

BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

7.	EMPLOYEE BENEFITS
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County Employees will receive benefits based on the number of hours worked per week and status.

7-1. Employees Averaging 40 Hours Per Week

Employees averaging 40 hours per week will receive the following benefits:

Holidays*	Fourteen (14) per year
Vacation	Earned on the same basis as full-time employees-refer to 8.5
Sick Leave	Accrued at the rate of 8 hours for each 174 regular hours
Health Insurance	Same benefit as full-time employees-refer to 7.10
Retirement	Participation in the Utah Retirement System

**See Section 7-6 for details.*

7-2. Employees Averaging 30-39 Hours Per Week

Employees averaging 30-39 hours per week will receive the following benefits:

Holidays*	Fourteen (14) prorated holidays per year (i.e. 6 hours/day)
Vacation	Having completed evaluation period, earned on same basis as full-time employees
Sick Leave	Eligible for sick leave accrued at the rate of 8 hours for every 174 worked.
Health Insurance	Same as full-time employees-refer to 7.10
Retirement	Same as full-time employees

**See Section 7-6 for details.*

7-3. Employees Averaging 20-29 Hours Per Week

Employees averaging 20-29 hours per week will receive the following benefits:

Holidays	None
Vacation	Having completed evaluation period, earned on same basis as full-time employees
Sick Leave	Eligible for sick leave accrued at the rate of 8 hours for every 174 worked.
Health Insurance	Not paid or offered by the county
Retirement	Same as full-time employees

Part-time employees who fall below the average of 20 hours per week in 1 pay period will not qualify for retirement benefits or leave time accrual during that pay period. The employee must average at least 20 hours per week in the pay period to be eligible for the above listed benefits.

7-4. Employees Below 20 Hours Per Week

Employees averaging below 20 hours per week will receive the following benefits:

Holidays	None
Vacation	Not available.
Sick Leave	Not available.
Health Insurance	Not paid or offered by the county.
Retirement	Available to those employees who average 20 or more hours each week (determined on an average number of hours employed on a weekly basis throughout the year) and who receive benefits normally provided by the County (i.e., vacation or sick leave benefits).

7-5. Holidays

The following have been designated as holidays by the Commission. The Commission may designate other holidays as necessary.

Holiday	Usual Day Observed
New Year’s Day	January 1
Human Rights Day	The 3 rd Monday of January
President’s Day	The 3 rd Monday of February
Memorial Day	The last Monday of May
Juneteenth	The Monday prior to June 19 th , or the Monday following if the 19 th falls on a Saturday or Sunday.
Independence Day	July 4
Pioneer Day	July 24
Labor Day	The first Monday of September
Columbus Day	The second Monday of October
Veteran’s Day	November 11
Thanksgiving Day	The 4 th Thursday of November
County Holiday	The 4 th Friday of November
Christmas Eve	December 24
Christmas Day	December 25

For those departments who are required to work 24 hours per day and have employees who are scheduled and work holidays, the employees may schedule the holiday time off with their departments but must use holiday leave within a 2-month period. It is the responsibility of the employee working with the supervisor to schedule the holiday. If not used within 2 months, the

employee will forfeit the holiday pay. Holiday Leave cannot be taken in increments less than 8 hours.

When any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday. In the event that any of the holidays fall on a Saturday, the preceding Friday shall be considered the holiday.

Should a holiday occur while an employee is on vacation or sick leave, the employee will not be charged with vacation or sick leave on the day of the holiday but shall use holiday pay for time off.

Benefits Eligible employees working less than full time are eligible for pro-rated paid leave on holidays based on the number of hours the employee is normally scheduled to work weekly (i.e. 30 hours per week = 6 hours paid leave).

To be eligible for holiday pay, the employee must work during the week of the holiday, regardless of the hours worked in the pay period.

7-6. Vacation

All employees who are eligible for benefits begin earning vacation from date of hire. Former employees who are rehired with reinstatement rights following military service or recall from active layoff status assume the same eligibility for vacation they had prior to layoff.

Accumulation of Vacation

Eligible employees are awarded vacation according to the following schedule:

County Service:

Vacation Rate of Accrual:

<i>County Service:</i>	<i>Vacation Accrual Rate:</i>	<i>Days per Year:</i>
<i>0-3</i>	<i>3.68</i>	<i>12</i>
<i>4-7</i>	<i>4.64</i>	<i>15</i>
<i>8-11</i>	<i>5.52</i>	<i>18</i>
<i>12-15</i>	<i>6.48</i>	<i>21</i>
<i>16-19</i>	<i>7.36</i>	<i>24</i>
<i>20+</i>	<i>8.32</i>	<i>27</i>

Eligible employees shall accrue vacation on the basis of eight hours of vacation being awarded for every 174 accredited hours.

Unused current and accrued vacation may be carried forward to succeeding years. However, no more than 240 hours will be carried over from one year to the succeeding year. Vacation balances will be reset at the end of the pay period that contains December 31.

Any other circumstances will require Commission approval. Vacation leave may not be accrued during a period when leave of absence without pay is granted.

Utilization

Employees shall be entitled to utilize vacation at the convenience of the department in which they are employed.

There is no limit to the amount of unused vacation hours which may be used by an employee, subject only to the scheduling requirements of his/her department head or supervisor, or elected official over that department.

Vacations are to be taken as time off and there will be no pay-in-lieu-of time off. The only exception allowed will be for those employees who are required to respond to emergency situations at the end of the year (last four weeks). Emergency situations could include snow removal, S.W.A.T. incidents, or situations which occur that would be detrimental to the citizens and employees of Box Elder County. The employees who respond to emergency situations will be paid scheduled vacation and/or sick leave if used as well as all the hours he/she has worked. This policy only affects non-exempt employees. Vacation time in December needs to be scheduled in advance according to the needs of the department.

Saturdays, Sundays and legal holidays occurring while an employee is on vacation are not deducted from his/her vacation credits.

No employee may be allowed vacation for any period of time in excess of or in advance of time already accrued.

It is the responsibility of the employee to schedule vacation throughout the year to avoid forfeiting hours at the end of the year.

Termination

Accumulated earned vacation time shall be paid to an employee upon separation from County service. Pay for accumulated vacation shall be paid on the basis of the vacation hours accrued multiplied by the hourly rate in effect the day of separation.

Payment for accumulated vacation leave may be withheld when an employee is terminated for misconduct involving the following: violent or destructive action against personnel or property of the County; unlawfully retaining County property. All instances will be reviewed by the County Commissioners, who will determine the withholding of payment.

Responsibility

Each Elected Official and Department Head will make every effort to encourage his/her employee(s) to utilize their vacation and arrange work schedules to permit employees to take vacation at times convenient to them and to the County.

The official record of accrued vacation is kept by Human Resources. Vacation earned is automatically added by Human Resources based upon time worked during the pay period and vacation used is subtracted as reported by the department on the official time and attendance register.

Public Safety Lateral Transfer Vacation Accruals:

Effective January 1, 2024, Public Safety Lateral Transfers will be given consideration for years of service from other law enforcement/corrections entities and could accrue vacation leave at a higher rate than an entry-level employee as determined by budget allowances and the supervising Elected Official or Department Head, with approval by the Human Resources Director. The County Commission will authorized any accrual in excess of entry level by signing a Personnel Action in Commission meeting.

7-7. Sick Leave

Sick leave is a benefit afforded to those County employees who become ill or injured and cannot perform their normal duties. All employees who are eligible for sick leave begin earning it from date of hire and are eligible to use it immediately. All eligible employees shall accumulate sick leave at the rate of eight (8) hours of leave for every 174 regular hours (one day for each full month of service).

Sick leave may not be accrued during a period where a leave of absence without pay is granted.

Utilization

Sick leave may be utilized to cover an employee’s absence from work due to his/her own illness or injury. Box Elder County reserves the right at any time to have the illness or injury verified by a physician.

Sick leave may also be utilized to cover an employee’s absence from work to care for an ill or injured member of the employee’s immediate family who is dependent upon the employee. (Definition of immediate family: spouse, children, parents, brothers, sisters, mother/father-in-law, grandparents, grandchildren).

Medical and dental appointments should be arranged during non-working hours when possible. Employees who desire to utilize sick leave should report to their supervisor as early as possible.

Illness or injury occurring on an employee’s regularly scheduled day off, or scheduled holiday, shall not be deducted from accumulated sick leave.

Any employee who anticipates being gone more than 2 weeks must apply for FMLA (See Policy 13). In the event that an employee doesn’t anticipate being gone more than 2

weeks but actually is gone more than 2 weeks, they must apply for FMLA (See Policy 13).

Maternity/Paternity Leave

Maternity/Paternity leave shall be granted on the same basis as any other temporary disability or illness. An employee who becomes pregnant may continue working until such time she can no longer satisfactorily perform her duties or her physical condition is such that her continued employment may be injurious to her health. An employee shall, upon request, present medical certification from her doctor of fitness to continue or resume work. The employee shall return to his/her position held prior to the leave. The employee should work with Human Resources to determine vacation and sick leave utilization while off work.

An employee seeking Paternity leave shall be subject to the same rights as an employee on Maternity leave.

Any employee who anticipates being gone more than 2 weeks must apply for FMLA (See Policy 13). In the event that an employee doesn't anticipate being gone more than 2 weeks but actually is gone more than 2 weeks, they must apply for FMLA (See Policy 13).

7-8. Leave Without Pay

It is the policy of Box Elder County to grant leave without pay for educational pursuits, study, travel, or for other reasons within the discretion of the Elected Official or Department Head with approval of the Human Resources Director. Such leave shall not be regarded as an acquired right by employees and shall be granted only when County services will not be adversely affected.

An Elected Official or Department Head may grant an employee leave without pay for a specified period of time not to exceed 30 calendar days when all other paid leave has been exhausted. Leave without pay beyond 30 calendar days will only be granted in extraordinary situations and must be pre-approved by the Board of County Commissioners. An employee will be required to use all accrued vacation, if applicable, before being granted extended leave without pay. An employee who fails to report for work within three days of the expiration of such leave, shall be considered to have resigned.

There shall be no change in benefits for an employee on leave without pay status for 30 calendar days or less.

An employee on non-FMLA related leave without pay status for more than 30 calendar days shall not receive any County benefits during such leave unless paid by the employee or otherwise approved by the Board of County Commissioners. However, employees desiring insurance coverage during an extended leave without pay may receive such coverage under COBRA if the necessary arrangements are made beforehand with the Human Resources Department. These

employees must pay the entire insurance premium, and an appropriate administrative fee, for the duration of leave without pay.

Leave of absence without pay, but with return to the same employee status held at the time leave was granted, may be available to employees. The duration and conditions of leave shall be set in writing in advance and the leave must be approved by the elected official or department head and Human Resources.

An official County Form for Request for Leave of Absence must be filled out containing the date leave begins and ends, with the date and signature of the employee making the request. When an approved leave of absence without pay is granted, the time used while on leave is not credited toward service for vacation, sick leave, or holidays given. An approved leave of absence without pay does not count as a break in continuous service but time absent does not count as service time. No fringe benefits will be paid or credited while an employee is on leave of absence including county-paid holidays, wellness reimbursements, etc.

7-9. Other Forms Of Leave

Bereavement Leave

Sick or vacation leave may be used by employees to attend funerals. The amount of time granted shall be governed by the individual circumstances at the discretion of the elected official or department head.

Three paid days of bereavement leave will be provided for an employee;

- a) Following the end of the employee's pregnancy by way of a miscarriage or stillbirth;
or
- b) Following the end of another individual's pregnancy by way of miscarriage or stillbirth, if:
 - a. the employee is the individual's spouse or partner; **or**
 - b. the employee is the individual's former spouse or partner, and the employee would have been a biological parent of a child born as a result of the pregnancy; **or**
 - c. The employee is able to provide documentation that they were the intended adoptive parent of a child born as a result of pregnancy; **or**
 - d. The employee would have been a parent of child born as a result of pregnancy under a valid gestational agreement in accordance with UCA 78B-6-103.

Court Leave

An employee who is summoned to serve on a jury or required by subpoena to appear as a witness will be made whole in compensation during the required court duty. The employee will work with Human Resources to ensure full payment of salary.

As a result of service of a subpoena in private litigation or by a separate party other than the Federal government, the State of Utah, or a political subdivision thereof, time taken by the employee to testify as an individual and not in an official capacity will be taken as annual leave or leave without pay.

7-10. Health Insurance

Group hospitalization and health insurance is paid for by the County at a cost and benefit level determined by the Commission for eligible employees and elected officials desiring coverage. An employee desiring coverage for him/her and family members must complete an enrollment form. The premium for the employee's portion of medical and dental insurance is withheld before taxes from the employee's paycheck.

Employees eligible for benefits will pay 15% of insurance premiums.

The County will comply with all provisions of the law dealing with extended health care coverage, including the requirements of the Consolidated Omnibus Budget Reconciliation Act. (COBRA). Employees' dependents who are non-U.S. citizens shall be eligible for medical benefits if he/she is a legal resident of the United States.

Employees who are in the Evaluation Period (first 6 months) shall be eligible to maintain County Benefits and Insurance coverages when a pre-authorized, scheduled unpaid leave of absence has been approved by the Elected Official or Department Head and the Human Resources Director.

Employees can enroll for insurance benefits during annual Open Enrollment or within 30 days after their date of hire. For new hired employees, benefits begin the 1st of the month following 30 days of work. Employees may also change insurance within 30 days of a qualifying life changing event such as marriage, birth/adoption, legal guardianship, divorce, death, addition of children, deletion of children who lose dependent status, loss of spouse's job, or entitlement to Medicaid and CHIP coverage.

Medical, dental, and vision insurance coverage will be terminated on the last day of the month of the employee's separation date. Medical, dental, vision and life insurance coverage for adult children terminates after the entire calendar month in which they turn age 26, unless they are qualified as disabled. A person receiving benefits as a spouse will no longer be eligible upon the date of divorce. Documentation must be provided to Human Resources within 30 days.

COBRA coverage is available upon termination of coverage, for employees and dependents previously covered by medical and dental insurance, for a limited duration as specified below:

- Eighteen months for a separation of employment, reduction in force or reduction in hours.

- Thirty-six months for a divorce, death of an employee, dependents of an employee who are eligible for Medicare or dependents who lost their eligibility after turning age 26.

Insurance Opt Out

If an employee can obtain credible health care coverage elsewhere (i.e. a spouse's employer), the county will provide the employee \$2500 per calendar year (paid in 24 installments each year [when medical premiums would have been paid by the county and the employee]) to sign up on the other coverage. This option will be available at Open Enrollment and New Hire sessions only.

If the employee has a life changing event and chooses to go back on the county insurance mid-year, the employee will be taken off of the opt out payment plan and insurance premiums will be deducted. Any necessary monetary adjustments to balance the rates will be made.

7-11. Employee Wellness Program

Employees who participate in the wellness program will receive a discounted health insurance premium and be eligible for chances to win prize drawings during the year. Employees will need to complete the required wellness program incentive points by June 30 of each year and by December 31 of each year to qualify for the discounted premium as designated in the annual Employee Benefits Booklet.

Semi-annual wellness points will be earned 6 months in advance of the premium discount. For example, January 1-June 30 qualifies the employee for the premium reduction for July 1-December 31. Earning points from July 1-December 31 qualifies the employee for the premium reduction for the following January 1-June 30.