

UTAH COUNTIES INDEMNITY POOL PERSONNEL—EMPLOYEE DISCIPLINE POLICY

SECTION A EFFECTIVE DATE AND FREQUENCY OF REVIEW

1. The effective date of this policy is May 1, 2022.
2. This policy should be reviewed annually, but not less than every three years by the Board of Directors.
3. This policy should also be reviewed at any time that changes to laws or rules governing employee discipline are amended or recommendations are made by the UCIP CEO, which would require review and update to this policy.
4. Failure to review this policy in the frequency stated shall not nullify, void, limit or waive this policy or any action taken under this policy.
5. This policy is considered to be amended at the time any new federal or state law becomes effective which conflicts with this policy, but only to the extent necessary to come into compliance with new law.

SECTION B PURPOSE

1. The purpose of this policy is to assure that all dealings with applicants and employees are conducted in compliance with all State and Federal laws and to assure that UCIP provides a safe, productive, professional workplace to all employees of UCIP.

SECTION C AUTHORITY

1. The Board has authority to adopt this policy under the UCIP Interlocal Agreement.

SECTION D APPLICABILITY AND SCOPE

1. This policy is applicable to all UCIP employees. No individual Director, officer or employee has the authority to waive, alter or make exception to any of these policies unless expressly provided for herein.

SECTION E DEFINITIONS

1. Board: the Board of Directors of the Utah Counties Indemnity Pool.
2. CEO: the Chief Executive Officer of the Utah Counties Indemnity Pool.
3. Pool: the Utah Counties Indemnity Pool.

4. UCIP: the Utah Counties Indemnity Pool.

SECTION F POLICY STATEMENTS

1. Discipline is a necessary action to assure employees follow the policies adopted by the Board and the federal, state and local laws, ordinances and rules they are subject to while performing their job duties.
2. Implementing disciplinary action is necessary to protect other employees and the public from inappropriate actions of employees.
3. Implementing appropriate discipline is necessary for UCIP to meet its fiduciary responsibility to maintain the confidence of the membership and the public in its operations as a governmental agency.
4. Any violation of any UCIP policy or procedure may result in discipline up to and including termination. Failure to provide this statement in any individual policy or procedure does not waive, limit or estop UCIP's authority to implement discipline.

SECTION G PROCEDURES AND RESPONSIBILITIES

1. Employees are subject to discipline:
 - a. For violation of State, Federal or local law, ordinance or rules;
 - b. For violation of UCIP policies and procedures; and
 - c. For violation of any of the following whether or not considered a violation of an adopted UCIP policy or procedure:
 - (i) Inefficiency;
 - (ii) Incompetence;
 - (iii) Failure to maintain skills;
 - (iv) Inadequate performance levels;
 - (v) Neglect of duty;
 - (vi) Misconduct;
 - (vii) Inability to work in harmony with coworkers and member representatives;
 - (viii) Rudeness to a member representative or the public;

- (ix) Disobedience of a reasonable order of a supervisor;
- (x) Dishonesty;
- (xi) Insubordination;
- (xii) Misappropriation or damage to Pool funds or property;
- (xiii) Misuse of UCIP funds or property;
- (xiv) Tardiness;
- (xv) Unapproved absences;
- (xvi) Any act inimical to public service;
- (xvii) Felony convictions and other violations of State and Federal criminal laws; and
- (xviii) Any other circumstances where UCIP deems disciplinary action to be appropriate, regardless of whether UCIP has specifically identified a written rule or policy.

2. Discipline may include, but is not limited to:

- a. Verbal or written warning or reprimand;
- b. Probation;
- c. Reassignment;
- d. Transfer;
- e. Suspension;
- f. Reduced pay and/or benefits;
- g. Demotion;
- h. Termination; and
- i. Any other action deemed appropriate by the CEO or allowed by law.

3. An employee may be disciplined for multiple violations or disciplined in multiple ways for any one act or any series of acts.

4. An employee not satisfied with disciplinary action taken shall follow the procedures provided in the Personnel—Grievance and Appeal Process Policy.

SECTION H REVISION HISTORY

Prior to the adoption date of this Policy, UCIP had a policy governing Employee Discipline as part of its Personnel Policy last amended February 24, 2022.

1. Adopted: April 21, 2022
2. Revised: June 16, 2022
3. Revised: October 25, 2023

SECTION I APPENDICES

1. There are no appendices to this policy