

# **UTAH COUNTIES INDEMNITY POOL PERSONNEL—EMPLOYEE COMPENSATION 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 provide equitable and adequate compensation to 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. COLA: Cost of Living Adjustment.

4. Compensatory Hours: Hours accrued for approved overtime.
5. Overtime Rate: One and one-half of the employees wage rate paid for approved overtime.
6. Pool: the Utah Counties Indemnity Pool.
7. UCIP: the Utah Counties Indemnity Pool.

## **SECTION F POLICY STATEMENTS**

1. All compensation provided to UCIP employees will be determined or approved by the UCIP Board of Directors. The UCIP Board may alter, amend, or supplement these policies and procedures at any time to the extent allowed by law.

## **SECTION G PROCEDURES AND RESPONSIBILITIES**

### **1. Wages**

It is the intent of UCIP to provide its employees with wages competitive with other similar employers in the Salt Lake County area and with other similar governmental risk pools. Employee wages will be determined by the UCIP Board and may be set based on analysis of wages for similar employers in the Salt Lake County area, similar governmental risk pool employers and in consideration of other benefits provided to similar employees to recognize the value of each employee's total compensation package.

#### **a. Cost of Living Adjustments**

Adjustments to wages related to cost of living are recommended by the CEO, and approved at the sole discretion of the UCIP Board.

- (i) Employee salaries may be adjusted annually to protect them from inflation of the local economy. COLA will be paid only if funds are available in the budget, and at the sole discretion of the Board.
- (ii) The UCIP Board may consider in part the percentage increase (if any) of the U.S. Department of Labor, Consumer Price Index for the Western Region as reported in October of each year, when considering any COLA type wage adjustment.
- (iii) New and rehired employees working within their introductory period, as described in the Personnel Employment Classification Policy, are not eligible for a COLA.

#### **b. Merit Adjustment**

A Merit adjustment to wages may be recommended by the CEO for exemplary performance by an employee in their position.

- (i) Merit wage increases may only be granted upon recommendation of the CEO and approval of the UCIP Board.
  - (ii) The effective date of any merit increase shall be the first pay period of the calendar year, unless otherwise authorized by the UCIP Board.
  - (iii) New and rehired employees working within their introductory period, as described in the Personnel Employment Classification Policy, are not eligible for a merit adjustment.
- c. Classification or Job Duties Adjustment

Adjustments to wages related to change in classification and/or job duties may be recommended by the CEO, and approved at the sole discretion of the UCIP Board.

## 2. **Overtime**

- a. To achieve effective budget management, overtime hours are generally not allowed. Employees may not work overtime hours without prior approval by the CEO.
- b. The CEO may adjust an employee's work hours within a pay period to avoid an employee working overtime (over 40 hours in a pay period).
- c. Approved overtime hours may be compensated as Compensatory Hours at a rate of one and one-half overtime hours worked. Total Compensatory Hours accrued may not exceed 20 hours. To achieve effective budget management, UCIP's preference is to have employees utilize Compensatory Hours within the current or following pay period of the hours being accrued. Compensatory Hours may be used by the employee at any time unless the use of the hours, at the time requested, would unduly disrupt UCIP operations in the opinion of the CEO.
- d. Compensatory Hours exceeding 20 hours maximum will be paid at the Overtime Rate no later than the pay period following the end of the pay period that the excess hours are accrued.
- e. Approved overtime hours may be paid at the Overtime Rate at the employees request.

## 3. **Bonuses**

It is the policy of the UCIP Board not to provide bonuses to its employees.

## 4. **Employee Award**

Employee awards may be recommended by the CEO in appreciation of efforts on behalf of UCIP. All awards shall be approved by, and at the sole discretion of, the UCIP Board. The value of employee awards may not exceed \$250 per employee annually.

## **5. Auto Allowances**

The UCIP Board has approved an Auto Allowance at a rate identified below to be paid to specific employees that regularly use their personal vehicle for travel for authorized UCIP business. The Auto Allowance is considered income for purposes of taxable income and will be reported by UCIP as taxable income paid to the employee.

Auto Allowance is approved for the CEO at a rate of \$750 per month.

## **6. Payroll Procedures**

Paydays will be twice a month, on the fifteenth and the last day of the month. If a payday falls on a Saturday, Sunday, or legal Holiday, UCIP will pay wages earned during the pay period on the day preceding the Saturday, Sunday, or legal Holiday.

## **SECTION H REVISION HISTORY**

1. Adopted: April 21, 2022
2. Revised: June 16, 2022
3. Revised: October 25, 2023
4. Revised: February 15, 2024

## **SECTION I APPENDICES**

1. There are no appendices to this policy