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**NORTH OGDEN CITY  
MEMORANDUM**

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**TO:** MAYOR AND CITY COUNCIL  
**FROM:** ANNETTE SPENDLOVE, CITY RECORDER/HR DIRECTOR  
**SUBJECT:** PERSONNEL POLICIES  
**DATE:** 1/6/2011

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A complete review of the Personnel Policies was done this past year by a committee consisting of an Employee from each department (5), the Mayor, a Council Member, the City Manager, City Attorney and HR Director. The committee started the review in March of 2010. Periodically we have come to the Council when we need items changed for clarification or to conform to current law. The last complete review was done in 2002.

You will notice strikethroughs and highlights. Those are changes we made to clarify, conform or propose.

- Page 1            Clarity.
- Page 5            Clarity and to add the new Utah State Retirement rules.
- Page 7            The cost of advertising in the newspaper has become so expensive. There will still be some positions that we will want to advertise in the paper. We get a lot of response by using email, internet, and government websites. Clarity and cleanup.
- Page 8            Clarity, cleanup and changed relocation period from 30 days to 90 days.
- Page 9            Clarity, cleanup.
- Page 10           It is costly for the city to pay for required certifications and if a new employee doesn't stay for 1 year we are then paying the cost for a replacement. This will help the city to recoup some of those costs. Clarity and cleanup.
- Page 11           Cleanup.

Page 13 Clarity, cleanup according to laws.

Page 14 Cleanup.

Page 20-21 Clarity, cleanup.

Page 22 Cleanup and #29 sexual orientation is not considered discrimination according to federal law but the committee wanted this to be considered.

Page 25-26 Cleanup.

Page 47 Cleanup. The Council approved an appeal board in the fall 2009 and members of the council are on the appeal board.

Page 48 Cleanup and COBRA laws.

Page 51-53 Clarity and cleanup.

Page 56-58 Clarity and cleanup.

Page 60-65 Clarity and cleanup.

Page 68 Federal laws only lets us, the employer, contribute into a 401(k).

Page 70-73 Clarity and cleanup.

Page 74 To comply with FLSA laws.

Page 75-76 Cleanup

Page 77 #14 Clarity and cleanup for payroll dates.

Page 77 #16 The highlighted portion is for Council consideration.

Page 79 Cleanup.

Page 81-82 Cleanup.

Page 84-85 Cleanup.

Page 88 Cleanup.

Page 89-90 New required by the city's liability company.