



## **Compensation Programs Section**

This section of the 2010-2011 Budget presents information regarding Elected and Appointed Officials Compensation Programs and Employee Compensation Programs.

### **Elected and Appointed Officials Compensation Program (pages 172-173)**

This section discusses Workers Compensation, indemnification, monthly salary, cost of living allowance, and expenses such as mileage reimbursement and meal reimbursement.

### **Employee Compensation Program (pages 174-181)**

This section discusses Overtime, weekends and on-call, and call-out employees. It talks about Administrative leave, severance pay, reimbursement for travel, meal reimbursement, uniform allowance, Workers Compensation, Career Development, Employee Retirement System, Medical and Life Insurance, Holidays, Vacation, Bereavement Leave, Jury Duty, Employee Salary Ranges, Cost of Living, Salary Advancement, and Merit Increases.

## **ELECTED AND APPOINTED OFFICIALS COMPENSATION PROGRAM**

This document contains the total compensation program, salaries and benefits, for elected and appointed officials, except City Administrator, Recorder, Finance Director, and Treasurer which are included in the Employee Compensation Program, and supersedes all previous policies and procedures affecting compensation except for special programs adopted by the City Council.

### **WORKERS COMPENSATION**

Elected and appointed officials injured during the performance of their duties are covered by Workers Compensation as provided by State Law and described in the Policies and Procedures Manual.

### **INDEMNIFICATION**

Subject to the requirements of federal, state, local law or city policy, Lindon City shall indemnify all elected and appointed officials for any claim for alleged personal legal liability arising out of any act or omission by elected or appointed officials during the performance of their duties, within the scope of their employment, or under color of authority. Lindon City shall also pay the costs of defending any such claim.

The elected or appointed official shall be responsible to comply with all legal requirements concerning notice to Lindon City, cooperation in the defense of the claim, as well as all other requirements. Failure of the official to meet all such requirements may result in the city's refusal to defend or indemnify the official.

### **MONTHLY SALARY**

◆ Mayor	\$937.83
◆ Council Liaison to Planning Commission	\$651.66
◆ Council Member	\$551.66
◆ Planning Commissioner	\$100.00

### **COST OF LIVING ALLOWANCE**

Cost of Living increases may be considered each year when it is determined from an appropriate index that such an increase is warranted, and after considering the impact of such an increase on the City's budget. No raises were considered for fiscal year 2010-2011, Cost of Living or Merit increases due in part by the current economic situation of the City.

## **EXPENSES**

Elected and appointed officials shall be reimbursed for expenses incurred while performing official assigned duties.

### Mileage Reimbursement

Elected and appointed officials shall be reimbursed for actual miles they drive their personal vehicles on city business both within and outside of the city. The reimbursement rate shall be the standard I.R.S. mileage rate.

### Meal Reimbursement

Meals will be reimbursed at the following rates:

	<u>In-State Travel</u>	<u>Out-of-State Travel</u>
◆ Breakfast	\$9.00	\$10.00
◆ Lunch	11.00	14.00
◆ Dinner	16.00	21.00
◆ Whole Day	36.00	45.00

However, by action of the Council, these rates may be adjusted periodically to conform to the Utah State Travel Guidelines.

## **EMPLOYEE COMPENSATION PROGRAM**

This document contains the total compensation program, salaries and benefits, for Management and Classified employees and supersedes all previous policies and procedures affecting compensation except for special programs adopted by the City Council.

### **OVERTIME**

The standard work week begins at 12:01 Saturday morning and ends at midnight the following Friday. From time to time employees may be required to work overtime. Overtime work shall occur only in emergency situations. The practice of overtime work shall be kept at an absolute minimum. All overtime work must have prior approval of the Department Head. For classified employees (non-exempt employees as defined by Fair Labor Standards Act (FLSA) guideline), any time worked over forty (40) hours in one week will be considered overtime. Time worked does include holidays observed by the city, but does not include vacation, sick or compensatory time used or a Personal Holiday taken. Overtime will be paid on a time and one-half basis and may be in the form of compensatory time off or monetary compensation. The decision whether to give comp time or regular pay will be at the discretion of the city. Nothing in this or any other city policy shall be construed to give an expectation or right to continued or future overtime hours.

The maximum accumulation of comp time will be set by FLSA guidelines. An employee who has accrued the maximum number of compensatory hours shall be paid regular overtime compensation for any additional overtime hours of work. The city may require an employee to use accumulated comp time. Payment for unused comp time shall be made in the event of separation from service for any reason.

Exempt employees (as defined by FLSA guidelines) required to work beyond the regular work period shall be compensated in accordance with the Administrative Leave section.

### **WEEKENDS**

Non-exempt employees that are required to work on weekend or holidays will be paid for the time worked on a time and one-half basis in either comp time or pay regardless of the number of hours worked during the regular work week.

### **ON-CALL**

The normal business hours of the Public Works Department are 7:00 am to 3:30 pm, Monday through Friday except designated holidays. The Public Works Director will provide 24 hour coverage by a public works employee who will receive and respond to all calls after-hours.

One qualified and trained public works employee will be assigned to be on call for a seven day period. The Public Works Director will determine if the employee is qualified. The (on-call) coverage will commence at 3:30 pm on Friday and will continue until 7:00 am the following Friday. The assigned employee will be provided with a vehicle, beeper, and cellular phone. To accommodate being available to receive all calls, the employee will be allowed to use the vehicle for personal use, provided the employee always carry the beeper and phone when using the vehicle. While on call, the employee will not be allowed to travel beyond the boundaries of Orem on the south and Lehi on the north. The person assigned to be on call will receive \$50.00 per week. Compensation will be paid the first pay period in each quarter for all on-call periods that have been completed in the previous quarter.

### **CALL-OUT**

Non-exempt employees who are required to return to work shall receive a minimum of one hour at the overtime rate. Hours worked in excess of the one hour shall be paid at the overtime rate. The employee has the option to receive pay or compensatory time for the first two hours. Time worked in excess of two hours will be paid in comp time. All call-out hours will be paid on a time and one-half basis regardless of the number of hours worked during the regular work week. All situations requiring overtime pay will be monitored by the Public Works Director.

### **ADMINISTRATIVE LEAVE**

Exempt employees who as part of their normal duties spend more than forty (40) hours a week in work assignments are eligible to receive Administrative Leave. This leave is not accruable nor is it vacation.

### **SEVERANCE PAY**

When a full-time employee is separated from city employment due to a reduction in force through no fault of the employee, and when such separation requires immediate action preventing a two-week notice, the employee shall be paid two weeks severance pay in lieu of the two-week notice.

### **REIMBURSEMENT FOR TRAVEL**

All travel for which reimbursement will be requested must be approved by either the City Administrator or the Mayor and be within the confines of the budget. Reasonable travel expenses on duly authorized trips on city business to attend conventions, conferences, and meetings will be reimbursed by the city. The mileage reimbursement rate shall be the standard I.R.S. rate.

## Meal Reimbursement

Meals will be reimbursed at the following rates:

	<u>In-State Travel</u>	<u>Out-of-State Travel</u>
◆ Breakfast	\$9.00	\$10.00
◆ Lunch	11.00	14.00
◆ Dinner	16.00	21.00
◆ Whole Day	36.00	45.00

However, by action of the Council, these rates may be adjusted periodically to conform to the Utah State Travel Guidelines. All other expenses will be considered for reimbursement under the guidelines listed in the Policies and Procedures Manual.

## **UNIFORM ALLOWANCE**

Public Works and Protective Inspection employees required to perform manual labor in their own clothes on a regular basis will be given an annual reimbursement allowance of \$75.00 to purchase two pairs of jeans or other work clothing items. Reimbursements will be made from receipts turned in to the Public Works Director or Chief Building Official.

## **WORKERS COMPENSATION**

Employees injured during the performance of their duties are covered by Workers Compensation as provided by State Law and described in the Policies and Procedures Manual.

## **CAREER DEVELOPMENT**

Employees are encouraged to take advantage of education and training benefits to improve their job skills and to qualify for transfers and promotions. These benefits are limited to training and education which is relevant to the employee's current position or "reasonable" transfer and promotion opportunities. "Reasonable" is defined as attaining the minimum qualifications for promotion or transfer with no more than two years of additional education or training. These benefits will be available to all employees on a first-come first-serve basis, subject to the availability of budgeted funds.

Requests for education and training may be initiated by either the employee or the Department Head. Reference to training received should be made on the Performance Evaluation forms. Final decisions on requests for education and training will be made by the City Administrator and appropriate department Council person.

### Differential Pay for Professional Certifications Program

Lindon City will recognize and reward employees who improve their skills, knowledge and proficiency through additional training and certifications, beyond the basic requirements of their positions, which contribute directly to the ability of an employee to provide a broader range of service to the community or to provide a current service at a reduced cost. Differential pay is determined as outlined in the Policies and Procedures Manual.

### Tuition Reimbursement Program

Employees may qualify for up to a 75% reimbursement of tuition, fees, books and other approved expenses for higher education as detailed in the Policies and Procedures Manual.

### **SOCIAL SECURITY**

Lindon City matches all employee contributions to the Social Security program, as administered by the Federal Government.

### **EMPLOYEE RETIREMENT SYSTEM**

All employees of the city who work thirty (30) hours or more per week and receive benefits, such as health insurance or paid holiday, sick or vacation time, are required to participate in Utah Retirement Systems. Utah Retirement Systems sets the rate of contribution for the retirement plan. The city has opted to contribute 4.5% of each employee's gross wages into the employee's choice of a 401(k) *or* 457 plan without requiring the employees to contribute.

### **MEDICAL AND LIFE INSURANCE**

The city shall provide medical, dental and life insurance for regular employees who work thirty (30) hours or more per week and their dependents. The City shall provide each employee a description of the selected insurance plan(s). Benefited employees shall receive a benefit allowance as described in the Policies and Procedures Manual. Employees will be responsible to pay the amount of their selected medical, dental and supplemental insurance premiums in excess of the benefit allowance through payroll deductions. Any unused portion of the benefit allowance will go through the employee's paychecks and into their choice of a 401(k) *or* 457 account.

## HOLIDAYS

The following days have been designated by the city to be paid holidays:

- ◆ New Year's Day – January 1<sup>st</sup>
- ◆ Martin Luther King Jr. Day – 3<sup>rd</sup> Monday in January
- ◆ President's Day – 3<sup>rd</sup> Monday in February
- ◆ Memorial Day – Last Monday in May
- ◆ Independence Day – July 4<sup>th</sup>
- ◆ Pioneer Day – July 24<sup>th</sup>
- ◆ Labor Day – 1<sup>st</sup> Monday in September
- ◆ Thanksgiving Day – 4<sup>th</sup> Thursday in November
- ◆ Day after Thanksgiving
- ◆ Christmas Day – December 25<sup>th</sup>
- ◆ Day before or Day after Christmas as selected by Council
- ◆ Personal Holiday

Regular employees will receive holiday pay for the number of hours they are normally scheduled. Any employee who is required to work on a paid holiday will be given compensatory time off for the holiday worked. When a holiday falls on a Saturday, it shall be observed on the preceding work day. When it falls on a Sunday, it shall be observed on the following work day. When it falls on a Sunday, it shall be observed on the following work day.

## VACATION

Employees shall earn vacation time as follows:

	<u>Years of Service</u>	<u>Hours earned Annually</u>
◆ Exempt Employees	N/A	160
◆ All Other Employees	1	40
	2-10	80
	11-20	120
	21+	160

Vacation will be earned and credited each pay period at the applicable rate.

### Buy Back Option

Each November all employees with more than 500 hours of accumulated sick leave can opt to have the city buy back half of the unused sick leave from the previous twelve month period or trade it for equal vacation time.

## SICK LEAVE

Each regular full time employee earns 96 hours (12 days) of sick leave each year and is credited each pay period at the applicable rate. Sick leave will not accrue for an employee while on leave without pay except for an on-the-job injury or absence from work based on the Family Medical Leave Act.

Regular employees who work between 30-40 hours per week will earn sick leave on a pro rata basis. Sick leave may not be taken until earned. Only regular employees who work 30 hours or more per week are eligible for sick leave. Sick leave will not accrue to an employee while on leave without pay except for an on-the-job injury. Sick leave shall be used as described in the Policies and Procedures Manual.

#### Sick Leave Pay-out for Retiring Employees

Upon retiring from city employment, an employee will be paid for 50% of their unused accumulated sick leave. Sick leave will not be paid out upon termination for any reason other than retirement.

#### **BEREAVEMENT LEAVE**

Leave with pay may be granted to employees to attend the funeral of a member of his/her immediate family. Such leave shall not be charged against accrued vacation or sick leave. The amount of time granted for funeral leave will be governed by the individual circumstances and the discretion of the City Administrator, but is not to exceed three (3) days. "Immediate Family" shall be defined as wife, husband, children, parents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, brothers, or sisters of the employee.

#### **JURY DUTY**

An employee who, in obedience to a subpoena or direction by proper authority, appears as a witness or juror for the Federal Government, the State of Utah, or a political subdivision thereof, shall be entitled to the difference between his/her regular compensation and the compensation or fees received (in excess of traveling expenses) as a witness or juror. Time absent by reason of subpoena in private litigation or by some party other than the Federal Government or political subdivision thereof, to testify not in an official capacity, but as an individual, shall be taken as leave without pay or vacation leave at the discretion of the employee.

#### **EMPLOYEE SALARY RANGE**

Employee positions are classified on ranges as listed on the next page. The hourly pay ranges are also listed on the next page. Step increases are awarded when merited and as the City budget allows.

### **LINDON CITY POSITION SCHEDULE**

Position	Range	Position	Range
Accounts Payable Clerk	11	Planning & Economic Devel. Dir.	26
Administrative Secretary	12	Police Chief	25
Assistant Planner	16	Patrol Officer	17
Building Inspector	17	Police Sergeant	21
Chief Building Official	23	Public Works Inspector	17
City Administrator	31	Recorder	19
Clerk Typist I	6	Seasonal Laborer	6
Code Enforcement Officer	17	Streets Superintendent	18
Court Clerk	13	Treasurer	20
Director of Public Works	25	Utilities Clerk	11
Equipment Operator	13	Waste Water Superintendent	18
Finance Director	23	Water Operations Technician	13
Municipal Court Judge	26	Water Superintendent	18
Parks & Recreation Director	21	Water System Maintenance Tech	13
Parks Superintendent	17		

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Range
1	7.88	8.09	8.32	8.54	8.78	9.02	9.26	9.51	9.77	10.04	10.32	10.60	10.89	11.18	11.49	11.80	1
2	8.32	8.54	8.78	9.02	9.26	9.51	9.77	10.04	10.32	10.60	10.89	11.18	11.49	11.80	12.12	12.46	2
3	8.78	9.02	9.26	9.51	9.77	10.04	10.32	10.60	10.89	11.18	11.49	11.80	12.12	12.46	12.80	13.15	3
4	9.26	9.51	9.77	10.04	10.32	10.60	10.89	11.18	11.49	11.80	12.12	12.46	12.80	13.15	13.50	13.87	4
5	9.77	10.04	10.32	10.60	10.89	11.18	11.49	11.80	12.12	12.46	12.80	13.15	13.50	13.87	14.25	14.64	5
6	10.32	10.60	10.89	11.18	11.49	11.80	12.12	12.46	12.80	13.15	13.50	13.87	14.25	14.64	15.04	15.45	6
7	10.89	11.18	11.49	11.80	12.12	12.46	12.80	13.15	13.50	13.87	14.25	14.64	15.04	15.45	15.87	16.31	7
8	11.49	11.80	12.12	12.46	12.80	13.15	13.50	13.87	14.25	14.64	15.04	15.45	15.87	16.31	16.75	17.21	8
9	12.12	12.46	12.80	13.15	13.50	13.87	14.25	14.64	15.04	15.45	15.87	16.31	16.75	17.21	17.68	18.16	9
10	12.80	13.15	13.50	13.87	14.25	14.64	15.04	15.45	15.87	16.31	16.75	17.21	17.68	18.16	18.66	19.17	10
11	13.50	13.87	14.25	14.64	15.04	15.45	15.87	16.31	16.75	17.21	17.68	18.16	18.66	19.17	19.69	20.23	11
12	14.25	14.64	15.04	15.45	15.87	16.31	16.75	17.21	17.68	18.16	18.66	19.17	19.69	20.23	20.78	21.35	12
13	15.04	15.45	15.87	16.31	16.75	17.21	17.68	18.16	18.66	19.17	19.69	20.23	20.78	21.35	21.93	22.53	13
14	15.87	16.31	16.75	17.21	17.68	18.16	18.66	19.17	19.69	20.23	20.78	21.35	21.93	22.53	23.14	23.77	14
15	16.75	17.21	17.68	18.16	18.66	19.17	19.69	20.23	20.78	21.35	21.93	22.53	23.14	23.77	24.42	25.09	15
16	17.68	18.16	18.66	19.17	19.69	20.23	20.78	21.35	21.93	22.53	23.14	23.77	24.42	25.09	25.77	26.48	16
17	18.66	19.17	19.69	20.23	20.78	21.35	21.93	22.53	23.14	23.77	24.42	25.09	25.77	26.48	27.20	27.94	17
18	19.69	20.23	20.78	21.35	21.93	22.53	23.14	23.77	24.42	25.09	25.77	26.48	27.20	27.94	28.71	29.49	18
19	20.78	21.35	21.93	22.53	23.14	23.77	24.42	25.09	25.77	26.48	27.20	27.94	28.71	29.49	30.30	31.12	19
20	21.93	22.53	23.14	23.77	24.42	25.09	25.77	26.48	27.20	27.94	28.71	29.49	30.30	31.12	31.97	32.85	20
21	23.14	23.77	24.42	25.09	25.77	26.48	27.20	27.94	28.71	29.49	30.30	31.12	31.97	32.85	33.74	34.66	21
22	24.42	25.09	25.77	26.48	27.20	27.94	28.71	29.49	30.30	31.12	31.97	32.85	33.74	34.66	35.61	36.58	22
23	25.77	26.48	27.20	27.94	28.71	29.49	30.30	31.12	31.97	32.85	33.74	34.66	35.61	36.58	37.58	38.61	23
24	27.20	27.94	28.71	29.49	30.30	31.12	31.97	32.85	33.74	34.66	35.61	36.58	37.58	38.61	39.66	40.74	24
25	28.71	29.49	30.30	31.12	31.97	32.85	33.74	34.66	35.61	36.58	37.58	38.61	39.66	40.74	41.85	43.00	25
26	30.30	31.12	31.97	32.85	33.74	34.66	35.61	36.58	37.58	38.61	39.66	40.74	41.85	43.00	44.17	45.38	26
27	31.97	32.85	33.74	34.66	35.61	36.58	37.58	38.61	39.66	40.74	41.85	43.00	44.17	45.38	46.62	47.89	27
28	33.74	34.66	35.61	36.58	37.58	38.61	39.66	40.74	41.85	43.00	44.17	45.38	46.62	47.89	49.20	50.54	28
29	35.61	36.58	37.58	38.61	39.66	40.74	41.85	43.00	44.17	45.38	46.62	47.89	49.20	50.54	51.92	53.34	29
30	37.58	38.61	39.66	40.74	41.85	43.00	44.17	45.38	46.62	47.89	49.20	50.54	51.92	53.34	54.79	56.29	30
31	39.66	40.74	41.85	43.00	44.17	45.38	46.62	47.89	49.20	50.54	51.92	53.34	54.79	56.29	57.82	59.40	31
32	41.85	43.00	44.17	45.38	46.62	47.89	49.20	50.54	51.92	53.34	54.79	56.29	57.82	59.40	61.03	62.69	32
33	44.17	45.38	46.62	47.89	49.20	50.54	51.92	53.34	54.79	56.29	57.82	59.40	61.03	62.69	64.40	66.16	33
34	46.62	47.89	49.20	50.54	51.92	53.34	54.79	56.29	57.82	59.40	61.03	62.69	64.40	66.16	67.97	69.82	34
35	49.20	50.54	51.92	53.34	54.79	56.29	57.82	59.40	61.03	62.69	64.40	66.16	67.97	69.82	71.73	73.69	35
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Range

## **COST OF LIVING**

Cost of Living increases may be considered each year when it is determined from an appropriate index that such an increase is warranted, and after considering the impact of such an increase on the City's budget.

## **SALARY ADVANCEMENT**

Increases based on the meritorious or superior performance of job duties as indicated by a performance evaluation are available upon approval of the City Administrator and the approval of the Governing Body. A "Salary Advancement" is separate from a "Merit Increase."

## **MERIT INCREASE**

A regular full-time employee may qualify for a merit increase as described in the Policies and Procedures Manual.

LINDON CITY  
2010-2011 APPROVED BUDGET

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