



## Salt Lake City - A Thriving City of Opportunity for Everyone

*Our mission is to deliver excellent service and to develop progressive solutions that allow for sustainable growth.*

### Role of City Employees

City employees, from the Mayor to the newest hire, are to serve the public interest and the public good. You are a public servant, and remember ***you are the face of the city.***

### Standard of Conduct

***Courtesy and respectful behavior*** towards the public and other city employees is expected **at all time.**

During work hours, you are to --

- devote your whole time, attention, and efforts to city business.
- maintain safe and orderly equipment, including city vehicles.
- not use city equipment or information technology for personal gain or inappropriately.

The following are considered inappropriate and subject to disciplinary action:

- Refusing work assignments from the supervisor
- Falsifying or altering documents
- Disregarding safety regulations or guidelines
- Stealing, destroying, damaging, defacing or threatening to damage or destroy city property, work-related documents, work areas, or personal property of others while at work or in connection with work

### Alcohol, Drugs & Illegal Substances

- Reasonable Suspicion Testing
- Post-Accident Drug & Alcohol Testing (for CDL Drivers)
- Random Drug and Alcohol Testing (for CDL Drivers)

### Attendance

- Be at work **on time.**
- You are required to clock-in and clock-out; clock rounds to the nearest 15 minutes.
- You must contact supervisor **at least 15 minutes prior** to the starting of shift if unable to work or will be late.
- In some situations, the city may require employees who request unscheduled leave to furnish medical certification.

## Worker’s Compensation

- It pays medical expenses and helps offset lost wages for employees with work-related injuries or illnesses.
- To be qualified, it has to meet these 2 criteria:
  - During the course and scope of working
  - The injury is caused by your work activity

### If injured on the Job

1. In life threatening emergencies, call 911 or get to a hospital immediately.
2. For non-life threatening injuries, call **1-800-825-6974** to speak with a registered nurse to evaluate the nature of your incident and determine appropriate care.
3. Report your injury immediately to your supervisor.

## FMLA (Family & Medical Leave Act)

**Eligibility** - Worked at least one year with the city cumulatively, and worked **1250 hours** in the past 12 months.

### Employees can use FMLA for the following:

- Birth, adoption or placement of a child
- Employee’s serious health condition
- Care for an immediate family member with serious health condition
- Exigency Leave
- Care for family member injured in military service
- 12 weeks per year (Military caregiver is 26 weeks)
- Can be continuous or intermittent

**Note:** FMLA does not provide employment protection beyond when your seasonal employment normally ends.

## ADA (Americans with Disabilities Act)

The city recognizes that some individuals with disabilities may require reasonable accommodations. If an employee is disabled or becomes disabled (meaning he/she has a mental or physical impairment substantially limiting one or more of the major life activities) and requires a reasonable accommodation, the employee should contact the EEO program manager to begin the interactive process.

### Contacts:

FMLA: Cindy Romero at 801-535-6634  
 ADA : Melissa Green at 801-535-6405

## Applying for a full time City job

- Seasonal employees can apply for all job postings.
- All applications are accepted online only.

*City’s paycheck is one cycle behind.  
 Please check the date your 1<sup>st</sup> paycheck will arrive from the list below.*

| Salt Lake City Corporation     |            |
|--------------------------------|------------|
| 2018 Biweekly Payroll Schedule |            |
| Pay Period                     | Pay Date   |
| 5/6 to 5/19                    | 6/1/2018   |
| 5/20 to 6/2                    | 6/15/2018  |
| 6/3 to 6/16                    | 6/29/2018  |
| 6/17 to 6/30                   | 7/13/2018  |
| 7/1 to 7/14                    | 7/27/2018  |
| 7/15 to 7/28                   | 8/10/2018  |
| 7/29 to 8/11                   | 8/24/2018  |
| 8/12 to 8/25                   | 9/7/2018   |
| 8/26 to 9/8                    | 9/21/2018  |
| 9/9 to 9/22                    | 10/5/2018  |
| 9/23 to 10/6                   | 10/19/2018 |
| 10/7 to 10/20                  | 11/2/2018  |
| 10/21 to 11/3                  | 11/16/2018 |
| 11/4 to 11/17                  | 11/30/2018 |
| 11/18 to 12/1                  | 12/14/2018 |
| 12/2 to 12/15                  | 12/28/2018 |
| 12/16 to 12/29                 | 1/11/2019  |
| 12/30 to 1/12                  | 1/25/2019  |