

UTAH COUNTIES INDEMNITY POOL PERSONNEL—EMPLOYMENT CLASSIFICATION 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 employment classification 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 employee classification for purposes of determining benefits provided to an employee.

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. UCIP employment classifications are generally designated as either full-time or part-time positions. Each job description shall state whether the position is a full-time, part-time, or temporary position and if it is an exempt or non-exempt position for purposes of the Fair Labor Standards Act (FLSA).
2. All new and rehired employees will work on an introductory basis for the first 180 calendar days after their date of hire or rehire. The introductory period is intended to give new or returning employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. UCIP management will use this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or UCIP may end the employment relationship at will at any time during the introductory period, with or without cause or advance notice.

SECTION G PROCEDURES AND RESPONSIBILITIES

1. Full-Time Positions

Employees, who work thirty (30) or more hours per week in a permanent position (1560 hours or more annually), are full-time employees.

2. Part-Time Positions

Employees who work less than thirty (30) hours per week on a continuous or recurring basis (1559 hours or less annually) are part-time employees.

3. Temporary Positions

Employees hired on a project basis. Any single project may not exceed 40 hours of work during a period not to exceed 30 days.

4. Volunteers

Persons providing services to UCIP in a volunteer position shall be authorized by the Board. Volunteers are considered employees only to the extent provided for under UCA 67-20-3.

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