

## TABLE OF CONTENTS

---

EQUAL EMPLOYMENT OPPORTUNITY .....	SECTION I
1. General Policy	
2. Supervisor Responsibilities	
3. Employee Responsibilities	
PROTECTION FROM CONTRACTOR CAUSED LOSSES/LIABILITIES .....	SECTION II
1. General Policy	
2. Supervisor Responsibilities	
EMPLOYEE HIRING .....	SECTION III
	Page
1. Employment.....	1
2. Recruitment .....	1
3. Selection.....	2
4. Placement .....	5
5. Volunteers.....	8
ALCOHOL AND DRUG FREE WORKPLACE .....	SECTION IV
	Page
1. General Policy .....	1
2. Employee Responsibilities .....	1
3. Disciplinary Action .....	2
4. Confidentiality.....	2
SEXUAL/GENDER HARASSMENT .....	SECTION V
	Page
1. General Policy .....	1
2. Prohibited Conduct .....	1
3. Types of Corrective Action.....	2
4. Disciplinary Action .....	4
5. Maintaining Complaint Files .....	4
6. Victim Protection .....	4
EMPLOYEE CODE OF CONDUCT .....	SECTION VI
	Page
1. Professionalism .....	1
2. Privileged Information .....	1
3. Confidentiality.....	1
4. Gifts and Gratuities .....	1
5. Attendance.....	1

6.	Appearance .....	1
7.	Smoking.....	3
8.	Personal Use of Cottonwood Heights Parks and Recreation Service Area Office Items.....	3
9.	Time Cards .....	5
10.	Outside Activities .....	5
11.	Political Activity.....	6
12.	Secondary Employment .....	6
13.	Children at Work.....	8

**DISCIPLINARY ACTION ..... SECTION VII**

	Page
--	------

1.	General Policy .....	1
2.	Types of Disciplinary Action.....	1
3.	Causes for Disciplinary Action.....	3
4.	Conducting and Investigation .....	6
5.	Imposing Disciplinary Action.....	6
6.	Appeal Procedures.....	7

**GRIEVANCE PROCEDURES ..... SECTION VIII**

	Page
--	------

1.	General Policy .....	1
2.	Confidentiality.....	2
3.	Filing .....	2

**TERMINATION OF EMPLOYMENT ..... SECTION IX**

	Page
--	------

1.	Types of Termination .....	1
2.	Required Notice Prior to Termination .....	2
3.	Termination Procedures .....	3
4.	Cobra .....	4

**RECORD KEEPING ..... SECTION X**

	Page
--	------

1.	General Policy .....	1
2.	Confidentiality.....	1
3.	Personnel Files Requirements .....	1
4.	Other Files Requirements .....	3
5.	Salary/Wage Requirements .....	3
6.	Other Requirements .....	4

PERFORMANCE EVALUATIONS .....	SECTION XI
	Page
1. General Policy .....	1
2. Performance Plans .....	2
3. Performance Standards .....	2
4. Performance Ratings.....	3
5. Performance Periods .....	3
6. Confidentiality.....	4
EMPLOYMENT CLASSIFICATIONS/COMPENSATION .....	SECTION XII
	Page
1. General Policy .....	1
2. Employment Classifications.....	2
3. Employment Status.....	2
4. Work Week .....	3
5. Work Days .....	3
6. Attendance.....	3
7. Breaks and Lunch Periods .....	3
8. Paid Exercise Time.....	4
9. Compensation Time Off .....	4
10. Overtime Pay.....	4
11. Time Sheets.....	5
12. Awards for Commendable Performance.....	5
EMPLOYEE USAGE OF THE SERVICE AREA .....	SECTION XIII
	Page
1. Memberships .....	1
2. Employee Privileges.....	1
SALARY PLANNING .....	SECTION XIV
	Page
1. General Policy .....	1
2. Pay Plan Development and Allocation.....	1
3. Appointment.....	1
4. Merit Increase.....	2
5. Selective Salary Adjustment .....	2
6. Cost of Living Adjustments .....	2
7. Promotion .....	2
8. Order of Salary Calculation .....	3
9. Reassignment.....	3
10. Reclassification.....	3
11. Demotion .....	3
12. Suspension .....	3

PAYROLL ADMINISTRATION .....	SECTION XV
	Page
1.    Pay Periods.....	1
2.    Pay Days .....	1
3.    Minimum Wage/Salary. ....	1
4.    Pay Deductions .....	1
REIMBURSABLE EXPENSES .....	SECTION XVI
	Page
1.    General Policy .....	1
2.    Training and Conferences .....	1
3.    Travel Policy .....	1
4.    Cell Policy.....	1
EMPLOYEE BENEFITS .....	SECTION XVII
	Page
1.    Workers' Compensation .....	1
2.    Social Security/FICA .....	2
3.    Insurance.....	2
4.    State and Federal Unemployment.....	3
5.    Continuing Education.....	3
6.    Retirement System .....	4
FAMILY AND MEDICAL LEAVE ACT (FMLA) .....	SECTION XVIII
	Page
1.    General Policy .....	1
2.    Eligibility.....	1
3.    Leave Options .....	1
4.    Notice and Medical Certification Requirements.....	2
5.    Benefits and Employment Status.....	2
LEAVES OF ABSENCE .....	SECTION XIX
	Page
1.    Absent Without Leave.....	1
2.    Annual Vacation Leave .....	1
3.    Holiday Leave .....	3
4.    Sick Leave .....	5
5.    Sick Leave Assistance.....	7
6.    Maternity Leave... .....	8
7.    Injury Leave .....	9
8.    Military Leave.....	9
9.    Jury Leave.....	10
10.    Funeral Leave .....	10

11.	Administrative Leave With Pay.....	10
12.	Leave Without Pay .....	11
GENERAL SAFETY .....		SECTION XX
		Page
1.	General Policy .....	1
2.	Proper Use of Cottonwood Heights Parks and Recreation Service Area Equipment and Tools.....	1
UTAH OSHA REQUIREMENTS .....		SECTION XXI
		Page
1.	General Policy .....	1
2.	Posting UOSHA Notices.....	1
3.	Inspection Procedures .....	1
4.	Accident Reporting Procedures .....	2
CONFINED SPACE ENTRY.....		SECTION XXII
		Page
1.	General Policy .....	1
2.	Requirements.....	1
DISASTER RESPONSE PLANNING.....		SECTION XXIII
		Page
1.	General Policy.....	1
2.	Employee Disaster Notification.....	1
VEHICLE USAGE.....		SECTION XXIV
		Page
1.	General Policy.....	1
2.	Mandatory Motor vehicle reports.....	1
3.	Procedures.....	1
USE OF OFFICE EQUIPMENT, COMPUTERS AND COMPUTER SYSTEMS.....		SECTION XXV
		Page
1.	General Policy.....	1