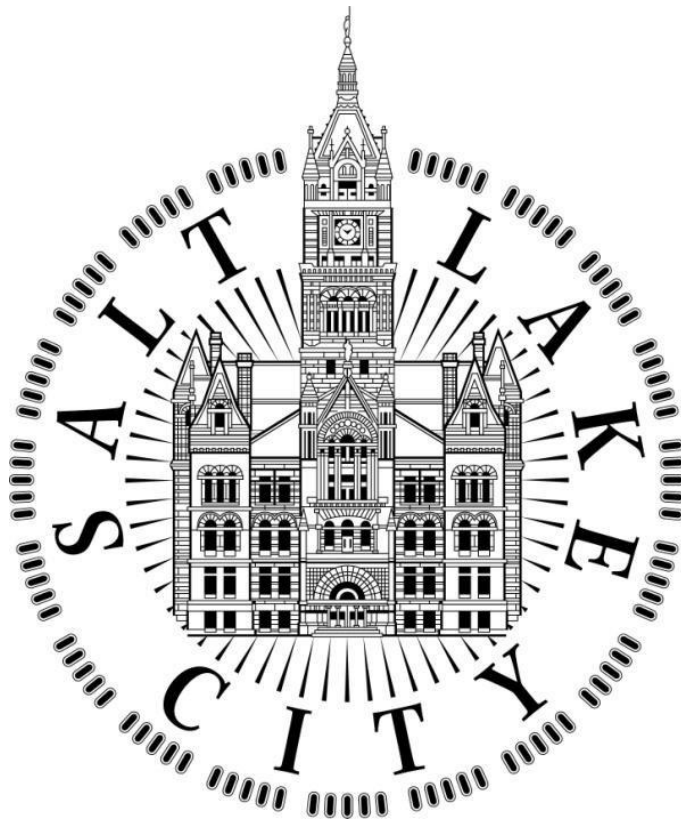


# FY2018

SALT LAKE CITY CORPORATION  
MAYOR JACKIE BISKUPSKI



## [ANNUAL COMPENSATION PLAN]

HUMAN RESOURCES DEPARTMENT - JULIO GARCIA, DIRECTOR

**FY 2018 COMPENSATION PLAN FOR SALT LAKE CITY CORPORATION**

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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.

# **FY 2018 COMPENSATION PLAN FOR SALT LAKE CITY CORPORATION**

## **EFFECTIVE DATE**

The provisions of this plan shall be effective commencing July 2, 2017, unless otherwise noted.

## **EMPLOYEES COVERED BY THIS PLAN**

This ordinance shall apply to all full-time city employees. This ordinance 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, or the Civil Service Commission, if applicable, 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, the mayor may not otherwise create a new benefit or expand an existing benefit for employees covered by this compensation plan during FY 2018 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.

## **SECTION I: DEFINITIONS**

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

As used in this ordinance:

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. Adult designees are not covered by Family Medical Leave Act.

3. "Exempt" refers to any employee who is not subject to or eligible to receive compensation for overtime according to §213 of the Fair Labor Standards Act.
4. "FLSA" means the federal Fair Labor Standards Act, which governs and determines the lawful requirements associated with compensating covered employees for time worked over 40 hours in a work week.
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 covered by and must be compensated for overtime in accordance with §213 of the Fair Labor Standards Act.

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

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

The city's compensation system and program, in conjunction with this ordinance, 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;
  - 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. When applicable, compensation surveys used to determine comparability shall include a cross section of comparable benchmark positions in organizations with whom the city competes for personnel recruitment and retention.
  - a. Compensation surveys shall measure total compensation including salaries and wages, paid leave, group insurance plans, retirement, and all other benefits.
  - b. The compensation plans may provide salary range widths that reflect the normal growth and productivity potential of employees within a job classification.

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."
3. Elected Officials: Elected officials shall be paid annual compensation according to schedule attached as Appendix "C."

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's or city council's approval.

**SUBSECTION II - EMPLOYEE COMPENSATION FOR FISCAL YEAR 2018**

For employees covered under this plan who are below the midpoint of their grade, the city will increase each employee's base pay by two percent (2%). For employees who are at or above the midpoint of their grade, the city will increase each employee's base pay by one percent (1%). Salaries for elected officials will be increased by one percent (1%).

The city, hereby, adopts a living wage pay rate set at \$10.87 per hour.

**SUBSECTION III - EMPLOYEE INSURANCE**

The city will make available group medical, dental, life, accidental death & dismemberment, long-term disability insurance 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, 2017, 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 \$750 into a qualified health savings account (HSA) or a Medical Flex Account for those enrolled for single coverage and \$1,500 for those enrolled for double or family coverage per plan year. Health savings account or Medical Flex account contributions will be pro-rated for any employee hired after July 2, 2017.
- B. 501(c) (9) Post Employment Health Plan. The city will contribute \$24.30 per bi-weekly pay period into each employee's Nationwide Post Employment Health Plan 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 law.

#### **SUBSECTION V - SOCIAL SECURITY ADOPTED, EXCEPTION FOR POLICE & FIRE**

All sworn employees in the Police and Fire departments are exempt from the provisions of the Federal Social Security System unless determined otherwise by the city or unless required by state or federal law.

#### **SUBSECTION VI - RETIREMENT**

- A. Retirement Programs. The city hereby adopts the Utah State Retirement System for providing retirement pensions 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 state 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
- B. The 2017-2018 fiscal year retirement contribution rates for employees, including elected officials, are shown in Appendix "D."

## SECTION III: EMPLOYEE OVERTIME & OTHER PAY ALLOWANCES

### SUBSECTION I - OVERTIME COMPENSATION

- A. Overtime Compensation. The city will pay non-exempt employees overtime compensation as required by the Fair Labor Standards Act. The city will pay for overtime hours at 1 ½ times the regular hourly rate or, at the employee’s request and department director’s approval, provide compensatory time off at a rate of 1½ hours for each overtime hour. Employees may accrue compensatory time up to a maximum as determined by the department director. The city may pay an employee for any or all accrued compensatory hours. The city will include all holiday leave hours when calculating overtime.
1. 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 FLSA 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 II - LONGEVITY PAY

- A. Eligibility. With exception of elected officials, appointed employees and justice court judges, 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 III - 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 (excluding Airport Police). 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 the 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. Standby Pay: Non-exempt employees are eligible to receive Standby pay based upon the following guidelines.

1. Standby for Non-Sworn Employees: Non-exempt, non-sworn employees who have been released from normally scheduled work but have not been released from standby 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 Standby 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 standby period.
  - c. Exclusion for Snow Fighters. Any employee on standby as a member of the Snow Fighter Corps shall not receive standby/on-call pay or shift differential when on standby or called back to fight snow.
2. Standby for Police Sergeants (excluding Airport Police): Police Sergeants directed by their division commander or designee to keep themselves available for city service during otherwise off-duty hours shall be compensated one (1) hour of straight time for each twenty-four (24) hours while on a designated Standby status. This compensation shall be in addition to any callout pay or pay for time worked the employee may

receive during the standby 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 carry over 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 Allowance, not including Police Sergeants & Lieutenants. Only FLSA non-exempt employees assigned to perform afternoon/ swing or evening 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 not 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: For each non-day shift hour worked between the hours of 6:00 p.m. and 6:00 a.m., the city will pay an eligible non-exempt employee a differential of \$1.00 per hour.
  
- E. Shift Differential for Police Sergeant & Lieutenant (excluding Airport Police): 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 1859 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 1900 hours until 0459 hours.
  
- F. Acting/Working out of Classification. A department head may elect to grant additional compensation to an employee for work performed on a temporary basis, in an acting capacity or otherwise beyond the employee's regular job classification for any period lasting 20 or more working days. This 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.

G. 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 \$200 per pay period for the snowfighter season not to exceed \$2,000 during each fiscal year for work related to snow removal. This pay shall be separate from regular earnings on each employee's wage statement.

#### **SUBSECTION IV - 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 department employees not covered by a memorandum of understanding are eligible for incentive pay following completion of degree requirements at a fully accredited college or university and submission of evidence of a diploma to the Fire Chief or designee. The city will pay monthly allowances according to the educational degree held, as follows:

Doctorate.....	\$100.00
Masters.....	\$75.00
Bachelors.....	\$50.00
Associate.....	\$35.00

- a. No employee shall be entitled to compensation for an educational degree which qualifies the employee for his/her position of employment; or for any degree which is not specifically related to the employee's actual employment duties.

#### **SUBSECTION V – OTHER PAY ALLOWANCES**

A. Meal Allowance. When approved by management, employees may receive meal allowances in the amount of \$10.00 when an employee works two or more hours consecutive to their normally scheduled shift. Employees may also be eligible to receive \$10.00 for each additional four hour consecutive period of work which is in addition to the normally scheduled work shift.

1. Fire 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. A car allowance may be paid to department directors, the RDA chief operating officer, and up to three employees in the mayor's office at a rate not to exceed \$400 per month as determined by the mayor. A car allowance may be paid to the Council Executive Director at a rate not to exceed \$400 per month as determined by the council chair. 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. The city will provide employees who are required to wear uniforms in the performance of their duties a monthly uniform allowance as follows:
1. Airport Police supervisory employees—\$100.00
  2. Parking Enforcement Field Supervisor—\$65.00
  3. Non-sworn Police and Fire Department employees—\$65.00
  4. Watershed Management Division employees—\$65.00
  5. Fire: Battalion Chiefs will be provided 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.
6. 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 federal and state 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 VI - 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 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.
  4. 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.

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

Benefits-eligible employees shall receive 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 federal laws, regulations and city ordinance.

### **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.
1. New Year's Day, the first day of January.
  2. Martin Luther King, Jr. Day, the third Monday of January.
  3. President's Day, the third Monday in February.
  4. Memorial Day, the last Monday of May.



5. Independence Day, July 4.
  6. Pioneer Day, July 24.
  7. Labor Day, the first Monday in September.
  8. Columbus Day, the second Monday of October (only for eligible employees assigned to the Justice Court Division)
  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.
- D. No employee will receive more than the equivalent of one work day or a regular scheduled shift as holiday pay for a single holiday. Employees must work or be on authorized paid leave their last scheduled working day before and the next working day following the holiday to qualify for holiday pay.
- E. Holiday Exception: Employees may observe the following holidays up to 50 days prior to the actual holiday, with prior management approval: 1) the Friday after Thanksgiving Day (for all eligible employees except for those assigned to the Justice Court Division); or 2) Columbus Day (only for eligible employees assigned to the Justice Court Division).
- F. Police Sergeant Holiday Hours Worked: When a day designated as a holiday falls on a scheduled work day, a Police sergeant 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 those 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.

- G. 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.

Except for appointed employees, no employee is entitled to use any vacation unless the employee has successfully completed his or her initial probationary period.

- A. Full-Time employees and appointed employees (except for department directors & Fire Battalion Chiefs) accrue vacation leave based upon years of city service as follows:

<u>Years of City Service</u>	<u>Hours of Vacation Accrued Per Biweekly Pay Period</u>
0 to end of year 3	3.73
4 to 6	4.42
7 to 9	4.81
10 to 12	5.54
13 to 15	6.15

16 to 19	6.77
20 or more	7.69

- B. Department Directors, the mayor’s Chief of Staff, up to two additional senior positions in the mayor’s office as specified by the mayor, the Executive Director of the City Council, and the chief operating officer of the Redevelopment Agency, 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 City Service</u>	<u>Shifts of vacation per year for Operations Fire Employees</u>
0 to end of year 3	6
4 to 6	7
7 to 9	8
10 to 12	9
13 to 14	10
15 to 19	11
20 or more	12.5

- 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. Regular full-time re-hired by the city are eligible to receive up to three years of prior service credit for vacation and personal leave accrual.
- 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
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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 will be deemed forfeited unless used before the end of the calendar year in which the hours are accrued. 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 federal law and city ordinance.
- J. Vacation Payout at Termination: Employees separating from employment may be authorized to use up to 80 vacation leave hours during the last two week period before the 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 the city council may provide 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 continuing income to employees during absence due to illness, accident or personal reasons. Some of these absences may qualify under the Family and Medical Leave Act (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 their department personnel/payroll administrator. 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 federal law and city ordinance.

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

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 Combat 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 combat employees), or 240 hours (for non-combat 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</u> <u>During Previous Calendar Year</u> <u>(Combat Only)</u>	<u>Number of Sick Leave Shifts</u> <u>Available for Conversion</u> <u>(Combat Only)</u>
No shifts used	4 shifts
One (1) shift used	3 shifts
Two (2) shifts used	2 shifts
Three (3) shifts used	1 shift
Four (4) 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 (0) days used	8 days
One (1) day used	7 days
Two (2) days used	6 days
Three (3) days used	5 days
Four (4) days used	4 days
Five (5) 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 personnel/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 the hourly base wage rate on 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. Employees who must receive urgent medical treatment at a hospital, emergency room, or acute care facility, and who are 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. 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. 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.
  - 1. An employee who is absent from work on a holiday or while on approved leave cannot use hospitalization leave.
- 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, 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>	Contribution to Nationwide 501(c)9 Plan (premium-only account)
July 1 <sup>st</sup> – December 31 <sup>st</sup>	Cash to retiree

B. Plan “B”

1. The benefit Plan Year of Plan “B” begins in each calendar year on the first day of the pay-period that includes November 15. 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. 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.
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 31st of each calendar year, employees covered by Plan “B” may elect, by notifying their personnel/payroll administrator in writing, to:
  - a. Convert any unused personal leave hours available at the end of the first pay period of November 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. 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 employees' inability to work due to their 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 employees' work.
  - c. For leave due to unforeseen circumstances, the employees must give their supervisor as much prior notice as possible.

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 for compliance with the guidelines outlined here).

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 of the hours in the 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 the case of retirement, employees who meet the eligibility requirements of the Utah State Retirement System and who retire

from the city 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>	Contribution to Nationwide 501(c)9 Plan (premium-only account)
July 1 <sup>st</sup> – December 31 <sup>st</sup>	Cash to retiree

e. Hours may be withdrawn from the RL account for emergencies or to supplement Workers’ Compensation benefits after 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 weeks of paid leave to care for and bond with the child. Parental leave will start on the date of the child’s birth or, in the case of adoption or foster care, the date the 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. Time off with pay will be granted to an employee who suffers the loss of a 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. In the event of death in any of these instances, the city will provide an employee with up to five working days of paid leave 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 distance from Salt Lake City and the day following the memorial service or equivalent event is a regular working shift.

1. 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 pay an employee for time off for one work shift to attend memorial services. 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 distance from Salt Lake City and the day following the memorial service or equivalent event is a regular working shift.
2. In the event of death of friends, 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.
3. 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 service of a 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 state and federal law. Leave will be granted for no more than five cumulative years, consistent with the federal Uniform Services Employment and Reemployment Act.
- 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 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 11 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 to the city 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 State, the state of Utah, or other political subdivision.
1. Employees are entitled to retain statutory fees paid for service in a federal, state, 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. 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.
  4. 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.

5. 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 (AIRPORT POLICE EMPLOYEES ONLY)**

The city has established rules governing the administration of an injury leave program for employees of the Operations Division of the Department of Airports who are required to carry firearms as part of their jobs, 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 unpaid leaves of absence may be requested in writing and granted to an employee at the discretion of a department director.

**APPENDIX A - SALT LAKE CITY CORPORATION  
GENERAL EMPLOYEE PAY PLAN (GEPP)  
Effective July 2, 2017**

<b>GRADE</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
SEAX/HRLY	\$10.87		\$35.00
<b>10</b>	\$10.98	\$14.34	\$17.70
<b>11</b>	\$11.52	\$15.07	\$18.61
<b>12</b>	\$12.10	\$15.95	\$19.79
<b>13</b>	\$12.71	\$16.62	\$20.52
<b>14</b>	\$13.34	\$17.38	\$21.43
<b>15</b>	\$14.00	\$18.40	\$22.78
<b>16</b>	\$14.70	\$19.47	\$24.23
<b>17</b>	\$15.44	\$20.25	\$25.07
<b>18</b>	\$16.21	\$21.53	\$26.84
<b>19</b>	\$17.02	\$22.49	\$27.95
<b>20</b>	\$17.88	\$23.44	\$29.00
<b>21</b>	\$18.04	\$24.60	\$31.16
<b>22</b>	\$18.95	\$25.85	\$32.74
<b>23</b>	\$19.90	\$27.15	\$34.40
<b>24</b>	\$20.89	\$28.49	\$36.09
<b>25</b>	\$21.93	\$29.91	\$37.89
<b>26</b>	\$23.03	\$31.42	\$39.80
<b>27</b>	\$24.18	\$32.99	\$41.81
<b>28</b>	\$25.38	\$34.67	\$43.95
<b>29</b>	\$26.66	\$36.40	\$46.14
<b>30</b>	\$27.99	\$38.22	\$48.45
<b>31</b>	\$29.39	\$40.14	\$50.88
<b>32</b>	\$30.86	\$42.14	\$53.41
<b>33</b>	\$32.41	\$44.25	\$56.09
<b>34</b>	\$34.03	\$46.46	\$58.90
<b>35</b>	\$35.72	\$48.78	\$61.84
<b>36</b>	\$37.51	\$51.22	\$64.93
<b>37</b>	\$39.39	\$53.78	\$68.17
<b>38</b>	\$41.36	\$56.47	\$71.58
<b>39</b>	\$43.43	-	\$91.21
<b>40</b>	\$45.59	-	\$95.75
<b>41</b>	\$47.88	-	\$135.35



**APPENDIX B – APPOINTED EMPLOYEES PAY LEVEL ASSIGNMENT**

Effective July 2, 2017

Pay Level	Job Title	Department(s)
<b>GRADE 41</b>	Mayor’s Chief of Staff	Mayor’s Office
	Chief Information Officer	IMS
	City Attorney	City Attorney
	City Council Office Executive Director	City Council
	Community & Neighborhoods Director	Community & Neighborhoods
	Economic Development Director	Economic Development
	Executive Director of Airports	Airport
	Finance Director	Finance
	Fire Chief	Fire
	Human Resources Director	Human Resources
	Police Chief	Police
	Public Services Director	Public Services
	Public Utilities Director	Public Utilities
	Sustainability Director	Sustainability
<b>GRADE 39</b>	Airport Engineering Director	Airport
	Airport Finance & Accounting Director	Airport
	Airport Maintenance Director	Airport
	Airport Operations Director	Airport
	Airport Police Chief	Airport
	Appointed Senior City Attorney	City Attorney
	Assistant Police Chief	Police
	City Council Deputy Director	City Council
	City Engineer	Community & Neighborhoods
	Communications Director	Mayor's Office
	Council Legal Director	City Council
	Deputy City Attorney	City Attorney
	Director of Airport Administration/Commercial Services	Airport
	Director of Airport Information Technology	Airport
	Director of Airport Planning and Capital Programming	Airport
	Mayor’s Deputy Chief of Staff	Mayor's Office
	Public Utilities Deputy Director	Public Utilities
	Public Utilities Finance Administrator	Public Utilities
	Redevelopment Agency, COO	Economic Development - RDA
	Senior Advisor	Mayor's Office, Economic Development - RDA
<b>GRADE 38</b>	911 Communications Bureau Director	911 Communications Bureau
	Airport PR/Marketing Director	Airport
	Deputy Director, Administrative Services (Public Services)	Public Services
	Deputy Director, Operations (Public Services)	Public Services
	Deputy Director, Public Lands (Public Services)	Public Services
	Associate Deputy Director, City Council	City Council

*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.*

**APPENDIX B – APPOINTED EMPLOYEES PAY LEVEL ASSIGNMENT**

Effective July 2, 2017

Pay Level	Job Title	Department(s)
<b>GRADE 37</b>	City Treasurer	Finance
	Deputy COO, RDA	Economic Development - RDA
	Deputy Director, Community & Neighborhoods	Community & Neighborhoods
	Deputy Director, Economic Development	Economic Development
	Deputy Director, Human Resources	Human Resources
	Deputy Fire Chief	Fire
	Deputy Police Chief	Police
	Justice Court Judge	Justice Court
	Planning Director	Community & Neighborhoods
	Public Utilities Chief Engineer	Public Utilities
	Senior Advisor, City Council	City Council
	Water Quality/Treatment Administrator	Public Utilities
<b>GRADE 35</b>	Assistant Fire Chief	Fire
	Building Official	Community & Neighborhoods
	Civilian Review Board Administrator	Human Resources
	Facilities Division Director, Public Services	Public Services
	Fleet Management Division Director	Public Services
	Golf Division Director	Public Services
	HAND Director	Community & Neighborhoods
	Sustainability Program Director	Sustainability
	Transportation Director	Community & Neighborhoods
	Waste & Recycling Division Director	Sustainability
<b>GRADE 33</b>	Chief Procurement Officer	Finance
	City Courts Director	Justice Court
	City Recorder	City Attorney
	Compliance Division Director	Public Services
	Council Sr. Public Policy Analyst	City Council
	Youth & Family Division Director	Public Services
<b>GRADE 31</b>	Communications Director, City Council	City Council
	Community Facilitator	City Council
	Constituent Liaison/Public Policy Analyst	City Council
	Council Public Policy Analyst	City Council
	Emergency Mgt Program Director	Emergency Mgt Bureau
<b>GRADE 30</b>	Police Public Relations Director	Police
<b>GRADE 29</b>	911 Communications Bureau Deputy Director	911 Communications Bureau
	Communications Deputy Director	Mayor's Office
	Policy Advisor/Community Outreach for Diversity & Human Rights	Mayor's Office
<b>GRADE 28</b>	Associate Director of Community Empowerment	Mayor's Office
	Council Policy & Budget Analyst	City Council
<b>GRADE 26</b>	Community Liaison	Mayor's Office
	Constituent Liaison/Budget Analyst	City Council
	Constituent Liaison/Public Policy Analyst	City Council

*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.*

**APPENDIX B – APPOINTED EMPLOYEES PAY LEVEL ASSIGNMENT**

Effective July 2, 2017

Pay Level	Job Title	Department(s)
GRADE 24	Administrative Assistant	Airport, Community & Neighborhoods, Public Services, Public Utilities
	Executive Assistant	Mayor's Office
	Office Manager, Mayor's Office	Mayor's Office
GRADE 21	Coalition Coordinator	Mayor's Office
	Communications & Content Manager	Mayor's Office
	Refugee Community Liaison	Mayor's Office
	Special Projects Manager	Mayor's Office
	Staff Assistant	City Council
GRADE 19	Administrative Assistant	Mayor's Office

*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.*

**APPENDIX C – ELECTED OFFICIALS SALARY SCHEDULE**

**Annual Salaries**

Effective July 2, 2017

Mayor	\$139,514
Council Members	\$25,525

**APPENDIX D- UTAH STATE RETIREMENT CONTRIBUTIONS FY 2017-2018**

**Tier 1 Defined Benefit System**

<b>System</b>	<b>Employee Contribution</b>	<b>Employer Contribution</b>	<b>Total</b>
Public Employees Contributory System	0	20.46%	20.46%
Public Employees Noncontributory System	0	18.47%	18.47%
Public Safety Noncontributory System	0	46.67%	46.67%
Firefighters Retirement System	0	23.41%	23.41%

**Tier 1 Post Retired**

<b>System</b>	<b>Post Retired Employment After 6/30/10 – NO 401(k) Amortization of UAAL*</b>	<b>Post Retired Employment Before 7/1/2010 Optional 401(k)</b>
Public Employees Noncontributory System	6.61%	11.86%
Public Safety Noncontributory System	24.17%	22.50%
Firefighters Retirement System	0%	n/a

**Tier 2 Defined Benefit Hybrid System**

	<b>Employer</b>	<b>401(k)</b>	<b>Total</b>
Public Employees Noncontributory System	15.11%	1.58%	16.69%
Public Safety Noncontributory System	34.99%	1.26%	36.25%
Firefighters Retirement System	10.82%	1.26%	12.08%

**Tier 2 Defined Contribution Only**

	<b>Employer</b>	<b>401(k)</b>	<b>Total</b>
Public Employees Noncontributory System	6.69%	10.00%	16.69%
Public Safety Noncontributory System	24.25%	12.00%	36.25%
Firefighters Retirement System	0.08%	12.00%	12.08%

**Executive Non Legislative**

	<b>Position</b>	<b>Employer Contribution</b>
Public Employees Noncontributory System	Department Heads, Mayor, Mayor's Chief of Staff, Up to Two Additional Senior Executives in the Mayor's Office, Executive Director for City Council	Normal contribution into Retirement System with 3% into 401(k) Or If Exempt, 401k contribution equal to the applicable URS Retirement System 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	18.47%	18.47%
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  
(Tier 2 Defined Contribution Only)**

<b>Employer</b>	<b>401K</b>	<b>Total</b>
6.69%	10%	16.69%

**Tier 2 Defined Benefit Hybrid System**

<b>Employer</b>	<b>401K</b>	<b>Total</b>
14.91%	1.78%	16.69%