in the event of the employee's death, divorce, legal separation, or entitlement to Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan, subject to current state and federal law.

4. STATE AND FEDERAL UNEMPLOYMENT. All employees whether regular, part-time, or seasonal are covered by the benefits of State and Federal Unemployment.
5. CONTINUING EDUCATION. Employees are encouraged to obtain continuing education through attendance at job related seminars. Requests for attendance must be approved in advance by the Director, or designee.

- A. Required by Cottonwood Heights Parks and Recreation Service Area: When Cottonwood Heights Parks and Recreation Service Area requires an employee to attend any education or training course, conference, seminar, or certification course, Cottonwood Heights Parks and Recreation Service Area will provide the necessary time off with pay and will reimburse the employee for all associated costs including tuition or registration fees, authorized travel, meals, and lodging.
  - B. Encouraged by Cottonwood Heights Parks and Recreation Service Area: Non-seasonal, full-time employees are encouraged to further their education and training in areas that will enhance their job performance. Upon advance approval by the Director, and upon successful completion of relevant training courses, employees shall be reimbursed 75% for tuition fees, materials, and other necessary and approved expenses upon presentation of proper receipts.
    - (1) Proof of successful completion will include one of the following:
      - (a) A certificate indicating successful course completion, if applicable.
      - (b) A grade point average of 2.0 or higher on a 4.0 (A, B, C, D) scale.
      - (c) A grade "pass" on a pass/fail grading system.
  - C. Termination of employment with Cottonwood Heights Parks and Recreation Service Area will result in the following repayment schedule:
    - (a) Any tuition received within the preceding 12 months – 100% of the total amount.
6. RETIREMENT SYSTEM. Additional details are available from the Executive Director or designee.
- A. All non-seasonal full-time Cottonwood Heights Parks and Recreation Service Area employees, including Board appointed Executive Director, are enrolled in the Utah State Retirement Systems, Non-contributory Plan, unless otherwise authorized by the Board according to State Law. (This is in addition to Social Security coverage). An eligible employee is one employed in a position requiring at least thirty (30) hours of service per week and receives one benefit.
    - (1) The effective date for Utah Retirement will be the employee's hire date.
  - B. All benefited employees upon the effective hire date, are eligible to enroll in a Defined Contribution Plan offered by Utah Retirement Systems. After completion

of the six (6) month probationary period and enrolled in the Utah Retirement 401K plan or 457 Plan, Cottonwood Heights Parks and Recreation Service Area will contribute a maximum of 2% matching funds to the employee’s plan, not to exceed the maximum allowed annually by Utah Retirement.

- C. Cottonwood Heights Parks and Recreation Service Area elected officials are ineligible to participate in any Retirement plan the Service area offers to its eligible employees.

APPROVED AND PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

COTTONWOOD HEIGHTS  
PARKS AND RECREATION SERVICE AREA

By: \_\_\_\_\_

Ben Hill, Executive Director

BOARD OF TRUSTEES

By: \_\_\_\_\_

Carl Evans, Chairperson