

Santaquin City Resolution 12-03-2015

A RESOLUTION AMENDING THE SANTAQUIN CITY EMPLOYEE POLICY AND PROCEDURE HANDBOOK

WHEREAS, the City of Santaquin has an employee policies and procedures handbook to address employment and personnel matters to apply to city employees; and

WHEREAS, the City of Santaquin has determined that it desirable to updated these policies and procedures from time to time to comply with Federal, State and local laws and ordinances as well as ; and

WHEREAS, recommended changes have been prepared by the Director of Administrative Services, and reviewed by the City Manager as well as reviewed by our City Attorney, Mayor, and City Council;

NOW, THEREFORE, BE IT RESOLVED, that Santaquin City shall amend the Santaquin City Employee Policies and Procedures Handbook as outlined:

Revision to Employee Handbook, Section 3.2.E

E. Bereavement/Funeral Leave – Upon authorization, an employee may receive a maximum of 24 hours bereavement leave per occurrence with pay, at the Functional Area Director's discretion, following the death of a member of the employee's immediate family. **Upon authorization, an employee may receive a maximum of 8 hours bereavement leave per occurrence with pay, at the Functional Area Director's discretion, following the death of a member of the employee's extended family.**

1. Immediate family mean the following relatives of the employee or spouse (including in-laws or step-relatives): spouse, parents, siblings, children, all levels of grandparents, or all levels of grandchildren.
2. **Extended family means the following relatives of the employee or spouse (including in-laws or step-relatives): aunts, uncles, 1st cousins, nieces or nephews.**

Revision to Employee Handbook, Section 3.3.G:

1. As written.
2. As written.
3. **Members of the Fire/EMS Department are required to obtain and maintain certifications as follows:**

- (a) Employees designated as firefighters are required to obtain, at minimum, Firefighter I & Hazmat Operation certifications within 12 months of employment.
- (b) Employees designated as EMT-First Responders are required to obtain, at minimum, the EMT certification within 18 months of employment.
- (c) Employees already certified as EMT or EMT-Advanced, may be approved to attend paramedic training, inasmuch as funding is available and the candidate meets the criteria in Fire Department SOP VII.

Approved and adopted by the Santaquin City Council this 16th day of **December**, 2015.



Kirk Hunsaker, Mayor, Santaquin City

Attest: 

Susan Farnsworth, City Recorder

