

UTAH COUNTIES INDEMNITY POOL PERSONNEL—EMPLOYMENT TERMINATION 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 compensation 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 identify the circumstances and procedures for termination of employment with 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. The manner in which employment with UCIP is terminated will impact the benefits provided and procedure for termination.

SECTION G PROCEDURES AND RESPONSIBILITIES

1. An employee's employment with UCIP may terminate in the following ways:

- a. **Resignation**

Employees may resign at any time. However, as a courtesy, UCIP requests that employees give a minimum of two weeks written notice so that UCIP has time to prepare final paperwork and arrange to assure minimal disruption to member service. Any earned and/or accrued Vacation and Sick leave will be paid at the time of resignation in accordance with the Employee Leave Policy.

- b. **De-facto Resignation**

Employees who are absent from work for three consecutive days and are capable of providing notice to their supervisor, but fail to do so, are considered to have voluntarily resigned.

- c. **Involuntary Termination**

UCIP may terminate an employee's employment at any time.

- d. **Retirement**

Employees may retire at any time. However, as a courtesy, UCIP requests that employees give a minimum of two weeks written notice so that UCIP has time to prepare final paperwork and arrange to assure minimal disruption to member service. Any earned and or accrued Vacation and Sick leave will be paid in accordance with the Employee Leave Policy.

Any employee who is terminated through de-facto resignation or involuntary termination shall be provided the ability to file a grievance in accordance with the Grievance and Appeal Process Policy.

2. **Termination Pay**

Employees whose employment with UCIP is terminated will be paid the wages due them at the next regularly scheduled payday, after their final workday as determined by the CEO. Dental, Health and Vision Benefits will terminate effective the last day of the month of the employees termination. UCIP will pay earned and accrued Vacation and Sick leave due the employee in accordance with the Employee Leave Policy. To allow for an audit of accrued Vacation and Sick leave and any other compensation and/or deductions provided for under UCIP Policies, final

payment due the employee, if any, will be paid at the next regularly scheduled payday following the payday on which wages due were paid.

SECTION H REVISION HISTORY

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

SECTION I APPENDICES

1. There are no appendices to this policy