WORK SESSION AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY COUNCIL WILL HOLD ITS WORK SESSION MEETING AT 5:30 PM ON AUGUST 19, 2025 AT CENTERVILLE CITY HALL, 250 NORTH MAIN STREET, CENTERVILLE, UTAH.

Centerville City Council meetings are open to the public, unless otherwise closed for reasons allowed by law. Centerville City Council meetings may be conducted via electronic means pursuant to Utah Code § 52-4-207. In compliance with the Americans with Disabilities Act, individuals needing special accommodations due to a disability may contact the City Recorder at (801) 295-3477, at least 24 hours in advance of the meeting. The Mayor and Council reserve the right to modify the sequence of agenda items in order to facilitate special needs or provide greater efficiency.

The full agenda packet and backup materials can be found on the Centerville City website at:
https://centervilleutah.gov/129/Agendas-Minutes

A. ROLL CALL

B. BUSINESS ITEMS
Business action or discussion items to be considered.

1. Discussion - Maternity and Parental Leave
   Consider amending Centerville Personnel Policies to add maternity and parental leave to the employee benefits

2. Discussion - Budget Work Session Topics
   As requested by the Council, attached are the Budget Work Session Topics that were created from Budget Work Session discussions from FY2024, FY2025, and FY2026. These lists have been redlined to show what tasks or items have been completed. The Council can discuss these follow-up items and possibly schedule an additional work session to further discuss and prioritize the tasks and topics.

C. CLOSED SESSION
The City Council may vote to discuss matters in a closed session for reasons allowed by law, including, but not limited to, the provisions of Utah Code § 52-4-205 of the Open and Public Meetings Act, and for attorney-client matters that are privileged pursuant to Utah Code § 78B-1-137.

D. ADJOURNMENT

CERTIFICATE OF POSTING

I hereby certify that this notice and agenda was posted at Centerville City Hall, published on the Utah Public Notice Website, and provided to a newspaper or media correspondent in accordance with the requirements of the Utah Open and Public Meetings Act, including, but not limited to, provisions of Utah Code § 52-4-202.

Jennifer Robison
Centerville City Recorder

CENTERVILLE
CITY COUNCIL

Staff Report
8/19/2025

Item No. 1.
Title: Discussion - Maternity and Parental Leave
Initiated By: Bryce King, Administrative Services Director
Staff Representative: Bryce King, Administrative Services Director, Lisa Romney, City Attorney

SUBJECT:

Consider amending Centerville Personnel Policies to add maternity and parental leave to the employee benefits

RECOMMENDATION:

BACKGROUND:

We have been doing some research to add this benefit to our current employee benefits. Please see the analysis that is attached to see comparisons from other cities.

ATTACHMENTS:

1. Paid Parental Leave - Kaysville City Policy (1)
2. Morgan County Maternity Policy (1)
3. State Parental and Post Partum Leave (1)
4. Maternity and Parental Leave Analysis

violation of an agreement or understanding entered into by him or her relative thereto shall be just cause for discharge and the removal of his or her name from any eligible list or lists on which it may appear.

HISTORY
Amended by Res. 21-11-06 on 11/18/2021

4.06 Paid Parental Leave

Purpose

Kaysville City will provide up to three weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births or adoptions occurring on or after January 1, 2022.

Eligibility

Eligible employees must meet the following criteria:

1. Have been employed with the City for at least 12 months.
2. Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
3. Be a full-time or benefitted part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

1. Have given birth to a child.
2. Be a spouse or committed partner of a woman who has given birth to a child.
    a. Committed Partner means an unrelated and unmarried person who shares common living quarters with an employee and lives in a committed, intimate relationship.
3. Have adopted a child (the child must be 17 years old or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame, and Duration of Paid Parental Leave

1. Eligible employees will receive a maximum of three weeks of paid parental leave per birth or adoption. The fact that a multiple birth, adoption or placement occurs

(e.g., the birth of twins or adoption of siblings) does not increase the three-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than three weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.

2. Employees who are birthing mothers will be eligible to receive the three weeks described above and an additional three weeks (total of six weeks) to support recovery from childbirth. All other conditions in this section including multiple births and the rolling 12-month time frame apply to employees who are birthing mothers.
3. Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
4. Approved paid parental leave may be taken at any time during the three-month period immediately following the birth or adoption. Paid parental leave may not be used or extended beyond this three-month time frame.
5. Employees may take paid parental leave in one continuous period or take the parental leave in smaller periods of time, but must use all paid parental leave during the three-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the three-month time frame.
6. Upon termination of the individual's employment at the City, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

1. Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
2. After the paid parental leave (and any short-term medical leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued PTO or Comp Time. Upon exhaustion of accrued PTO and Comp Time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
3. The City will maintain all benefits for employees during the paid parental leave

period just as if they were taking any other City paid leave such as PTO.

4. If a City holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
5. If the employee is on paid parental leave when the City offers administrative leave, that time will be recorded as paid parental leave. Administrative leave will not extend the paid parental leave entitlement.
6. An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.

Requests for Paid Parental Leave

1. The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete any necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
2. As is the case with all City policies, the City has the exclusive right to interpret this policy.

HISTORY
Adopted by Res. 21-11-03 on 11/18/2021
Amended by Res. 21-11-06 on 11/18/2021
Amended by Res. 23-01-01 on 1/5/2023

F6

MORGAN COUNTY

County Commission Agenda Request Form

All Agenda items, including back-up materials, must be submitted to:

Morgan County
Attn: Julie Rees
48 West Young Street
P O Box 886
Morgan, UT 84050
Phone: 801.845.4013

Email: jrees@morgancountyutah.gov

****ALL DOCUMENTATION IS DUE ON OR BEFORE 12:00 PM ON THE TUESDAY PRIOR TO A SCHEDULED COUNTY commission MEETING****

This form must be submitted, along with any required documentation, or the Agenda Item will not be scheduled until the next County commission Meeting

commission Meeting Date: 2/20/24 **Time Requested:** 10 minutes

Name: Kate Becker **Phone:** (435) 800-8724

Address: 48 W Young Morgan, UT

Email: kbecker@morgancountyutah.gov **Fax:**

Associated County Department: Administrative Manager

PURPOSE FOR THE AGENDA ITEM - MUST BE SPECIFIC:

CR-24-10
A resolution amending the County Employee Handbook's "Maternity Policy" to the "Parental and Postpartum Leave Policy."

WILL YOUR AGENDA ITEM BE FOR:

DISCUSSION	
DECISION	
BOTH	✓
INFORMATION ONLY	

RESOLUTION CR-24-10

A RESOLUTION OF THE MORGAN COUNTY COMMISSION ADOPTING CERTAIN AMENDMENTS TO THE MORGAN COUNTY EMPLOYEE HANDBOOK.

WHEREAS, it is necessary to amend the employee handbook from time to time to make routine adjustments; and

NOW THEREFORE, BE IT RESOLVED, that the Morgan County Commission hereby makes the following amendment to the employee handbook:

5.8. ~~Maternity Leave~~

~~Maternity leave will be handled in accordance with the FMLA for employees who qualify for this benefit. Other employees who become pregnant, or whose legal or common-law spouse becomes pregnant, may be granted annual vacation leave, sick leave, and/or leave without pay for up to six (6) weeks period of absence. Regulations governing annual vacation leave, sick leave, and leave without pay apply.~~

~~Morgan County may fill vacancies created by maternity leave with temporary or provisional appointments. At the expiration of the maternity leave, the employee shall return to the same position, where feasible, or to a similar position as long as they return within six (6) weeks. Failure of the employee to return to work at the expiration of maternity leave shall be considered a voluntary resignation of their position and employment without notice.~~

5.8. Parental and Postpartum Recovery Leave Policy

A. Parental and Postpartum Recovery leave allows for new parents to take the time they need to recover and bond with their new child. The leave is available for both the birth of a new child (including surrogacy) or for adoption (unless the employee is the spouse of the pre-existing parent).
B. Benefit eligible employees working 80 hours per pay period and who are not rehired retirees are eligible. Independent contractors are not eligible.
C. Up to three weeks of Parental Leave may be used by either the father or mother within six months of becoming a parent by birth, adoption, or legal guardianship.
D. Mothers who give birth may also use up to three weeks for Postpartum Recovery which runs consecutively with the Parental Leave. Postpartum recovery leave begins on the date the employee gives birth and is used preceding Parental Leave.

E. Leave for Parental or Postpartum may not be charged against accrued leave. If an employee needs additional time outside of the three weeks granted, they may work with their manager or supervisor to approve the use of their personal time as a supplement. Additionally, they can request FMLA (unpaid leave), which runs concurrently with the other leave types. The total of all leave may not exceed 12 weeks and Parental Leave is limited to a maximum of three weeks in a 12-month period.

F. An employee or, in the case of an emergency, a spokesperson should notify management 30 days in advance or as soon as practicable in the case of an emergency. Parental Leave must be taken within the six months immediately following the addition of the new child and Postpartum Recovery Leave must begin at birth and run for three uninterrupted weeks.

G. Parental Leave does not have to be used consecutively, if you and your manager agree beforehand, and reach mutual, written consent for intermittent use, it may be broken up.

H. Except for the mutual consent required for intermittent use of Parental Leave, no one can interfere with your use of Parental or Postpartum Recovery Leave. Nor can they retaliate against you for using the leave.

PASSED AND ADOPTED this 20th day of February, 2024.

MORGAN COUNTY COMMISSION:

Michael Newton, County Commission Chair

ATTEST:

Leslie A. Hyde, Morgan County Clerk/Auditor

APPROVED AS TO FORM:

Garrett Smith, Morgan County Attorney

COMMISSION MEMBERS VOTING:

	AYE	NAY	ABSENT
Michael Newton	✓		
Jared Andersen	✓		
Blaine Fackrell	✓		
Robert McConnell	✓		
Matt Wilson	✓		

R477-7-20. Parental and Postpartum Recovery Leave.
(1) An employee is eligible for parental or postpartum recovery leave when the employee:
(a) is eligible for benefits under Subsections R477-6-8(1) and R477-7-1(1);
(b) is not reemployed post retirement as defined in Section 49-11-1202; and
(c) is not an employee of an independent entity as defined in Section 63E-1-102.
(2) An employee or a spokesperson shall notify management of their plan to use parental or postpartum recovery leave:
(a) thirty days in advance; or
(b) as soon as practicable in emergencies.
(3) Management may not charge parental or postpartum recovery leave against any accrued leave balance on the employee's record.
(4) Excess leave may be paid out as necessary to comply with this section.
(5) No person may interfere with an employee's intent to use parental or postpartum recovery leave or retaliate against an employee who receives parental or postpartum recovery leave.
(6) Parental leave is administered as follows:
(a) An employee is qualified for parental leave when the employee is assuming a parental role for a child or incapacitated adult and:
(i) is the child's biological parent;
(ii) is the spouse of the person who gave birth to the child;
(iii) is the adoptive parent of the child, unless the employee is the spouse of the pre-existing parent;
(iv) is the intended parent of a child born under a validated gestational agreement;
(v) is appointed the legal guardian of a child or incapacitated adult; or
(vi) is the foster parent of the child;
(b) Management shall grant up to three weeks of paid parental leave to an employee who gives notice that they intend to use paid parental leave;
(c) Management calculates the amount of leave for each employee based on the number of hours the employee would have worked per week if they had not taken parental leave.
(d) An employee may use parental leave within the six months immediately following the qualifying event from Subsection (6)(a); and
(e) An employee may use parental leave intermittently when:
(i) the employee and management have written mutual consent for intermittent use; or
(ii) a health care provider certifies the need for intermittent leave due to the child's serious health condition.
(f) Parental leave:
(i) runs concurrently with leave under the FMLA;
(ii) runs consecutively with postpartum recovery leave pursuant to Subsection (6)(f)(ii);
(iii) is limited to three weeks within any 12-month period;
(iv) does not increase when:
(A) more than one child is born from the same pregnancy;
(B) more than one child is adopted;
(C) the employee is appointed legal guardian of more than one minor child or incapacitated adult; or
(D) more than one foster child is placed in the employee's care.
(7) Postpartum recovery leave is administered as follows:
(a) An employee is qualified for postpartum recovery leave when the employee gives birth at 20 weeks or greater gestation;
(b) Management shall grant up to three weeks of paid postpartum recovery leave to an employee who gives notice that they intend to use paid postpartum recovery leave;
(c) Management calculates the amount of leave for each employee based on the number of hours the employee would have worked per week if they had not taken postpartum recovery leave;
(d) Postpartum recovery leave begins on the date the employee gives birth unless a health care provider certifies the medical necessity of an earlier start date;
(e) An employee shall use postpartum recovery leave in a single continuous period, unless otherwise authorized in writing by the director of the division; and
(f) Postpartum recovery leave:
(i) runs concurrently with leave under the FMLA;
(ii) runs consecutively with parental leave under Subsection (6) with postpartum recovery leave used first pursuant to restrictions in Subsection (d); and
(iii) does not increase when more than one child is born from the same pregnancy.

Name	population	# of holidays/yr
State of Utah		12
Salt Lake City	209,593.00	13 plus 1 personal holiday per calendar year taken upon request of the employee & as approved by a supervisor. Employees may not bank a worked holiday.
West Valley	134,470.00	11 days
West Jordan	114,908.00	13 holidays plus 1 floating per year. That personal floating day to be received at date of hire

Provo City	113,343.00	11 holidays plus a floating holiday
Saint George	104,578.00	12 paid holidays,and 1 floating holiday. if unused, holiday time can be used as PTO
Lehi City	90,227.00	12 holidays (including 1 determined by city admin)
Orem City	95,519.00	12 paid holidays per year
Sandy City	91,943.00	12 paid holiday s including 1 Mayor's holiday
Ogden City	87,267.00	14 paid holidays
South Jordan	84,528.00	12 holidays plus 1 Mayor determined Holiday

Herriman	60,049.00	13 holidays
Layton	83,516.00	13 paid holidays

findings:

** out of 12 entities 7 offer somekind of vaction/sic
** 11 out of 12 entities offer sick but our PTO accru
** 7 out of the 12 entities have 13+ holidays
** none of the entities do the 23 pp accrual adjustn

sick hr	Vacation Hrs
4hrs pp sick not paid out	Less than 5 yrs – 4hrs accrual per pp at least 5yrs & less than 10 yrs – 5 hrs accrual per pp At least 10 yrs & less than 20 yrs – 6 hrs accrual per pp 20 yrs or more – 7 hrs accrual per pp
Each FT employee accrues sick leave at a rate of 4.62 hours per pay period. FT 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	PP 0 – 3 | 3.73 4 – 6 | 4.42 7 – 9 | 4.81 10 – 12 | 5.54 13 – 15 | 6.15 16 – 19 | 6.77 20 + | 7.69
none as of 2006 but anygrandfatherd amounts will be paid off at time of termiantion to the rate they were making in 2006	0-4 years /// 4 hours 5-9 years /// 5 hours 10-14 years /// 6 hours 15-19 years /// 7 hours 20+ years /// 8 hours Ft benefited employees, excluding probationary employees, receive an additional 80 hours of paid time off at the beginning of pay period 24. Fire Department 24-hour employees will receive 120 hours of PTO. Part-time benefited employees receive this lump sum of PTO in proportion to hours worked at the rates above
FT receive 3.7 hrs pp a total of 96 hr yearly 3/4 time receive 2.77 hrs pp total 72hrs yearly. Shift scheduled FF receive 5.54 hrs pp total 144 hrs yearly	0-4 years /// 4 hours 4-9 years /// 4.92 hours 9-14 years /// 5.85 hours 14-20 years /// 6.46 hours 20+ years /// 7.69 hours

sick accrues at 3.6924hrs/pp (96hrs/year)	3.8462 hrs/pp (100hrs yr) and it goes up evry 5years to 4.4616,5.3847,6.9231
12 days of sick leave a year (3.69 hrs/pp)	0 - .99 years - front loaded 80 hours of PTO @ new hire, then accrues 4.00 hours PP 1-3.99 years - accrues 7.08 per pay period 4-11.99 years - accrues 8.62 per pay period 12+ years accrues 10.31 per pay period
Employee Type // Hrs of Sick Leave PP Regular FT // 3.69 hours (96 hours/year) Police FT // 4.00 hours (104 hours/year) Fire/EMS FT // 5.54 hours (144 hours/year) Benefitted PT // 2.78 hours (72 hours/year)	Regular full-time employees shall accrue vacation leave upon hire at the rate of 3.46 pp 90 hours a year, increasing 5.71 hours for each additional year of service up to 170 hours a year.
employees received 96 hrs of sick leave each year up until 2023	employees receive a minimum of 120 hrs of vacation yearly. 0-5 yrs 6.51 hrs pp (169 hrs/yr) 6-10 yrs = 7.43 hrs pp (193 hrs/yr) 11 + yrs = 8.36 hrs pp (217.36 hrs/yr)
none	hire to 5 = 6.7 hrs/pp (174 hrs/yr) 6- 10 yrs = 8.3 hrs/pp (216 hrs/pp) 11 yrs + = 10 hrs/pp (260 hrs /pp)
12 working days per year, accrue 3.70 per pp	0-2.99 yrs = 3.08 hrs/pp (10 days per year) 3 -8.99 yrs = 3.70 hrs/pp (12 days per year) 9-14.99 yrs= 4.62 hrs/pp (15 days per year) 15 + yrs = 6.15 hrs /pp (20 days per year)
2.Full-time employees shall accrue 3.69 hours of sick leave per pay period.	0-4.99 yrs = 4 hrs/pp (104 hrs per year) 5 -9 yrs = 4.62 hrs/pp (120 hrs per year) 10 -14 yrs= 6.15 hrs/pp (160 hrs per year) 15 - 19 yrs = 6.92 hrs /pp (180 hrs per year) 20 + years = 7.69 hrs/pp (200 hrs per year)

*Sick/Bereavement time accruals are added at each payday and accrue at a rate of.0462 per hour worked (96 hours per year). *An employee who is separated from employment shall be compensated for 25% of accrued annual Sick/Bereavement time up to 600 hours.	0-5 yrs 2 weeks yearly 3.07 5yrs -10 yrs 3 weeks yearly 10 yrs- 15 yrs 4 weeks yearly 15 yrs plus 5 weeks yearly
Sick Leave – Accrual of 3.6924 hours/pay period (8 hrs/month) -May accrue up to maximum of 1000 hours -After five (5) years service, one third (1/3) of accrual balance is paid upon termination	0 - 5 yrs accrue at 3.6924 hrs/pp (8hrs month) - Accrual rates increase after five (5), ten (10) and fifteen (15) years of service

k buy out
al is pretty competitive

nents all of them at calendar or fiscal year

personal time	rollover
none	yes sick and vacation
Months of Consecutive Employment // Hours of Leave (Annual) Less than 6 | 40 Less than 24 | 60 24 + | 80	yes sick and vacation
none	
none	Sick leave may be accumulated indefinitely, but not paid out at time of separation

none	
none	Max carryover on PTO 0-3.99 years - 256 hrs 4-11.99 years - 296 hrs 12+ years - 336 hrs
none	Employee Type // Vacation Carry Over Max Regular Full-time // 240 Police Full-time // 258 Fire/EMS Full-time // 336 Benefitted Part-time // 180
none	pto max carry over 336 hrs
none	max accrual 320 hrs.* Any PTO hours over the 320 -hour maximum accrual limits as of January 1 of each year will be forfeited.
	Sick Hours over 960 automatically convert to vacation in January each year.
Full-time employees shall receive one (1) personal time off day per fiscal year	

none	Employees can carry over up to 320 vacation hours at the end of every calendar year.
none	May accrue up to 1000 hrs of sick

cap
sick not capped pto capped at 320 hrs
Up to 9 years = 30 days/ 15 shifts/ 240 hours After 9 years = 35 days/ 17.5 shifts/ 280 hours After 14 years = 40 days/ 20 shifts/ 320 hours
An employee may carry over up to 320 hours of paid time off . Any hours over 320 hours will be forfeited at the end of pay period 23 of each year.
Employees may accrue up to two years' worth of vacation accruals.

vacation cap 320 hrs
No Cap on sick. If someone retires meeting either URS retirement guidelines or years of service guidelines they are paid out 25% of their accrued sick leave.
Employee Hired-- Sick Leave Carry Over Max* after 12/31/12 Regular Full-time -- 480 hours Police Full-time -- 516 hours Fire/EMS Full-time -- 672 hours Benefitted Part-time -- 360 hours
pto max carry over 336 hrs
max accrual 320 hrs
Hours over 240 or 480 for Sworn Fire Personnel are automatically paid out at the employees' hourly rate of pay each year in January
0-4.99 yrs = cap at 240 hrs 5 -9 yrs = cap at 280 hrs 10 -14 yrs= cap at 320 hrs 15 - 19 yrs = cap at 320 hrs 20 + years = cap at 320 hrs

The cap on vacation is 5 weeks (6 for manager level and above). The cap on sick is 600 hrs yearly Any accruals over 600 hours, at the end of the calendar year, will be bought back by the City and deposited into the employee's 401k or 457 retirement plan or added to an employee's paycheck. The buyback percentages are based on tenure as listed below: •After the 5 year anniversary the buyback will be at 25% •After the 10 year anniversary the buyback will be at 30% •After the 15 year anniversary the buyback will be at 35% •After the 20 year anniversary the buyback will be at 40% •After the 25 year anniversary the buyback will be at 45% •After the 30 year anniversary the maximum buyback will be at 50%
MAX vacation time accrue up to a maximum of two-hundred and forty (240) hours (by the end of the 1st pay period in January) each year

notes
sick not paid at time of term
Vacation Allowance: As a recruiting incentive, the mayor (or mayor's designee) or the city council may authorize a one-time allowance of up to 120 hours of vacation leave. All holiday hours, including personal holidays, must be used in no less than regular full day or shift increments Department directors, the mayor's chief of staff, the mayor's chief administrative officer, up to two additional senior positions in the mayor's office as specified by the mayor, the executive director of the city council, and justice court judges will accrue 7.69 hours each bi-weekly pay period. 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. NO BUY-OUT PROGRAM ONLY SICK TO VACTION CONVERSION YEARLY OF UP TO 64 HRS
Cash out PTO (upon City manager approval)= Employees must cash in at least 20 hr. and must have at least 80hrs left in their PTO bank An employee may carry over up to 320 hours of paid time off (415 Fire 24 hour employee). Any hours over 320 hours (415 Fire Department 24-hour employees) will be forfeited at the end of pay period 23 of each year.
Employees may convert 25% of accrued and unused time at the end of each fiscal year. Converted time can converted to vacation or cashed out at the end of the calendar year

Sick gets 50% of accrued but not used bought out each November (unless you have less than 200 and then you can choose not to get bought out)
sick leave conversion: max of 6 work weeks can be converted at rate of 2 hrs sick x1 hrs vacation OR 2hrs sick X 1 hr paid into retirement health savings plan either plan abides by at least 6 weeks need to stay in sick pool. No payment shall be made of unused, unconverted sick leave balances at the time of separation from the city, except for in the event of retirement according to the stipulations provided in this policy.
max annual pto cash out is 80 hrs at 1 X .5 rate
** Department Heads will accrue bi-weekly PTO at 10.0 hours from date of hire.

Managers and Directors will accrue a week of vacation in addition to the accruals above. Any accruals over 320 hours, at the end of the calendar year, will be bought back by the City and added to into the employee's 401k or 457 retirement plan or an employee's paycheck. The buyback percentages are based on tenure as listed below: a.After the 5 year anniversary the buyback will be at 50% b.After the 10 year anniversary the buyback will be at 70% c.After the 15 year anniversary the buyback will be at 90% d.After the 20 year anniversary the buyback will be at 100%
Annually (each October) employees may convert up to one-third (1/3) of the current year unused sick leave accrual into ‘cash’, 457 or 401k plan or to be transferred to annual leave. Employees with more than 480 hours accrued may convert up to two-thirds (2/3) cash, 457, 401k, or annual leave. -Receive 40 hours upon date-of-hire, will accrue at a reduced rate (2.154) during 1st year of service

Name	population
State of Utah	22,000
Salt Lake City	209,593
West Valley	134,470
West Jordan	114,908
Provo City	113,343
Saint George	104,578
Lehi City	90,227
Orem City	95,519
Sandy City	91,943
Ogden City	87,267
South Jordan	84,528
Herriman	60,049

Brigham City	19,650
Las Cruces NM	
Layton	83,516
Davis County	378,470
Morgan County	12,295
West Bountiful	5,917
Centerville	16,884
Syracuse	32,141
Clinton	23,597
Kaysville	32,941
Farmington	24,531

Bountiful	43,056
Layton	81,773
North Salt Lake	21,907
Woods Cross	11,482
Mapleton City	11,365
Herriman	55,144
Spanish Fork	42,602

maternity/paternity leave
Paid Postpartum Leave: 3 weeks. Utah employees are eligible for an additional 3 weeks of paid postpartum leave if employee gives birth to a child. ○ Must be used immediately after birth. ○ Must be used in a single continuous period. ○ Must run concurrently with any FMLA used. ○ Must run consecutively to parental leave.
Full-time employees who become parents through birth, adoption, or foster care may take up to six consecutive weeks of paid parental leave to care for and bond with the child. An employee may be allowed to take parental leave up to one year from the date of a child's birth or, in the case of adoption or foster care, the date a 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
PENDING: looking at adding maternity, paternity and caregiver leave; potentially 4 week parental leave and 2 weeks of caregiver leave
do offer employees up to 40 hours of parental leave for the birth or to bond with a newborn or newly placed

2 weeks of paid parent leave for the birth of a child plus an additional 4 weeks of paid leave for employees who are the birthing parent.

Maternity Leave. Full-time female benefitted employees are eligible to use up to three weeks (120 hours) of paid maternity leave after the birth of her child. Paid maternity leave can be used consecutively or intermittently. Eligible employees must notify their supervisor on the pending birth of a child as soon as possible. Human Resources is responsible for approving maternity leave requests and must obtain documentation verifying the birth of the child. Eligible employees must use their maternity leave within 3 months of childbirth

Caregiver Leave: Caregiver leave is paid leave available for eligible employees to care for immediate family members with serious medical conditions or to bond with a newborn after birth or after an adoption placement. Caregiver leave is not available for an employee's own medical event. Full-time employees may request a maximum of 80 hours paid caregiver leave per rolling 12 month period measured backward from the start date an employee uses caregiver leave. Immediate family will be considered the same as those that meet the definition for FMLA purposes unless otherwise approved by the City Manager. Caregiver leave shall be approved by an employee's Department Director Caregiver leave does not accrue. Caregiver leave is not a job protection. If the employee requesting Caregiver Leave is not expected to return back to his/her original position the request may be denied. The purpose of Caregiver Leave is for situations related to certain immediate family caregiving reasons.

All full-time eligible employees shall be allowed to use up to 120 hours (employees working 48/96 schedule: 180 hours) paid parental leave and: •may not be used before the day on which: othe parental leave eligible employee's child is born; othe parental leave eligible employee adopts a minor child; or othe parental leave eligible employee is appointed legal guardian of a minor child or incapacitated adult;
160 hrs paid run concurrently with FMLA
4 Weeks Parental
4 Weeks Parental; 4 Weeks Maternity
Utilization of All-Purpose Leave. Eligible employees may utilize all-purpose leave for reasons of their own choosing. The primary purpose for all-purpose leave, however, is to protect the employee's income during periods of short term illness or when the employee must be absent from work in order to conduct personal business. Employees are encouraged to use their all-purpose leave carefully until they have accrued enough hours to provide adequate protection in the event of short term illness. In the event an employee is absent from work due to illness the employee must first use any and all accrued all-purpose leave prior to using other forms of leave. All-purpose leave hours used for employee illness will be recorded on the employee's time card or pay record. All-purpose leave hours that are used for reasons other than employee illness are to be recorded separately on the time card or pay record. Accrual. **Full-time employees accrue all-purpose leave at the rate of five days per year (3.33 hours per month). Part-time employees accrue all-purpose leave at the rate of two and one half days per year (1.66 hours per month).** All-purpose leave can accrue to a maximum of 300 hours. All-purpose leave hours that accrue in excess of the maximum will be cashed out at the end of each calendar year. **Utilization of Long-Term Sick Leave**. The long-term sick leave benefit is designed to protect the income of eligible City employees who are absent as a result of acute or long-term illness. Except as otherwise provided in Subsection (m), the use of long-term sick leave will be restricted to periods of actual employee illness or physician certified recovery from illness. Accrual. **Full-time employees accrue long-term sick leave at the rate of seven days per year (4.67 hours per month). Part-time employees accrue long-term sick leave at the rate of three and one half days per year (2.34 hours per month).** First Day Coverage: Long-term sick leave may be used to cover the first day of illness under the following circumstances: - In-patient care requiring an overnight stay at a hospital, hospice, or residential care facility. - Necessary out-patient surgery or procedures, including colonoscopy. Elective or cosmetic surgery does not qualify for long-term sick leave. - Chronic illness of a serious nature which is characterized by periods of remission and relapse and requires continuous monitoring and intervention by a health care provider. - Injury as the result of an accident which causes major trauma.
3 weeks parental; 6 weeks maternity

MATERNITY LEAVE. A. An employee who becomes pregnant may continue working until such time as she can no longer satisfactorily perform her duties. Upon recommendation of the City Administrator and approval of the City Council, an employee may be granted leave without pay for a specified period of time, not to exceed one (1) year. Woods Cross City may fill vacancies created by such leave with temporary or provisional appointments. At the expiration of a leave without pay, the employee shall return to the same position, where feasible, or to a similar position. Failure of the employee to report promptly at the expiration of such leave without pay shall be considered a resignation without notice. B. Regulations governing sick leave, annual leave, and leave-without-pay will apply. During leave-without-pay in excess of thirty (30) calendar days, vacation leave, sick leave, or time toward annual performance evaluation
1 week parental; 3 weeks maternity
1 week parental; 3 weeks maternity

notes
● Paid Parental Leave: 3 weeks. Utah employees are eligible for 3 weeks of paid parental leave if the employees is the birth parent, legally adopts a minor child, is the intended parent of a surrogacy birth, or is appointed the legal guardian of a minor child or incapacitated adult. ● Must be used within 6 months of birth/adoption/etc. ● Must run concurrently with any FMLA used. ● May not be used intermittently, unless: by mutual written agreement between the state employer and the parental leave eligible employee; or a health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the child ● Must run consecutively to postpartum recovery leave
plus fmla rules apply
fmla rules apply
fmla rules apply
fmla rules apply
fmla rules apply
fmla rules apply
fmla rules apply
fmla rules apply

•may not be used more than 6 months after the qualifying event •in no case will an employee receive more than 3-weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame •may not be used intermittently, unless: oby mutual written agreement between the Mayor and the parental leave eligible employee; or oa health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the child. If intermittent leave exceeds the Parental Leave allotted amount, the eligible employee will be required to start FMLA claim through the Short-Term Disability provider
fmla rules apply
fmla rules apply
fmla rules apply
fmla rules apply
Qualified FMLA leave for non-employee illnesses in accordance with the limitations set forth in Subsection (m). Use of Long-Term Sick Leave for Qualifying Family Medical Leave. Employees may utilize up to 40 hours of accrued long-term sick leave for non-employee illnesses when such leave qualifies as family medical leave and is taken in accordance with Section 5.080. While it is acknowledged that long-term sick leave is generally limited to leave necessitated by the employee's own injury, illness or incapacity as defined herein, this provision permits employees to utilize a portion of their accrued long-term sick leave for nonemployee illnesses when such leave qualifies as family medical leave under Section 5.080. No waiting period shall be required for use of long-term sick leave for non-employee illnesses as family medical leave as provided herein. The use of long-term sick leave as provided herein shall be limited to 40 hours per rolling 12-month period as defined in Section 5.080.
fmla rules apply
fmla rules apply
fmla rules apply
fmla rules apply

fmla rules apply
fmla rules apply
fmla rules apply
fmla rules apply
fmla rules apply
fmla rules apply

CENTERVILLE
CITY COUNCIL

Staff Report
8/19/2025

Item No. 2.
Title: Discussion - Budget Work Session Topics
Initiated By: City Council
Staff Representative: Lisa Romney, City Attorney

SUBJECT:

As requested by the Council, attached are the Budget Work Session Topics that were created from Budget Work Session discussions from FY2024, FY2025, and FY2026. These lists have been redlined to show what tasks or items have been completed. The Council can discuss these follow-up items and possibly schedule an additional work session to further discuss and prioritize the tasks and topics.

RECOMMENDATION:

BACKGROUND:

ATTACHMENTS:

1. Budget Work Session Topics - FY2024 (redline)
2. Budget Work Session Topics - FY2025 (redline)
3. Budget Work Session Topics - FY2026 (redline)

Budget Work Session Topics

The following is a list of follow up topics for possible Work Session discussion as identified by the City Council during the Budget Sessions for FY2024

- ~~Newsletter (possible transition to digital newsletter)~~
- Tuition Reimbursement Policy (analyze past usage and consider additional funding)
- ~~Alternative Voting (review county supported alternative voting scenarios)~~
- ~~Insurance Deductible and Payout of Claims (line item per department or single fund)~~
- Park Infrastructure Maintenance and Repairs (necessary and reasonable funding for repairs)
- Scholarship Fund for Recreation Programs and Youth Council
- ~~General Plan (consultant and in-house roles; timeline for drafting)~~
- ~~Flasher Crossing Signs (consider additional locations; review traffic standards for qualification)~~
- Salt and Toxins from the Great Salt Lake (State representative presentation)
- ~~Street Light Maintenance Contract and Conversion of Street Lights to LED (contractor presentation)~~
- Level of Funding for Streets Maintenance (consider 75-150 year renewal cycle)
- Transportation Utility Fee (review Pleasant Grove and Farmington City framework)
- ~~Storm Drain Utility Fee Increases (to keep up with needed level of streets maintenance projects)~~
- Solid Waste Disposal Fee Increases (to keep up with current and future contract increases)
- ~~Recycling (contractor confirmation on what gets recycled)~~
- ~~Gravel and Sand Pit Sales Tax Distribution (review fiscal impact of SB 75)~~
- ~~Property Tax Increase (not likely for this year, but discuss at budget presentation meeting)~~

Budget Work Session Topics

The following is a list of follow up topics for possible Work Session discussion as identified by the City Council during the Budget Sessions for FY2025

Justice Court operations and cost benefits
Investment options for funds
~~Allocation of expenses to enterprise funds~~
HR specialist restructuring and new job description
Parks Supervisor job value and job description
Job description comprehensive updates
Transportation infrastructure fee and funding
Water and drainage fee studies and funding
Water, transportation, and drainage Master Plan schedule
~~Speed bumps~~
~~Engineering fees allocation and recoupment~~
Inspection escrow fee and draw downs
~~Recreation fund deficit~~
~~Planning Commission compensation~~
Whitaker Museum functions and operations
Schedule of community events
~~Bamboo HR software~~
~~Cobblestone contract management software~~
~~TechServ minimum hours~~
Weber Basin service for north end of City
Volunteer reporting to Council
RAP tax allocation
~~Emergency Management communications/radio improvements~~
~~Taser subscription and equipment upgrades~~
~~Increase water rates~~
~~Additional drainage utility employee~~
~~Drainage utility fee increase~~
Comprehensive review of employee benefits
~~Compensation review for FY2026~~
~~URS employee contribution issues~~
~~Fine and bail schedule updates and analysis~~
Application fees to recoup professional services costs
~~Branding role out and process~~
Smoot Park vault
Express Bill Pay options

Budget Work Session Topics

The following is a list of follow up topics for possible Work Session discussion as identified by the City Council during the Budget Sessions for FY2026

~~Find money to fund donation to Bountiful/Davis County of Arts~~
~~Check policy to make sure employees are required to report Workers Comp claims~~
Consider transitioning newsletter back to paper copy
Look into charging credit card fees for paying fees with credit card
Update City Code and standards for telecommunications facilities
Discuss full-time building facilities manager
Consider capital facilities advisory committee
Consider funding new full-time police officer for FY2027
Donations for various parks and public projects
Survey other cities to see how they handle building maintenance and property management
Come up with other ideas for handling building maintenance (i.e. contracting, part-time, etc.)
Look into the parks master plan as coordinated with Parks and Recreation Committee
~~Pitching machines and pitching mound replacement for parks~~
Research history of code enforcement officer; why didn't it work in Syracuse; what cities have one
Building inspections services
Amount saved on employees not using health insurance; what if everyone wants insurance
~~Put RAP tax on the ballot for next election~~
~~Update City Council on eliminating fluoride from water system~~
Work session on UDOT betterments
~~Training hours out of the office tied to proposed budget~~
Risk management safety program
Crosswalk traffic enforcement
~~Ferguson Group report on political climate~~
Hierarchy of duties in time of emergency
Future of Church Well
Joint meeting with Parks Committee on Parks Master Plan
Joint meeting with Trails Committee on Trails Master Plan
Complaint based vs. proactive code enforcement
Landmark commission organization and role
RDA betterment for entry sign at Chevron and Parrish Lane