

# **UTAH COUNTIES INDEMNITY POOL PERSONNEL—PROTECTION OF PUBLIC EMPLOYEES 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 five years by the Board of Directors.
3. This policy should also be reviewed at any time that changes to laws or rules governing the Utah Protection of Public Employees Act 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 protect UCIP employees from retaliation in the form of adverse employment action for reporting in good faith the waste of UCIP funds, property or manpower, or a violation of law, rule or regulation by UCIP, whether through its employees or officials.
2. This policy is adopted to assure compliance with the Utah Protection of Public Employees Act

## **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. Act: the Utah Protection of Public Employees Act UCA 67-21-1 et. seq.

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

## **SECTION F POLICY STATEMENTS**

1. UCIP intends to protect its employees from retaliation in the form of adverse employment action by complying with the Utah Protection of Public Employees Act.
2. UCIP invites input from employees regarding concerns of waste or misuse of UCIP funds, property or manpower as well as concerns of suspected violations of laws, rules or regulations by UCIP employees.

## **SECTION G PROCEDURES AND RESPONSIBILITIES**

1. Employees should report any concerns of waste or misuse of UCIP funds, property or manpower as well as concerns of suspected violations of laws, rules or regulations by UCIP employees.
2. Reports should be made to:
  - a. The supervisor of the employee suspected of waste, misuse or suspected violation;
  - b. The CEO, if the reported conduct involves the supervisor;
  - c. The Board or any member of the Board if the conduct involves the CEO;
  - d. The Attorney General's Office if the conduct involves members of the Board; or
  - e. Law Enforcement if the conduct is criminal in nature.
3. No employee or officer of UCIP shall retaliate in the form of adverse employment action against an employee who has reported in good faith any waste, misuse or suspected violation in accordance the Act.
4. An employee that believes they have been retaliated against in the form of adverse employment action shall utilize the Grievance and Appeal process of the PERSONNEL—GRIEVANCE AND APPEAL POLICY to comply with the administrative review requirements of the Act.

5. Once the administrative remedies provided under the PERSONNEL—GRIEVANCE AND APPEAL POLICY have been exhausted, the employee may bring an action in compliance with the Act.
6. A copy of this Policy or a summary thereof shall be posted at the UCIP offices.
7. A copy of the Act shall be provided to employees:
  - a. When the employee is hired;
  - b. Upon request by the employee; and
  - c. When the employee files a grievance under the Act.

## **SECTION H REVISION HISTORY**

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

## **SECTION I APPENDICES**

1. [Utah Protection of Public Employees Act](#)