

RESOLUTION NO. R-13-2021

**A RESOLUTION OF EAGLE MOUNTAIN CITY, UTAH,
AMENDING THE EAGLE MOUNTAIN CITY
POLICIES AND PROCEDURES MANUAL**

PREAMBLE

WHEREAS, the City Council of Eagle Mountain City, Utah, finds that it is in the public interest and in the interest of the management of the City and the employees of the City to revise and amend the Eagle Mountain City Policies and Procedures Manual in use up to the date of this Resolution; and

WHEREAS, the Eagle Mountain City Policies and Procedures Manual has been edited, reviewed and compiled to represent the needs of the City and the rights and responsibilities of its employees and should be amended as presented in Exhibit A;

BE IT RESOLVED by the City Council of Eagle Mountain City, Utah:

1. The Eagle Mountain City Policies and Procedures Manual is hereby amended and adopted as set forth specifically in Exhibit A.
2. This Resolution shall take effect upon its first publication or posting.

ADOPTED by the City Council of Eagle Mountain City, Utah, this 15th day of June 2021.

EAGLE MOUNTAIN CITY, UTAH


Tom Westmoreland, Mayor

ATTEST:


Fionnuala B. Kofoed, MMC
City Recorder



CERTIFICATION

The above resolution was adopted by the City Council of Eagle Mountain City on the 15th day of June, 2021.

Those voting aye:

Donna Burnham

Melissa Clark

Colby Curtis

Jared Gray

Carolyn Love

Those voting nay:

Donna Burnham

Melissa Clark

Colby Curtis

Jared Gray

Carolyn Love

Those excused:

Donna Burnham

Melissa Clark

Colby Curtis

Jared Gray

Carolyn Love

Those abstaining:

Donna Burnham

Melissa Clark

Colby Curtis

Jared Gray

Carolyn Love



Fionnuala B. Kofoed, MMC
City Recorder

Exhibit A

4.20 | Continuing Education

Last Revision: 06/15/2021

Employees are encouraged to obtain continuing education through attendance at job-related seminars. Requests for attendance must be approved in advance by the Mayor, or designee.

- A. Required by City. When the City requires an employee to attend any education or training course, conference, seminar, or certification course, the City will pay for all associated costs including tuition or registration fees, authorized travel, meals, and lodging, and provide the necessary time off with pay.
- B. Encouraged by City. Employees are encouraged to further their education and training in areas that will enhance their job performance. Upon advance approval by the Mayor, or designee, and upon successful completion of relevant training courses, employees shall be reimbursed for tuition fees, materials, and other necessary and approved expenses upon presentation of proper receipts, up to a maximum of \$2,500 per City fiscal year, subject to budget availability (or as otherwise approved by the Mayor, or designee, as part of an employee's total compensation package). Proof of successful completion shall be submitted to the Mayor, or designee, and shall include one of the following:
 - 1. A certificate indicating successful course completion, if applicable;
 - 2. A grade point average of 2.0 or higher on a 4.0 (A, B, C, D) scale; or
 - 3. A grade of pass on a pass/fail grading system.

21.05 | Paydays

Last Revision: 06/15/2021

All employees will be paid by check or direct deposit on a biweekly basis (26 times annually), usually on Friday. If a scheduled payday falls on a City-observed holiday, employees will usually be paid on the day preceding the holiday.