

City of Kanab Personnel Policy

Part I INTRODUCTION

WELCOME TO EMPLOYMENT WITH THE CITY OF KANAB

Welcome new employee!

On behalf of your colleagues, we welcome you to Kanab City and wish you every success here.

We believe that each employee contributes directly to the city's growth and success, and we hope you will take pride in being a member of our team.

This Personnel Policy was developed to describe the city's expectations for our employees and to describe and set forth the city's policies and programs, as well as the benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee personnel policy as soon as possible, for it will answer many questions about employment with the city.

This document is not the only source of information about policies and procedures. Department directors have internal policies and procedures with which they operate their departments and direct and control their work requirements. These other policies and procedures also have an important affect on your work, and will be relied upon to the degree they are consistent with city policy and ordinance.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

IF YOU NEED ANY ASSISTANCE READING OR UNDERSTANDING THIS HANDBOOK, PLEASE CONTACT THE KANAB CITY RECORDERS OFFICE. ARRANGEMENTS CAN BE MADE TO ASSIST YOU.

This Employee Personnel Policy and its contents supersede any representations made prior to its issuance, whether such were verbal or written, implied or expressed, or otherwise stated/given, even if such prior representations covered areas not addressed in this document. Where any state or federal or other city ordinances may pre-empt any policy or procedure with respect to enforcement or by virtue of legal authority, such law or ordinance shall prevail.

This document and its contents are intended to supplement existing state or federal law. To such degree as is legally permissible, this handbook and its contents shall prevail over and above any minimum criteria set by state or federal law or city ordinance.

The exemption or nullification of any policy is pre-emptive legal statute or authority shall not affect the authority of any other policy or portion of this document. The only exceptions to these policies are those written, authorized and signed by the Mayor.

This document and its contents are not the only source of information, direction or guidance with respect to Kanab City policies, procedures or practices. Examples are departmental rules and regulations, administrative rules and procedures, executive orders, and city ordinances.

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EMPLOYEE ACKNOWLEDGMENT

I certify that on this date, I received a copy of the Kanab City Personnel Policy Manual (Revision May 11, 2010), which outlines the policies and procedures for personnel administration as well as the conditions for employment with the City and the basis for compensation and benefits.

I understand that receipt of this manual constitutes a legal notification of the contents and that it is my responsibility to become familiar with and adhere to the policies and procedures that are stated within.

I understand that the information within this manual is subject to change at any time, should circumstances warrant. It is my responsibility to keep informed of these changes and keep updated material with this manual as I receive it.

I understand that no verbal or written agreements, understanding, representation or statements made by my department director or supervisor can change the policies outlined in this manual, or bind the City to any course of action, and that these policies may only be changed by the City Manager with the advise and consent of the City Council

I understand that the policies and statements contained in the manual and in other statements that may be issued from time to time do not create a contract or agreement of any kind between Kanab City and its employees.

Employee's Signature

Employees' Name (Please Print)

Date

Witness

Part 1

GOVERNMENTAL ORGANIZATION

Sections:

1-1 GOVERNMENTAL ORGANIZATION

Section 1-1 GOVERNMENTAL ORGANIZATION

GOVERNMENTAL ORGANIZATION

A. City Council

The City Council consists of six members (a mayor and five councilmember's) elected at large by the citizens of Kanab to over-lapping four-year terms of office. The Council is responsible for establishing the local laws, defining policies, approving the budget, and instituting procedures which will give orderly and effective direction to the growth, development, and welfare of Kanab. (UCA 10-3-205, as amended). Each councilmember has responsibility as appointed by the Mayor, for an area of City government, such as streets, public safety, parks and recreation, airport, industrial development. In these areas, the councilmember serve as liaisons with advisory boards, representatives to outside agencies, and specialists on policy issues in those areas.

B. Mayor

The Mayor is elected at large as the chief executive officer and representative of Kanab government. The Mayor performs a wide variety of functions including: (a) conducting the ceremonial and official liaison activities within the community; (b) conducting regular council meetings and other official gatherings in the City; (c) recommending appointment members of boards and committees; (d) making recommendations to the Council and the Manager in both policy and administrative matters. (UCA 10-3-301, as amended)

C. City Manager

Under the general direction of the Mayor and City Council, the City Manager acts as chief administrative officer of the City. The Mayor is charged with the responsibility of ensuring the enforcement of all city ordinances and for the coordination of the activities of the various departments of the City for the express purpose of providing effective and efficient municipal services to the citizens.

D. Department Heads

Department Heads are specialized professionals who are directly responsible to the City Manager for the efficient operation of their particular departmental divisions. The City Manager can, by delegating authority and accountability to these department heads, use his time to better coordinate all City activities and services.

E. Employees

The most vital element in any organization is its employees. Employees are representatives of the City government. Close identification with the major objectives of City growth and development, and a desire to help serve the general interest of the community are necessary characteristics of the effective City

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employee. The City will be no better than the total group of employees working for it.

F. Chain of Command

Each employee must understand his own job and how it relates to the rest of the City organization. Effective communication is a vital element if the City is to enjoy an orderly work flow and accomplishment of required duties. Each employee must understand and use the proper line of communication. When a problem arises, the employee should naturally go to his supervisor, if any. The supervisor in turn communicates with the department head and in most cases the problems can be solved at this level. If further review is needed, the department head will take the matter to the City Manager. If further review is needed, the City Manager may present the matter to the Mayor and City Council for their consideration. All information on policy and procedures, council decisions, rules and regulations, or other directions should come back to the employees through the same line of communication also known as the chain of command.

Part 2

ADMINISTRATIVE POLICIES

Sections:

- 2-1 CITY COUNCIL MEETING AGENDA**
- 2-2 RULES & REGULATIONS REGARDING USE OF CITY PROPERTY & EQUIPMENT**
- 2-3 RISK MANAGEMENT AND PUBLIC POLICIES**
- 2-4 PRIVATE USE OF CITY EQUIPMENT**
- 2-5 PERSONAL INJURY ACCIDENTS**
- 2-6 CLAIMS AND LAWSUITS AGAINST KANAB CITY OR ITS EMPLOYEES**
- 2-7 PURCHASING POLICY**
- 2-8 TRAVEL**
- 2-9 STATUTORY ETHICAL AND DISCLOSURE REQUIREMENTS**

Section 2-1 CITY COUNCIL MEETING AGENDA

A. City Council Meeting Purpose

The City Council Meeting is the forum in which the Council considers matters of concern, determines policies, hears citizen requests, holds public hearings, etc. Council Meetings are regularly held on the second and **fourth** Tuesdays of each month. It is important that the Council Meeting agenda be prepared so as to give the Council:

1. Reasons for requests from departmental heads as well as citizens;
2. The impact of the issue upon the City, its departments, or others, in terms of budget, personnel, equipment, and existing policies and procedures;
3. Adequate time to study the issue before a public discussion takes place.

B. Procedure and Responsibilities for Agenda Preparation

In general, all City Council agenda preparation, documentation, and follow-up will be completed through the City Manager's office.

1. Any item proposed by department heads that requires City Council action must be submitted to the City Manager's office one week in advance of the applicable City Council meeting.
2. Requests from others, including the general public, to have items considered by the Mayor and City Council part of the agenda must be submitted to the City Manager in writing by 11:00 a.m. on the Friday preceding the Tuesday meeting. Agendas for other advisory commissions such as the Park Committee, Planning Commission, Airport Advisory Board, Power Board, Library Board, Heritage Council, etc. shall be prepared by the responsible staff person. Appropriate policies should be established for each advisory commission on how the agenda preparation will take place.
3. Each agenda item from the various departments shall be discussed by the department head with the City Manager and shall be submitted with supporting documentation for distribution to Council member. Each item submitted must clearly show what the problem is, what the alternatives are and the recommendations from the department heads.
4. The agenda will be prepared and distributed to the Mayor and Council members, appropriate

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department heads, and local media representatives on the Friday preceding the Tuesday meeting, thus allowing appropriate time for review.

5. The City Council agenda will be reviewed by the Mayor, City Attorney, appropriate department heads, if applicable, and the City Manager on the Monday before the council meeting.

Section 2-2 RULES & REGULATIONS REGARDING USE OF CITY PROPERTY & EQUIPMENT

A. Definitions

1. Authorized persons - people defined by individual department heads, subject to approval of the City Manager, as authorized to operate or ride as the case may be in City vehicles. All others are unauthorized operators/passengers.
2. City-owned vehicles - any automobile, truck, or self-propelled machinery or equipment which is owned or controlled by, and/or operated by the City of Kanab.
3. Parked Vehicle - An unoccupied vehicle shall be considered parked regardless of the time the operator is out of the vehicle, unless the operator is engaged in stop and go work practices such as reading utility meters, delivering door hangers, etc. involving multiple stops within a very short time period.
4. City-owned property - any property owned or controlled by the City of Kanab, such as parks, cemetery, etc.

B Procedure and Responsibility

1. Use of City Vehicles and Equipment by City Employees.
 - a. City vehicles will be driven only during regular working hours, usually 8:00 a.m. to 5:00 p.m., during approved overtime work, or during appropriate shifts if applicable.
 - b. Persons who are assigned to be "on call" for emergency situations will have use of a City vehicle during the specific time they are "on call."
 - c. A City employee living more than five miles from the City Office, will not be allowed to take a vehicle to his residence, regardless of status as a department head or "on call."
 - d. City vehicles are not to be used by employees to ride from the yard, substation, park building, City office, etc. for lunch purposes. If the employee has a specific job assignment and goes directly from that job to lunch and back to the job site, then a City vehicle could be used.
 - e. Every City vehicle will carry a log in which the following information will be recorded each time the vehicle is filled with gas:
 1. Date and time of fill-up.
 2. Speedometer reading before fill-up.
 3. Number of gallons used to fill tank.Or each time the vehicle is serviced:
 1. Date of service.
 2. Serviced by whom.
 3. Service or repair performed.If City owned fueling facilities are used, a log of the above referenced information will be kept at the fueling site and recorded each time a City vehicle is filled with gas. A monthly report will be submitted to the City Manager showing the number of miles driven that month by each vehicle, number of gallons used, and date filled with gas.
 - f. City equipment will be driven or operated only by those possessing a current Utah Operators license that have been approved for driving or operation by the City Manager after receiving,

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from the police dept., a satisfactory drivers license check. Employees, who drive equipment over 26,000 pounds in weight, or which carries hazardous materials or 16 or more passengers, must first obtain a Commercial Driver's License (CDL). The procedures to be followed to obtain a CDL include taking a written test, a driving test, and obtaining a DOT medical card, which requires a physical examination. A person may avoid taking a driving portion of the test, if the person has a good driving record, by acquiring a letter from his/her department director indicating that he currently operates large equipment and is proficient in that operation.

If an employee is transferred or promoted to a position requiring a CDL, Kanab City will pay the costs of obtaining a CDL for all employees in positions which have the CDL as a job requirement.

Kanab City will pay for required endorsements that may be added to a job description after an employee has been hired to that position, but will not pay for endorsements which are not required by the employee's position with the City. By Federal law, fire fighters are exempted from the requirement for a CDL.

- g. The City Records Office will maintain a complete list of all City-owned vehicles. Department heads will make sure their departments service and maintain each vehicle.
 - h. Each City employee should use caution and courtesy while driving City vehicles. Misuse, carelessness, purposeful recklessness, or "showing-off" will be grounds for disciplinary action.
 - i. Each City employee should make a concerted effort to use and treat City equipment in a manner which will facilitate the maximum usage possible for all City equipment items.
 - j. All vehicle operators will meet all City, County, State and Federal requirements.
 - k. No driver will be permitted by a supervisor to operate an unsafe vehicle. No supervisor will require a subordinate to operate an unsafe vehicle.
2. Use of City Vehicles and Equipment by City Volunteers.
- a. City vehicles will be driven only during regular working hours, usually 8:00 a.m. to 5:00 p.m., during approved overtime work, or during appropriate shifts if applicable.
 - b. Volunteers who are assigned to be "on call" for emergency situations will have use of a City vehicle during the specific time they are "on call."
 - c. A City volunteer living more than five miles from the City Office, will not be allowed to take a vehicle to his residence, regardless of status as a department head or "on call."
 - d. City vehicles are not to be used by Volunteers to ride from the yard, substation, park building, City Office, etc. for lunch purposes. If the employee has a specific job assignment and goes directly from that job to lunch and back to the job site, then a City vehicle could be used.
 - e. Every City vehicle will carry a log in which the following information will be recorded each time the vehicle is filled with gas:
 1. Date and time of fill-up.
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 - f. City equipment will be driven or operated only by those possessing a current Utah Operators

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license that have been approved for driving or operation by the City Manager after receiving, from the police department, a satisfactory drivers license check. Volunteers who drive equipment over 26,000 pounds in weight, or which carries hazardous materials or 16 or more passengers, must first obtain a Commercial Driver's License (CDL), unless exempted by State or Federal Statute. The procedures to be followed to obtain a CDL include taking a written test, a driving test, and obtaining a DOT medical card, which requires a physical examination. A person may avoid taking the driving portion of the test, if the person has a good driving record, by acquiring a letter from his/her department director indicating that he/she currently operates large equipment and is proficient in that operation. If a volunteer is transferred or promoted to a position requiring a CDL, Kanab City will pay the costs of obtaining a CDL for all volunteers in position which have the CDL as a requirement.

Kanab City will pay for required endorsements that may be added to a job description after an employee has been hired to that position, but will not pay for endorsements which are not required by the employee's position with the City. By Federal law, fire fighters are exempted from the requirement for a CDL.

- g. The City Records Office will maintain a complete list of all City-owned vehicles. Department heads will make sure their departments service and maintain each vehicle.
- h. Each City volunteer should use caution and courtesy while driving City vehicles. Misuse, carelessness, purposeful recklessness, or "showing-off" will be grounds for disciplinary action.
- i. Each City volunteer should make a concerted effort to use and treat City equipment in a manner which will facilitate the maximum usage possible for all City equipment items.
- j. All vehicle operators will meet all City, County, State and Federal requirements.

3. City-Owned Property.

- a. The City will reserve the Community Center, picnic pavilions, Heritage House, play area, or park facility for an individual or group upon receipt by Kanab City of a completed reservation application and proper deposit. A reservation can be made by completing the necessary reservation forms and making the appropriate deposits at the City Office.
- b. The City will reserve the swimming pool for an individual or group upon receipt of proper deposit. Reservations can be made by contacting Kanab City swimming pool, 644-5870.
- c. The City will allow the City Office or other Council approved meeting room to be used for meetings and gatherings by local groups if and when the office space is available.
- d. Every person or group reserving any City park or other public building shall respect the property and abide by common rules of courtesy to include:
 - i. No dangerous horseplay or improper use of the facility for purposes other than their design.
 - ii. Leave the area clean, neat, and orderly upon departure.
 - iii. Respect the rights of others, their reservation times, and any of the City's specifically posted rules and regulations at the facility.
 - iv. Conform to all provisions contained in the City's Park Ordinance or other applicable ordinances.
- e. Any serious damage done deliberately or as a result of violation of these rules to a facility or park will be charged to the responsible group and that group shall be held legally liable for compensation of such damages.

4. General Safety Rules and Regulations.

The following general safety rules will apply in all work areas. More specific safety rules may apply to specific work areas of functions:

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- a. No employee will work under unsafe conditions or with unsafe tools or equipment. In the event that such condition develops, it will be immediately reported to the supervisor, who will determine and initiate corrective action if necessary.
- b. Employees should pay strict attention to their work. Practical joking and horse- play will not be tolerated.
- c. Warning signs and signals posted to point out dangerous conditions are to be obeyed by employees.
- d. Employees will not take shortcuts in, or over, dangerous places.
- e. Extreme caution should be exercised by employees operating any type of power equipment.
- f. Employees should not jump from truck beds, platforms, fences, or other elevated places unless absolutely necessary to the performance of duty.
- g. Because of the hazard inherent in running, employees should refrain from running unless it is absolutely necessary to the performance of duty.
- h. Employees will use safety equipment appropriate to the job, such as safety glasses, gloves, toe guards, and hard hats, if required or appropriate to the work performed.
- i. Employees will avoid wearing loose clothing and jewelry while working on or near equipment and machines.
- j. All accidents, regardless of severity, personal or vehicular, are to be reported immediately to the supervisor, who in turn will report the incident to the City Manager.
- k. Operators and passengers in a business-use vehicle equipped with seat belts must wear them when the vehicle is in operation, and all employees operating vehicles will observe all local traffic laws.
- l. In all work situations, safeguards as required by State and Federal Safety Orders will be provided.
- m. Unless specifically authorized by the City Council or City Manager, no city employee or volunteer will use a city vehicle or equipment for personal use.

Listed below are some common accidents and their causes. Each employee, supervisor, or other involved person should survey the work area and work procedures frequently to eliminate these and any other unsafe condition:

- a. Falls: slippery surfaces, uneven walkways, broken or missing railing on steps or landings.
- b. Strains: improper lifting techniques.
- c. Falling or Moving Objects: improper storage of equipment.
- d. Striking Against Dangerous Objects: drawers left open, and improper disposal or storage of equipment.
- e. Electrical Shock: worn out plugs, cords or equipment, or ungrounded equipment.
- f. Vehicles: seat belts not used, excessive speed, backing.

5. Notice of Accident

If a City employee on City business or driving a City vehicle is involved in an accident, the following should be done:

- a. Stop the vehicle immediately and render assistance to any injured person.
- b. Obtain the name, address, telephone number, and driver's license number of the drivers of other vehicles involved.
- c. Obtain the name, address, and telephone number of any witnesses of the accident.
- d. Obtain the name and address of the other party's insurance carrier.
- e. Notify the Kanab City Police Department immediately.

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- f. File proper notice with the City Manager's office. Vehicle operators shall be held personally accountable and subject to disciplinary action for violation of laws which result in a personal injury or property damage.
- g. Contact the appropriate law enforcement agency.
- h. City drivers may give their name, address, and license number to other drivers if it is requested.
- i. Under no circumstances are any statements, written or oral, to be given concerning the matter in which the accident occurred, except to law enforcement officers investigating the accident, the City Attorney's office, or a representative of the City's insurance carrier.

Section 2-3 RISK MANAGEMENT AND PUBLIC POLICIES

A. Risk Management Guidelines

Risk Management shall be a resource for the development, organization, coordination and implementation of safety programs and safety education. Risk Management functions may include work-site inspections, hazard reduction and accident/injury investigations. Risk Management shall advise the department directors, Division Managers, Supervisors and employees of unsafe conditions and or problems related to accident prevention.

The City has set forth the following as general guidelines under and around which employees and supervisors are expected to work and perform their job functions safely and properly. Since these are only guidelines, the City reserves the right to develop training programs, written directives and other detailed procedures with which to enforce and expand upon these general policy guidelines.

B. City Manager Designate As Risk Manager

The City Manager is hereby designated as the City risk manger. It will be his responsibility to:

1. Administer the City's risk management programs.
2. Identify risk exposure areas, evaluate such risk and take such actions and make recommendations as may be necessary to provide for avoidance, prevention, transfer or retention of all risk to the City.
3. Represent the City on the board of directors of the Utah Management Mutual Association.
4. Keep informed of all changes in the liability status of municipalities and provide loss control guidance to department heads and the City Council.
5. Investigate claims and lawsuits in accordance with the regulations outlines in Title 1, Chapter 3.
6. Maintain necessary records of insurance in force, losses incurred and such other records as may be necessary for the efficient and effective management of the city's risk management Program.

C. Risk Management Policy and Philosophy

WHEREAS, A strong and viable risk management program will make more effective use of public funds by reducing accidents, injuries and related expenses; reducing the potential for liabilities, suits and property damage; prolonging the usable life of vehicles and equipment; and increasing the opportunity for successful recovery from natural disasters and other losses; and

“WHEREAS, A dynamic risk management program, will also increase productivity, improve the

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work environment and public image; and

“WHEREAS, A risk management program will involve identification of exposures to loss before they occur so action may be taken to prevent or reduce the loss; implementation of program procedures and training to accomplish the program objectives; and a citywide financial planning process, keeping the actual cost of risk to a minimum; and

“WHEREAS, The overall effectiveness of a risk management program is dependant on four vital factors consisting of management commitment, financial planning, safety and loss control and employee commitment.

“NOW, THEREFORE, BE IT RESOLVED by the Kanab City Council that this Council declares its commitment to its risk management program, and encourages all city employees to be committed to this program, with the expectation that we all will reap the benefits of the endeavor.”

Section 1.1.040 of the Kanab administrative Policies and Procedures Manual states that “Kanab, its elected officials, appointed officers, employees and volunteers are dedicated to sound risk management practices. All city operations will be conducted to avoid, eliminate, reduce transfer and manage the risk associated with them. It is the goal of the city to provide municipal services and a place of employment free from hazards. It is also the objective of the city to keep the community free from financial losses. In fulfilling this goal, the direction to the City Manager whose responsibility it is to implement a comprehensive safety and loss prevention program.”

The City has set forth and following as general guidelines under and around which employees and supervisors are expected to work and perform their job functions safely and properly. Since these are only guidelines, The City reserves the right to develop training programs, written directives and other detailed procedures with which to enforce and expand upon these general policy guidelines.

The City has set forth and following as general guidelines under and around which employees and supervisions are expected to work and perform their job functions safely and properly. Since these are only guidelines, the City reserves the right to develop training programs, written directives and other detailed procedures with which to enforce and expand upon these general policy guidelines.

1. Immediate Job Task/Function.

When dealing with the first area of safety concern in the workplace, employees need to be aware that safe work practices will insure their own safety by lessening the likelihood of injury to them, and provide for the safety of others - both fellow employees and members of the public.

All employees are expected to work in a manner which will help protect themselves from undue back strain, improper bending or lifting, unsafe or improper use of equipment or operational requirements. This includes the use of protective wear (e.g. gloves, goggles, facemasks) when working in and around chemicals and/or equipment where such protective wear is required.

All employees are expected to keep their own work environment organized and free of unnecessary clutter, spills, or exposure(s) to hazardous chemicals, vapors or material, except where such exposure is limited to the completion of a task or job function.

2. Immediate Working Environment.

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When working with the City, or at any designated work site, and in the performance of job tasks or functions, all employees are responsible to keep the general working environment or area free from unnecessary risk to their own and other safety and health. All employees are directed to report to their own, or the nearest supervisor, whichever is next accessible, any unsafe or potentially unsafe condition or circumstance with respect to their general working environment.

Employees are required to wear proper protective and safety clothing, articles, equipment and accessories when performing functions related to potentially hazardous circumstances, chemicals, and vapors and other conditions. This includes the use of safety eye wear, face masks, respiration protection equipment, etc.

By way of an example of proper reporting requirements, if a floor is observed to be wet and/or slippery, the employee making such an observation has a duty to communicate that knowledge or perception to the nearest and most accessible supervisor right away. Likewise, if an employee notices any noxious smells, vapors, noise or conditions which are not normal or usual, such should be communicated right away to the nearest and most accessible supervisor.

3. General Work Environment.

All employees have a duty and obligation to inform the nearest or most accessible supervisor or the department head right away of any observation or knowledge of any unsafe or potentially dangerous circumstance, smell vapor, noise or event; even where such observation and knowledge occurs outside the employee's own department or area. Likewise, all employees are responsible for acting in a manner which shall prevent the occurrence of any unsafe or potentially unsafe condition of any City facility, area or building where they or others work.

As examples of expected protective and preventive action(s), if an employee notices an icy walkway outside any city buildings or property, that is near to or surrounds the area where others may walk or work, the employee has a responsibility to report that information to the nearest and most accessible supervisor or the department head.

B. Smoking

In keeping with the City's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace, including vehicles and equipment, except in designated smoking areas that comply with the Utah Indoor Clean Air Act.

This policy applies equally to all employees and members of the public. Any employee, who observes someone violating this policy, is required to bring the matter to the attention of their immediate supervisor or department director. Supervisors and department heads have the responsibility for enforcing the smoking policy of the City.

Section 2-4 PRIVATE USE OF CITY EQUIPMENT

A. Policy Against Non-City Use

It is the policy of the City of Kanab that City equipment is not to be used for activities or projects outside the scope of the City's normal service delivery requirements. City employees shall never use City equipment for personal use.

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The purpose of this section is to establish a policy which will allow City employees to know how to handle requests for use of City-owned equipment by parties outside the normal scope of City services and responsibilities. Unsupervised use of City equipment can lead to abuse and damage of equipment which will result in higher operational and maintenance costs to the citizens.

B. Procedure for Non-City Use

Authorization for use by or for the benefit of private parties or other public entities may be granted by the City Manager for those instances where the general benefit of the citizens of Kanab is apparent or in emergency situations. The City Manager shall report these conditions and permission to the Mayor and the City Council.

C. Procedure and Responsibilities

1. City equipment is generally to be used for City purposes.
2. Requests for use of City equipment shall be referred to the department head where the City policy against non-City use is explained to the person requesting use.
3. If the person requesting use feels the proposed use qualifies, then the request is referred to the City Manager for disposition.
4. If the City Manager denies the use of the equipment, the person requesting use may seek approval from the City Council at a regular City Council Meeting.

D. Safety Policy

City employees shall abide by reasonable safety precautions. Employees are responsible for the safety and protection of other fellow workers and must perform duties carefully. Employees shall immediately report to their supervisor any equipment needing repair, any area needing lighting, or any condition in the city which is likely to cause an accident.

E. Use of Seat Belts

Kanab City recognizes that safety belts are an important and effective item of personal protective equipment and that employees needlessly die and are injured due to their failure to use available safety belts. Kanab City wishes to reduce the incidence and severity of any injuries which may be caused by failure to use safety belts. Therefore, Kanab City is implementing the following safety belt usage policy:

Available safety belts shall be used by all Kanab City employees when they are traveling on official City Business. This applies to all employees and to all occupants of vehicles driven by employees on official City business. Employees and other occupants shall use the available safety restraints in City owned, leased, or rented vehicles when those vehicles are being used for official City business. The driver of the vehicle is responsible for enforcing safety belt usage by all occupants. The ranking occupant, if other than the driver, also equally shares this responsibility.

Safety belt systems in all vehicles are to be maintained so that they are clean, easily accessible, and in good working order.

Failure to follow the terms of this policy and properly utilize safety restraints will be treated as a violation of City policy. Disciplinary action may result, which could include but is not limited to verbal or written reprimand, suspension, and/or termination.

Kanab City also encourages employees and their families to use safety restraints and child safety seats in

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their personal vehicles in order to help protect themselves and their families from serious or fatal injuries resulting from vehicle accidents.

F. Vehicle Backing Policy

Any person operating a City vehicle shall use extreme caution when backing said vehicle. The following definitions apply to all city vehicles.

The policy for City trucks and heavy equipment shall be:

1. Supervisors shall ensure each city truck is equipped with a safety cone to comply with this standard.
2. Drivers shall place a safety cone behind any city truck considered parked, unless they are parked in a parking lot and are able to leave the parking space without backing.
3. Whenever a city truck is parked along a roadway, the safety cone shall be placed at the rear and on the street side of the vehicle.
4. When backing a parked city truck is necessary, drivers shall walk completely around their vehicle before getting in, pick up the cone, and then look over their shoulder while backing.
5. Drivers are encouraged to back safely into parking spaces as they arrive since they have a clear view of where they are going to park along with potential obstacles.
6. When backing a heavy duty city truck, another employee should "spot" the driver whenever possible. Every effort should be taken to locate and utilize a "spotter". When a spotter is not available, drivers shall walk completely around their vehicle before getting in, pick up the cone, and carefully watch the area they are backing into.
7. Operation of all vehicles shall be in accordance with applicable laws and regulations.
8. Failure to follow this policy will be treated as a violation of City policy and may result in disciplinary action, up to and including termination.
9. Whenever a city truck is loaded it must be secured.

All employees are encouraged to park other vehicles such that the vehicle will be driven forward from the parking space whenever possible and practical. Employees are encouraged to back vehicles into the parking space or pull forward into a double space so that when leaving the parking space the car is driven forward.

When backing any parked vehicle is necessary, drivers are encouraged to walk completely around their vehicle before getting in and then look over their shoulder while backing.

G. Reporting Downed or Obstructed Traffic Control Devices

Employees are required to report downed and/or obstructed traffic control devices. It is the desire of Kanab City to encourage all employees to report downed and/or obstructed traffic control devices (TCD) (i.e. stop signs, yield signs, caution signs, speed limit signs, etc.) as soon as possible after they become aware of them.

The term "downed" in this policy means fallen over, missing, deteriorated or faded.

1. Reporting during business hours. Downed or obstructed TCDs discovered during business hours are to be reported to the City Records Office who will log the report and immediately notify the Public Works Department of the problem. The Public Works Department shall immediately correct the problem and then notify the City Records Office of the corrective action taken. The City Records Office shall monitor incidents and shall follow up with the Public Works

City of Kanab Personnel Policy

Department to insure the problem is corrected in a timely manner.

If the downed or obstructed TCD is a stop, yield or school crossing sign, the City Recorders Office shall also notify the Police Department so that they may determine whether or not an officer should be called out to direct traffic.

2. Reporting after business hours. After business hours, downed or obstructed TCDs are to be reported to the Sheriff's Office dispatch and request dispatch contact by radio or page the Public Works Department to have the TCD repaired. If the downed or obstructed sign is other than a stop, yield or school zone sign, the reporting of the downed or obstructed TCD may be reported to the City Recorders office the morning of the next business day. If the downed TCD is a stop, yield or school zone sign, dispatch should be requested to contact the Police Department to see if a police officer is needed to direct traffic, then immediately page the Public Works Department employee on call to correct the problem and document the incident. The Public Works Department employee on call shall correct the problem immediately and shall notify dispatch when completed. The Public Works employee on call shall notify the City Recorders Office of the incident the next business day.
3. Written records to be maintained by public works secretary. The City Recorders Office shall maintain a written record of all reports of downed or obstructed TCDs and the corrective action taken. This record shall, at a minimum, contain:
 - a. Date and time the problem was reported,
 - b. Location and type of TCD,
 - c. Name of the employee assigned to correct the problem,
 - d. A brief description of the corrective action taken,
 - e. Date and time the problem was corrected.

H. Commercial Drivers License and Public Safety Mandatory Drug Testing Policy

Kanab City is committed to providing a workplace environment which ensures the safety, and encourages the personal health and productivity of its employees. The City recognizes that substance abuse in the workplace is a threat to the safety, health and job performance of its employees. The goal of this policy is to balance the City's respect for the individual with the need to maintain a safe, productive, drug and alcohol-free workplace, and to conform to Department of Transportation (DOT) requirements for employees who hold a Commercial Driver Licenses (CDL).

All City employees who possess a CDL and or meet any of the following criteria are covered by this policy:

1. Regularly operate any City vehicle;
2. Operate a vehicle with a gross vehicle weight rating over 26,000 pounds;
3. Operate a vehicle which holds sixteen (16) or more passengers, including the driver;
4. Operate a vehicle which holds hazardous materials requiring placards;
5. Engage in safety or security activities.

It is the policy of the City to maintain all test results in a separate, secure, locked file cabinet with limited access. Confidential records will not be shared with other employees, personnel or supervisors who do not have security clearance.

Results will be reported only to a City representative who has been authorized to receive test results.

City of Kanab Personnel Policy

Any employee with a positive alcohol test result (0.02 or greater) or a positive drug test result will be referred to a qualified Substance Abuse Professional and will not be allowed to resume duties of a sensitive position until they are evaluated.

It is the policy of the City to follow the requirements for background checks for drivers with past substance abuse violations (per FHWA requirements). Newly hired employees are required to complete the form (**Alcohol and Drug Test Release Form**) to allow the review of previous test results.

It is the policy of the City to have supervisors complete the Observation Behavior/Reasonable Suspicion Form prior to any request for a reasonable suspicion test.

1. Prohibited Activities For Covered Employees:
 - a. A covered employee shall not report to work with the presence of a controlled substance or alcohol in his or her body. Any employee violating this policy shall not be allowed to work and shall be subject to disciplinary action.
 - b. A covered employee shall not sell, use, purchase, manufacture, or be in possession of a controlled substance or alcohol while on City time, on City business or on City property.
 - c. The use of controlled substances is prohibited except when the use is pursuant to the instructions of a physician, where the physician has advised the employee that the substance will not affect his or her ability to safely perform his or her normal duties.
 - d. A covered employee shall not operate any vehicle or machinery while under the influence of any drug or alcohol which renders the employee incapable of safely and adequately operating the vehicle or equipment. The presence of a prohibited substance in the body of an employee constitutes a violation of this policy.
 - e. A covered employee shall not refuse to submit a specimen. Refusal to submit a specimen will prohibit the employee from performing a safety sensitive function and will be treated as a positive test result for purposes of determining if the employee can perform his or her normal duties.
 - f. A covered employee shall not tamper with or adulterate a specimen.
 - g. A covered employee who is a driver subject to a post-accident test shall present himself or herself readily available for such testing.
2. Drug And Alcohol Testing Circumstances:
 - a. Pre-employment Procedures:

All prospective covered employees shall, upon request, submit to a drug test at a designated facility. Employment with the City will only be offered to those applicants who successfully pass the pre-employment drug test.
 - b. Post-Accident Tests:

Kanab City will require drug and alcohol testing of any covered employee involved in an on-the-job accident where the following occurs: a fatality or a moving citation under state or local law for a violation that arises from the accident. Post-accident testing will be carried out pursuant to DOT rules and regulations for drug and alcohol tests after an accident.
 - c. Reasonable Suspicion:

Reasonable Suspicion testing will be done in cases where there is a belief by a supervisor/manager that a covered employee may be using a controlled substance. Reasonable suspicion tests will be required when there is:
 - i. Observable phenomena (actual use or possession);
 - ii. Abnormal behavior;
 - iii. A drug related investigation, arrest or conviction.
 - iv. Random Testing:

City of Kanab Personnel Policy

Random testing will be administered by a third-party administrator, consortium, collection agency or the City. All covered employees are subject to random testing. Employees will not be given any notification of their selection for a random drug or alcohol test.

- d. Return-to-Duty:
Any employee who returns to work under the terms of a return-to-work agreement will be subject to at least six unannounced tests in the first 12 months after the return-to-work. Follow-up testing may be extended for up to 60 months following the return-to-work.
 - e. Prohibited Drugs:
City policy prohibits the use, possession, or sale of any controlled substance. The City will specifically test for the following drugs as part of the City's drug-free workplace policy and to comply with Federal Highway Association (FHWA) rules and regulations:
 - i. Marijuana;
 - ii. Cocaine;
 - iii. Amphetamines;
 - iv. Phencyclidine (PCP);
 - v. Opiates;
 - vi. Alcohol.
3. Specific Prohibitions on Alcohol Use:
- a. A covered employee shall not report to work, regular shift or on call, or operate a city owned or controlled vehicle or equipment, with any amount of alcohol in his/her blood system.
 - b. A covered employee shall not consume alcohol within eight hours after an on the job accident that results in:
 - i. A fatality;
 - ii. A moving violation citation to the driver.
 - c. The City will attempt to test a covered employee who is involved in an accident resulting in a fatality within 2 hours of the accident. A covered employee will not be tested for alcohol use beyond 8 hours after an accident occurs.
 - d. No covered employee who has a Breath Alcohol Content (BAC) of .02 percent or greater may operate a City vehicle or City equipment. A covered employee who has a BAC of .02 percent or higher will be referred to a substance abuse professional for an evaluation. Drivers will not be allowed to return to work until they are evaluated by a substance abuse professional.
 - e. No covered employee may report to work with a BAC percent of .02 or greater. A driver with a BAC of .02 or greater will not be allowed to work for 24 hours after the positive test.
 - f. No covered employee may possess any unmanifested isopropyl, methyl or ethyl alcohol.

It is City policy to test drivers only just before, during, or just after the performance of a safety sensitive function.

It is against City policy for any supervisor/manager that has actual knowledge of a driver using a controlled substance or alcohol to permit the driver to perform or continue to perform safety sensitive functions.

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**ACKNOWLEDGMENT OF RECEIPT
OF KANAB CITY'S POLICY
ON CONTROLLED SUBSTANCES**

I, the undersigned employee or prospective employee of Kanab City, hereby acknowledge that I have received and read the attached copy of the City's C.D.L. and Public Safety Mandatory Drug Testing Policy. I also agree to comply with this substance abuse policy as a condition of employment with the City. I also understand that this agreement does not create an obligation or contract of employment between myself and Kanab City.

Name (Please Print) _____

Employee's Signature _____

Social Security Number _____

Date _____

Supervisor's Signature _____

EMPLOYEE DRUG AND ALCOHOL CONSENT FORM

I consent to Kanab City's request for a urine or other specimen for the purpose of detecting the presence of drugs or alcohol and authorize its designated third-party administrator to do so.

I also understand and consent that test results may be given to a Medical Review Officer (MRO) and a City representative for review. Further, I understand that appropriate action may be taken in conformity with the City's substance abuse policy if the test is positive.

Name (Print Please) _____

Signature _____

Social Security Number _____

Date _____

Witness _____

City of Kanab Personnel Policy

Section 2-5 PERSONAL INJURY ACCIDENTS

The purpose of this Section is to set policy, to administer and assist persons injured while on City property, in City vehicles, or in City buildings.

1. Assist the injured person and give first-aid, if you are able.
2. If it appears the person is so seriously injured that an ambulance or doctor is necessary, call one immediately. If possible and necessary, determine the injured person's family physician and call him.
3. As soon as the injured person is cared for, and before details of the accident are forgotten, write a report in duplicate of what happened.
4. Obtain written statements from any others who saw the accident. The report filed should address the following:
 - a. Date and person preparing the report.
 - b. Date and time of the accident.
 - c. If possible, the name and address of injured person.
 - d. Location of the accident.
 - e. What you saw happen (be specific).
 - f. What you were told happened and by whom.
 - g. Names and addresses of any other person who might have witnessed the accident.
5. Notify the proper authorities:
 - a. Forward the original of all reports and statements to the City Attorney. Forward the copy to your department head.
 - b. If injury is serious, notify the City insurance carrier.
 - c. If a vehicle is involved in the accident, contact that appropriate law enforcement agency.

Section 2-6 CLAIMS AND LAWSUITS AGAINST KANAB CITY OR ITS EMPLOYEES

A. Policy

It is the policy of the City of Kanab that claims and lawsuits against the City or its employees is handled in a systematic and timely manner.

B. Purpose

1. Establish a systematic method of handling claims and lawsuits.
2. Ensure timely response.
3. Protect the City of Kanab and its employees.

C. Handling Claims Against The City

1. The City Recorder's office personnel shall be the only employees authorized to receive claims and lawsuits on behalf of the City of Kanab. All other employees are to direct claimants and process servers to file claims and lawsuits in the Recorder's Office. The City Recorder's Office will provide claim forms and all filings will be received only by the Recorder's Office.
2. The Recorder's Office shall immediately (within four (4) business hours) record the receipt of the claim or lawsuit and then forward all documents received to the City Manager.
3. Upon receiving any claim or lawsuit, the City Manager shall:
 - a. Forward all lawsuit documents immediately to the City Attorney's Office and the cities

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- insurance carrier for appropriate action.
- b. Forward a "Notice of Occurrence" to the insurance broker/carrier immediately.
 - c. Analyze all claims to determine the appropriate action to be taken. If the claim is not settled, copies of the claim shall be promptly sent to the City Attorney's Office and the insurance broker/carrier. Care will be taken in negotiating and handling not to prejudice the rights of the insurance carrier to defend the claim.
4. Upon receiving any lawsuit or claim, the City Attorney's Office shall:
- a. Analyze the pleading and claims to determine if the matter is covered by the City's insurance policies. If it is possible that insurance coverage exists, written notice of the suit shall be sent to the insurance broker/carrier within one (1) business day. If no insurance coverage exists, the City Attorney's office personnel shall take such action as is necessary to defend the lawsuit.
5. All City officials and personnel shall cooperate fully in processing and defending any claim or lawsuit.

D. Claims Against City Departments and Employees

1. Immediately upon receiving any claim against a City department or a lawsuit against a City department or employee, the employee receiving the claim or lawsuit shall deliver all documents received to the City Recorder's Office together with a description of the manner in which the documents were received.
2. Upon receiving any claim or lawsuit against a City department or employee, the Recorder's Office and all other City personnel shall follow the procedures outlined above for claims and lawsuits against the City.
3. Upon receiving any lawsuit against a City employee, the City Attorney's Office shall investigate the circumstances under which the claim arose and will make a recommendation to the City Council and City Manager of the appropriate action to be taken. If the Council determines that the City should defend the employee, the City Attorney's Office shall assist the employee in preparing any documents necessary to formally request that the City defend the action and pay any judgment entered against the employee.
It is the general policy of the City to defend City employees against claims or actions brought against them as individuals while carrying out City activities, unless the actions which bring about these claims or lawsuits are malicious or fraudulent.
4. Any employee or department receiving written notice threatening legal action or claiming damages shall immediately forward the document to the City **Manager's** Office. Each department head shall be responsible to see that the procedures outlined above are followed and to take appropriate action if they are not.

Section 2-7 PURCHASING POLICY

A. Statement of Policy

It is the policy of the City of Kanab to process for payment in an expeditious manner, and within the payment terms negotiated by the appropriate officials, all invoices and check requests presented to the City in exchange for commodities or services received by the City; also to have such expenditures

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properly recorded in the various expenditure accounts. Generally, Accounts Payable checks are prepared for the City Councils review and approval at City Council meeting held the second and fourth Tuesday of each month. All 1099 vendors will be paid by computerized accounts payable check only.

B. Definitions

1. Seller or Provider - immediate provider of commodity or service ordered by the City.
2. Purchase Order - document used to order needed commodity or service and therefore commit City funds for payment.
3. Invoice - vendor or supplier claim for commodity delivered or service rendered.

C. Procedures

1. All purchases of goods or services to be made by or on behalf of the City shall be made only by an elected officer, full-time employee of the City, part-time employee with authorization of his/her supervisor or such other person as may be authorized by subsequent resolution of the Council to so act.
2. All purchases of goods or services not exceeding \$250 may be made by all authorized City personnel with approval of his/her supervisor.
3. All purchases exceeding \$250 must be approved by the City Manager prior to purchase of the item.
4. All purchases exceeding \$1,000 must be accompanied by a purchase order or invoice and approved by the City Manager and the City Council Member having authority over the department making the purchase, prior to purchase.
5. All purchases over \$5,000 shall be approved by the City Council.
6. Payment for all purchases made by an employee without a proper purchase order, when required will be the responsibility of the employee.
7. All invoices and request for payment may be reviewed by the appropriate department head prior to City Council Meeting.
8. All requests for payment of an invoice will be presented to the Council for approval by applicable Council Members at regularly scheduled Council Meetings.

Section 2-8 TRAVEL

A. Approval

1. In State.

All travel within the State of Utah must be approved by the department head and must be within the confines of the budget. It is suggested that any extended travel be discussed with the City Managers Office to assure funding is available in the department budget.

2. Out of State.

All job related travel to an adjoining state, other than Arizona, must be approved by the City Manager. The City Manager may consult with the particular department Council Member or Mayor before approving extended travel to other states.

B. Reimbursement For Travel

City vehicles, i.e. "City Car" or other appropriate City vehicles must be used for all approved travel for City business. If a City vehicle is not available, the use of a personal vehicle for which reimbursement will be requested, must be approved by the City Manager.

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1. Travel expenses on duly authorized trips on City business to attend conventions, conferences, and meetings will be reimbursed by the City.
2. Travel expenses must be included in an annual budget for each department anticipating travel, as part of the budget process. Any travel expenses in excess of the amount budgeted must have the approval of the Governing Body.
3. The following expenses will be considered for reimbursement:
 - a. Transportation Costs:
 - i. If a commercial airline is used, tourist or economy fare must be requested and used if available. First Class will be allowable only on the basis that tourist or economy space is not available.
 - ii. If bus is used, first class fare is allowable. However, coach facilities when considered reasonable and satisfactory, should be used whenever possible.
 - iii. Personal cars may be used if adjudged economical or advantageous to the City. Reimbursement for personal car use shall be at a rate of 40.5 cents per mile, including cost of gas. Employees are instructed to use available City-owned vehicles and credit accounts when possible.
 - b. Subsistence Costs:

Subsistence, which consists of meals (excluding alcoholic beverages) and lodging will be reimbursed as outlined.
Reimbursement will only be made on receipts presented to the City Office.

 - i. Lodging will be reimbursed at a rate up to \$90.00 per night, maximum unless there are not appropriate accommodations available in that price range in which case actual motel or hotel receipts will be reimbursed.
 - ii. Meals will be reimbursable at a rate of \$6.00 breakfast, \$7.00 for lunch and \$15.00 for dinner.
 - c. Other Costs:
 - i. Parking fees, toll road charges, emergency repairs when using City owned vehicles.
 - ii. Reasonable taxi or limousine charges.
 - iii. Conference registration fees and extraordinary expenses, such as purchase of incidental supplies or publications.
4. Receipts of affidavits for expenditures shall be required for all reimbursement requests. A request for reimbursement of appropriate expenses will be in writing on forms available in the City Manager's office.

Request for advancement of funds for anticipated travel expenses must be submitted to the City Manager by the employee's supervisor. Upon approval by the City Manager, the supervisor will present the request to the accounts payable clerk fifteen (15) days in advance of the travel date. Receipts for advance travel payments and any unused advance travel payments will be turned in to the City Office within 48 hours of the employees return to work.

5. Whenever the Mayor, City Council Member or City representative (excluding full time City Employees) requests to represent Kanab City outside the Kanab City boundaries at an event/meeting with expenses to be paid by the City, it will be discussed and approved with the City Council. The representative that attends the event/meeting shall provide documentation which includes dates and a summary of the meeting. The report may be reviewed with the City Council during the Work Meeting and maintained in file in the City Office for a period of a year.

Section 2-9 STATUTORY ETHICAL AND DISCLOSURE REQUIREMENTS

A. Statement of Policy

The Utah Municipal Officers' and Employees' Ethics Act (1) prohibits certain acts and (2) requires disclosure in certain situations. Violation of the act may be a felony or misdemeanor.

B. Prohibited Acts:

An elected or appointed official or employee may not improperly use information, his position, and may not seek or accept certain gifts or loans:

1. Improper Use of Information.

He may not improperly disclose confidential information acquired by reason of his official position. He may not improperly use confidential information acquired by reason of his official position to secure special privileges or exemptions for himself or others

2. Improper Use of Position.

He may not improperly use his position to secure special privileges for himself or others

3. Improper Gifts or Loans.

He may not seek or receive any gift or loan for himself or another if it tends to influence him in the performance of official duties

Exceptions: This section does not prohibit occasional non-monetary gifts of a value of less than \$50, publicly presented awards, bona fide business loans, political contributions actually used in campaigns.

C. Disclosure Required

An elected or appointed official or employee must make disclosure of (1) compensation he will receive in a transaction involving the municipality, (2) an interest in a business regulated by or doing business with the municipality and (3) a personal interest or investment creating a conflict of personal interest with his public duties.

1. Compensation in Transaction Involving Municipality

Before an *employee* may agree to receive or receive compensation for assisting in a transaction with a municipality, he must **file** a disclosure statement with the mayor, his immediate supervisor and anyone else who may rely on his representations in the transaction.

Before an *elected or appointed official* may agree to receive or receive compensation for assisting in a transaction with a municipality he must make **public disclosure** in an open meeting of the body of which he is a member, *and* must file a disclosure statement with the Mayor.

The disclosure statement must be filed ten days before the agreement for or receipt of compensation, whichever is earlier. It must contain:

- a. the name and address of the person filing,
- b. the name and address of the person or entity to whom assistance is being given, and a brief description of the services to be rendered.

2. Interest in a Business Regulated by the Municipality

If an elected or appointed official or employee holds an interest in a business regulated by the municipality, disclosure must be made by filing when he is first appointed, elected or employed, and whenever his interest or its value has significantly changed. The mayor may provide the

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governing body with copies of such statements or may report the substance of such statements to the governing body.

3. Interest in a Business Doing Business with the Municipality

If an elected or appointed official or employee holds an interest in a business doing business with the municipality, **public disclosure** of the nature of the interest must be made in all meetings in which the transaction is discussed.

4. Interest or Investment Creating a Conflict of Interest with the Municipality

An interest or investment creating a conflict of interest with public duties must be **publicly disclosed** in all meetings in which an affected transaction is under discussion.

D. Non-Disclosure

The City adheres to the open records and public records laws and regulations as established by law. It is the intent of the City to provide an open, direct public access to all appropriate and covered public information it handles and with which it is entrusted. This includes adherence to open, public meetings and publication of agendas.

Nonetheless, the City also recognizes that some information and records within the City may be confidential in nature and not subject to disclosure.

Records classified as private, protected or controlled under the Government Records Access and Management Act (which has been implemented by the City under Ordinance 6-1-92) have statutory limitations on disclosure. Improper disclosure of such records may subject an employee to criminal penalties, as well as disciplinary action, up to and including termination. A good example of private records under the Act is certain records contained in a personnel file, if properly classified.

The City may also develop proprietary procedures, processes and functions that are and have been accomplished at the expense of financial and professional resources, and for which the City has both a responsibility and a right to protect from the unauthorized, "free", and otherwise uncontrolled dissemination to others. The protection of certain of these confidential and valued information is vital to the interests and the success of the City. The City may also acquire access to the proprietary property of third parties through license agreements which create certain obligations on the part of the City limiting its use. Common types of proprietary information include, but are not limited to, the following examples:

- New materials research
- Proprietary production processes
- Scientific formulae or process
- Technological data - including computer software and programs
- Technological prototypes
- Training and Research materials
- Departmental research, design and graphics records
- Patented or copyright materials
- Trademarks

Any employee who improperly uses or discloses the City's confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

E. Access to Personnel Files

City of Kanab Personnel Policy

The City maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, disciplinary actions, documentation of performance appraisals and salary increases, and other employment records.

Examples of the types of records that may be routinely placed and found in an employee's personnel file also include:

- Record of successful completion of necessary physical exams
- Training and education records
- Attendance & Absence records
- Job-required test scores & exam summaries
- Photocopies of academic degrees, awards, certificates, etc.

Personnel files are the property of the City and access to the information they contain is restricted. Generally, only supervisors and management personnel of the City who have a legitimate reason to review information in a file are allowed to do so. As with other City records and controls, access to personnel files and information is affected by guidelines established by the Government Records Access and Management Act or other applicable provision of law.

Employees who wish to review their own file should contact the Personnel Office. With reasonable advance notice, employees may review their own personnel files in the City's offices and in the presence of an individual appointed by the City to maintain the files.

To the extent permitted by law, copies of an employee's personnel files may be provided to the employee upon proper approval and advance notice. Employees requesting such copies shall be required to initial those documents to be copied, and otherwise sign any appropriate records acknowledging receipt of such copies.

Medical information and on-going investigative files and information are not kept as part of any personnel file. A personnel file may properly reflect the existence of such medical or investigative file or record.

Required confidential records shall be maintained under the direction and supervision of the Personnel Office and the Personnel Officer.

**OUTLINE FOR DISCLOSURE
REQUIRED BY
UTAH MUNICIPAL OFFICERS' AND EMPLOYEES' ETHICS ACT**

Name _____ Position _____

Address _____ Phone _____

City _____ State _____

Compensation in Transactions Involving Municipality

Name and Address of Person or Entity Receiving Assistance:

Nature of Assistance to be Rendered:

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File this disclosure statement with the mayor, and if you are an *employee*, with your immediate supervisor and anyone else who may rely on your representations in the transaction. If you are an *elected or appointed official* you must make **public disclosure** in an open meeting of the body of which you are a member.

The disclosure statement must be filed ten days before the agreement for or receipt of compensation, whichever is earlier. The statements are public record.

Interest in a Business Regulated by the Municipality

My interest in the following business is of the following nature:

Name _____ Percentage _____

Disclosure must be made by **filing** when first appointed, elected or employed, and whenever the interest of its value has significantly changed. The mayor may provide the governing body with copies of such statements or may report the substance of such statements to the governing body.

Interest in a Business Doing Business with the Municipality

If an elected or appointed official or employee holds an interest in a business doing business with the municipality, **public disclosure** of the nature of the interest must be made in all meetings in which the transaction is discussed.

Interest or Investment Creating a Conflict of Interest with the Municipality

An interest or investment creating a conflict of interest with public duties must be **publicly disclosed** in all meetings in which an affected transaction is under discussion.

_____/_____/_____ _____

STATE OF UTAH)

) ss.

COUNTY OF KANE)

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 19_____,
by _____ (name of document signer or affiant).

NOTARY PUBLIC

Address: _____

My Commission Expires: _____

NOTE: This form is provided as a suggested outline of some material to be provided under the Utah Municipal Officers' and Employees' Ethics Act (Utah Code Ann.§10-3-1301 et seq.). The Act must be consulted to see precisely what information must be disclosed and when and where the disclosure must be made.

Part 3

EMPLOYMENT POLICIES AND PROCEDURES

Sections:

- 3-1 PERSONNEL ADMINISTRATION**
- 3-2 CITY POLICIES**
- 3-3 HIRING PROCEDURE**
- 3-4 EMPLOYMENT STATUS**
- 3-5 COMPENSATION**
- 3-6 SALARY ADVANCEMENT AND EMPLOYEE APPRAISALS**
- 3-7 INSURANCE AND BENEFITS**
- 3-8 LEAVE AND HOLIDAYS**
- 3-9 CLASSIFICATION/RECLASSIFICATION**
- 3-10 CHANGES IN EMPLOYMENT**
- 3-11 EMPLOYEE PARTICIPATION IN PROFESSIONAL ORGANIZATIONS**
- 3-12 CAREER DEVELOPMENT**
- 3-13 EMPLOYEE ACTIVITIES**
- 3-14 EMPLOYEE CONDUCT AND WORK RULES**
- 3-15 GARNISHMENTS**
- 3-16 HARASSMENT (SEXUAL HARASSMENT)**
- 3-17 ALCOHOL/DRUG USE POLICY**
- 3-18 DISCIPLINARY PROCEDURES**
- 3-19 GRIEVANCE PROCEDURE**

GENERAL POLICY

It is the purpose of this manual to establish and maintain uniform system for managing personnel matters; to comply with applicable employment laws; and to provide for the standards, terms, and conditions of employment with the City in a clear and comprehensive fashion to maximize the efficiency and orderliness of operations. It is further intended by adoption and periodic amendment of these policies and procedures that they serve as a guide for employees in their routine work activities and relationships to the extent that the objectives of the City, citizens and individual employees can be achieved. The quality of employees and the development of each employee's full potential are in the City's best interest. Employees differ and it is basic to human nature that conditions may arise that are either insufficiently addressed in these policies and procedures, or that result in conflicts. In such cases, the City will endeavor to make personnel decisions that are fair and equitable. The City has the right to employ the best qualified persons available. Continuation of employment is based on the need for work to be performed, availability of revenues, faithful and effective performance, proper personal conduct, and continuing fitness of employees. All employees are terminable at will unless otherwise specified in writing as a prescribed employment term. Employees deserve to be fully informed of their duties and responsibilities; to be provided with adequate administrative and supervisory direction; to be informed of their performance levels; to be compensated based on the value of their contributions; to be considered for promotional opportunities; and to be treated with dignity and respect at all times.

Therefore, the policies and procedures set forth in this manual prescribe the terms, conditions, and standards of personnel operations for the City.

The content of the manual is neither contractually binding upon the City nor restrictive in terms of amendment or interpretation by the City. Employees are expected to acquaint themselves fully with the

City of Kanab Personnel Policy

content of this manual in order to establish an employment relationship based on a complete understanding of personnel requirements, expectations, and methods of conducting personnel matters. Since it is City policy to encourage employee participation in all matters that affect their work, employees are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions.

Section 3-1 PERSONNEL ADMINISTRATION

A. Personnel Director

The City Manager shall be the Personnel Director for the City of Kanab.

B. Responsibilities of Personnel Director

It shall be the Personnel Director's duty, and he shall have authority to control, order, and give direction to all heads of departments and to subordinate officers and employees of the City through their department heads.

C. Authority of Personnel Director

It shall be the duty of the Personnel Director, under direction of the City Council, to appoint, remove, promote and demote any and all officers and employees of the City of Kanab, (subject to all applicable personnel ordinances, rules, and regulations) except the City Recorder, City Treasurer, City Engineer, City Attorney, Police Chief, Fire Chief and Public Works Director. The Personnel Director's recommendations on the appointment or removal, promotion or demotion of said appointed officials and department heads will be considered on the basis of merit by the City Council.

D. Employee acknowledgement of Receipt of Kanab City Personnel Policy

I certify that on this date, I received a copy of the Kanab City Personnel Policy Manual (Revision _____, 2010), with outlines the policies and procedures for personnel administration as well as the conditions for employment with the City and the basis for compensation and benefits.

I understand that receipt of this manual constitutes a legal notification of the contents and that it is my responsibility to become familiar with and adhere to the policies and procedures that are stated within.

I understand that the information within this manual is subject to change at any time, should circumstances warrant. It is my responsibility to keep informed of these changes and keep undated material with this manual as I receive it.

I understand that no verbal or written agreements, understanding, representation or statements made by my department or supervisor can change the policies outlined in this manual, or bind the City to any course of action, and that these policies may only be changed by the City Manager with the advise and consent of the City Council.

I understand that the policies and statements contained in the manual and in other statements that may be issued from time to time to not create a contract or agreement of any kind between Kanab City and its employees.

City of Kanab Personnel Policy

Section 3-2 CITY POLICIES

A. Anti-Nepotism

It shall be the policy of Kanab City to comply with the Anti-Nepotism provisions of Utah Code, Annotated 1953, §52-3-1, **as amended**. No appointing authority may appoint or vote for the appointment of his (her) father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, first cousin, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law and or immediate supervision to any position.

B. Equal Employment Opportunity Statement

It is City policy to create a favorable work environment in which all employees, regardless of race, color, national origin, sex, age (40-70), physical handicap, or religious affiliation, can enjoy equal opportunities in their employment relationship. In an effort to maintain equal employment opportunities, the City has recognized the need to adopt, implement, and periodically evaluate its Affirmative Action Program consisting of specific measures to be taken and its goals and statements.

City policy concerning equal employment opportunity requires that:

1. In establishing qualifications for employment, no provision or requirement will be adopted that would be discriminatory on the basis of such protected characteristics as race, color, national origin, age (40-70), sex, handicap, or religious affiliation, except where a bona fide occupational qualification exists.
2. No questions in any examination, application form, or other personnel proceeding, will be so framed as to attempt to elicit information concerning protected characteristics from an applicant, eligible candidate or employee.
3. No appointment to or removal from a position will be affected in any manner solely by the person's protected characteristics.

Any employee or job applicant who feels that he or she has been subjected to discrimination by employees or officials of the City are requested to report the incident or complain directly to the City Manager who will investigate and attempt to resolve the matter.

C. Residency

1. Preference to Residents.
Preference in employment may be given to City taxpayers and their dependents.
2. Residency May be Required.
The City Council, through ordinance or resolution, may require City residency of the following officers and employees within a reasonable period of time from the date of appointment.
 - a. City Manager
 - b. Public Works Director
 - c. Police Chief and Officers
 - d. Fire Chief and Officers
 - e. Other emergency related personnel

City of Kanab Personnel Policy

Section 3-3 HIRING PROCEDURE

A. Appointed Officials

The City Manager, City Recorder, City Treasurer, City Attorney, Police Chief, Justice Court Judge, Public Works Director, Fire Chief, and City Engineer (when applicable) shall be appointed by the Mayor with the approval of the City Council. All appointments shall be based upon specific abilities relating to each position. Employment shall be "at will" and terminable without cause unless otherwise stated in writing at the time of appointment.

B. Municipal Employees

All municipal employees not specifically identified in the previous section shall be hired by the City Manager in written concurrence with the respective department head which must be approved by the City Council before the hiring is effective. Employment shall be "at will" and terminable without cause unless otherwise stated in writing at the time of appointment.

C. Employment "AT WILL"

All employment shall be considered "at will" indefinite and terminable without cause. Unless otherwise provided all employees, including department heads and appointed officials are subject to a six (6) month initial review period. Upon completion of the initial review period the employee's performance will be evaluated either by the Mayor and City Manager in the case of department heads and appointed officials or by the City Manager and the appropriate department head in all other cases. If the employee's performance is satisfactory, employee shall be hired and this hiring date will become employee's anniversary date. If the performance is unsatisfactory, the employee may be terminated or given another review period of no more than three (3) months after which time a final determination as to employment status with the City shall be made.

D. Open Public Recruitment

1. **Announcement.**

Announcement of a position shall take place with the publication of an announcement in a newspaper of general circulation. The announcement must be published at least one time and the closing date shall be at least five (5) days after the final date of publication. All announcements shall specify the title of the position, the nature of the work to be performed, education and technical preparation desirable for the performance of the work, application deadline, manner of making applications and other pertinent information. Announcement may be made through the local Job Service office.

2. **Employment Application.**

All applications for employment shall be on forms outlined in Exhibit "A". All application forms must be signed by the applicant. The personnel officer or department head may require proof of statements as they deem necessary. The City may reject any application which indicated that the person did not meet the minimum qualifications established for the position or where the application is defective or incomplete. Applications may also be rejected if the applicant:

- a. Is found to have falsified his/her application.
- b. Is physically unfit to fully perform the essential functions of the position

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- c. Is addicted to or uses illegal drugs or intoxicating liquor.
- d. Is not within the legal age limit prescribed by law for permanent City employment.
- e. Has received a dishonorable discharge from the armed forces resulting from a general court marital.
- f. Be a convicted felon.

3. Interview.

Department heads will be responsible for interviewing prospective applicants for positions with the City. Prospective applicants for Police Patrolman will be interviewed by a board convened by the Chief of Police and the Police Dept. Council Member. At least three applicants shall be interviewed to fill positions in the City, unless fewer than three applicants have applied for and qualified for the vacancy. As part of the interview process department heads may give job-related written, oral or practical tests. Applicants may also be given practical tests on equipment, physical agility exams, and aptitude tests and be involved in role-playing exercises. During these interviews department heads may consider these test results as well as relevant education, training, and work experience, especially as it relates to the minimum qualifications, minimum requirements and physical agility standards which are required for the position. No questions may be asked related to age, sex, race, national origin, marital status, political beliefs or religious affiliations.

4. Reference Checks.

Department heads may contact references listed on the employment applications. Background investigations will be conducted on all prospective management employees, police officers, fire fighters, court personnel, building inspectors, employees handling City funds, and employees working with the City public utilities.

5. Drug Test.

Departments may send prospective employees for a drug test at a medical facility chosen by the City. All successful applicants for any city position will receive a drug test before actually hired.

6. Selection.

At the completion of the interview process, the department head, or interview board, shall submit all employee recruitment information including applications, newspaper notice, job announcements, drug test results to the City Manager for review. The City Manager will review the recruitment procedures for compliance with City personnel policies. The department head and interview board will recommend which candidate be hired and have his/her hiring be placed on the next City Council meeting agenda.

7. Appointment.

After the recruitment file has been reviewed by the City Manager, he/she will recommend to the Council that they hire the selected individual. New employees will be hired at step one of their job classification unless a request with a justification is approved by the City Council. All new employees will be required to take a drug and/or alcohol screen test before beginning work. The new employee will report within 48 hours after commencing work to the City Recorder, with a signed Personnel Action Form from his department head, to fill out his/her W-4 form, and all other required employment papers. He/she will be provided with a copy of the Kanab Personnel Policy Manual. The new employee will read these documents and sign a certification substantially of the following format:

8. Applicant Roster.

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A list of prospective applicants for police patrolman that have successfully completed the interview and selection process may be maintained by the department head for future employment. If the department head chooses to utilize this roster, he/she must so stipulate to the applicants on the roster. The department head had the right to close this roster if employment requirements change and/or none of the three finalists is available. This roster may be maintained for up to 12 months.

KANAB MUNICIPAL CODE AND PERSONNEL POLICY MANUAL RECEIPT CERTIFICATION FORM

I hereby certify that I have received and read the Kanab Municipal Manual and the Kanab Personnel Policy. I have read, understand, and agree to comply with City ordinances and policies relating to conditions of employment, substance abuse, conflicts of interest, sexual harassment regulations, civil rights, regulations, grievance procedures, fair employment standards, discipline procedures and all other City ordinances, rules, regulations, policies, procedures and directives. I also understand that if I am injured I must report it immediately to my supervisor and that any false statement on my application for employment may result in my immediate termination and possible criminal charges.

I further acknowledge that as an employee of Kanab City, I work for the public and therefore, I must always treat all persons with courtesy and respect.

Dated the ____ day of _____, 20____.

Printed name of employee: _____

Signature: _____

8. Orientation.

Each department head will be responsible for facilitating the adjustment of an employee to the work situation and for completing an orientation on the following items:

- a. Provide a clear statement of the employee's duties and official relationships.
- b. Introduce the employee properly to those with whom the employee will be working.
- c. Instruct and guide the employee in learning to perform job functions.
- d. Explain and issue with a receipt all items of equipment that must be returned upon end of employment. The property receipt must be signed by both the employee and his supervisor.

9. Probation.

In accordance with Kanab City Personnel policies, all employees hired or reinstated pursuant to these regulations shall serve for a probationary period of six (6) months. At the conclusion of the probationary period, the probationary employee's supervisor shall evaluate the performance of the probationary employee, and may recommend dismissal of a probationary employee with or without cause prior to his/her being officially hired by the City, or recommend he/she be hired as a permanent employee. The probationary employee's supervisor may also place the probationary employee on an additional three (3) month probationary period. This option does not require action by the City Council unless the probationary employee requests a hearing before the Council. At the conclusion of the additional probationary period, the probationary employee's supervisor shall again evaluate the performance of the probationary employee and shall then recommend either dismissal of the probationary employee with or without cause prior to his/her being officially hired by the City, or recommend he/she be hired as a permanent employee. The

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prospective employee shall be given a letter indicating his employment as indicated below.

Date: _____

RE: Employment with Kanab City

Dear: _____

We are pleased to announce that you have been hired by Kanab City to fill a position of employment as _____.

As was indicated to you during the interviewing process, you will be on probationary status for a period of six months from the date of this letter. During that time you should demonstrate your skills and ability to handle your job. It will also be necessary for you to obey all Kanab City ordinances, policies, rules and regulations during the period of probation. While you are on probation, the City reserves the right to dismiss you at any time with our without cause.

Please acknowledge receipt of this letter and indicate your willingness to abide by the terms hereof by signing your acceptance of employment in the space provided below. On behalf of the City of Kanab, may we welcome you as a new employee? If you have any questions, please advise.

Sincerely,

I have read this employment letter and agree to all of the terms contained herein.

Employee

During the probationary period, the probationary employee's supervisor shall closely supervise the probationary employee's work and provide training and instructions as necessary. The probationary status of an employee may be extended 90 days.

E. Driver's License Requirements For New Hires

Any employee who is hired in a position which requires operation of City vehicles or equipment must possess a valid Utah driver's license and must be insurable (under the City's insurance policy then in force without any additional premiums or costs being incurred by the city to insure that employee). Prospective employees must provide the City with their date of birth, Social Security number and driver's license number in order for the City to ascertain the validity of their driver's license and their insurability. The status of the driver's license and insurability status of a prospective employee must be determined before that employee begins working for the City.

F. Maintenance of Valid Drivers License

1. Current Employees.

All city employees who operate city owned or controlled vehicles or equipment will be subject to a annual drivers license status check. If, for any reason during employment, an employee is unable to maintain the appropriate valid Utah driver's license required by the employee's position or for any other reason becomes uninsurable (under the City's insurance policy then in force without any additional premiums or costs being incurred by the City to insure that employee), that employee must inform his or her supervisor immediately. The supervisor will then inform the Department Head and the Personnel Department.

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The Personnel Department, the Department Head, and the City Attorney will then review the situation, considering such things as the nature of the job and the expected duration of time the employee will be without a driver's license, and decide the appropriate action to be taken.

2. Penalties for Failure to Maintain Drivers License or for Failure to Notify.

Failure to maintain a valid Utah driver's license or a commercial driver's license in a position that requires such or failure to notify a supervisor of uninsurability or a change in status of an employee's driver's license when such license is a job requirement may subject the employee to disciplinary action up to and including termination.

Section 3-4 EMPLOYMENT STATUS

A. Eligibility for Benefits

All employees, officers, and other personnel not exempted herein, who, prior to the effective date of this policy, have served continuously for a period of six (6) months or more shall be deemed to be fully eligible for benefits.

B. Attaining Eligibility for Benefits

All employees, officers, and other personnel not exempted herein, who, prior to the effective date of this act, have served continuously for a period of less than six (6) months shall be required to meet such standards as are prescribed by these policies before becoming eligible for employee benefits.

C. Excepted Positions

The following types of positions have been designated as being exempted from eligibility for employee benefits:

1. Elected Officials
2. Members of policy; review, and appeal boards, or similar bodies who do not perform administrative duties as individuals.
3. Attorneys serving as legal counsel on contract.
4. Consulting Engineers.
5. Part-Time professional health and related personnel.
6. Time-Limited positions established for the purpose of conducting a special study or investigation.
7. Employees already covered under another benefit system conforming substantially to these career service policies and procedures.
8. The City Council may specify in writing those additional positions which fall under the exempted categories listed above. Excepted positions should be reviewed periodically to determine whether or not their status should be withdrawn based on changes in duties and related factors.

D. Temporary Employees

Temporary appointments, such as summer help, are made by department heads with the approval of the City Manager to carry out seasonal or temporary work. Temporary employees shall not qualify for regular benefits.

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E. Part-Time Employees

Employees who work 19 hours or less each week shall be considered part-time employees and shall not qualify for regular benefits. Only employees working a full-time work schedule will qualify for health insurance.

F. J.T.P.E. Employees:

Employees hired under the Job Training Partnership Act (JTPA) shall not qualify for regular benefits.

Section 3-5 COMPENSATION

A. Regular Pay

Employees shall be entitled to receive only their designated salary or wages. Employees whose pay is a monthly salary may not claim amounts additional thereto, except as provided herein. Employees paid on an hourly basis shall be ineligible for pay beyond the authorized number of hours or forty hours per week, except as specifically authorized herein.

In all cases, the amount of compensation for the employee last stated in City Council minutes shall be the employee's salary or wage.

B. On-Call pay.

ON-CALL: A scheduled of On Call status employees shall be prepared in advance and maintained by the Public Works Director. On Call status may require evenings, weekends and holiday coverage or as shall be determined by the Public Works Director. Employees assigned to On Call status shall be compensated at the rate of \$1.00 per hour for such time as they are required to be On Call. Such employees serving on Call must stay within Kanab City cell phone service area and must be able to respond and arrive on scene within twenty (20) minutes from the time the call is received.

CALLBACK: All employees called back to work during their scheduled work week shall be entitled to Call Back compensation for actual time worked. But in no instance will the employee be compensated less than one hour. Comp time involving Call Backs shall be calculated on a work week basis and only the time the employee physically works in excess of their specified work week hours shall be compensated.

Police Personnel:

Night Patrol Pay – Patrolmen are also paid an extra \$2.00 per hour for every hour worked during a night shift.

C. Cost of Living

Increases for cost of living, other than those covered in section V1-D, may be considered each year, when it is determined from an appropriate index that such an increase is warranted, and after considering the impact of such an increase on the City's budget.

D. Time Sheets and Overtime

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All employees, full time as well as part time, shall maintain a monthly time sheet. At the end of each month department heads will review for accuracy the time sheets of his department employees, making sure each employee has signed his particular time sheet. Time sheets for all full time, salaried employees shall be delivered to the payroll clerk no later than 3 working days after the end of the pay period. See Exhibit V-A and Exhibit V-A1 for time sheets used by Kanab City.

1. Law Enforcement.

At the beginning of each 28 day work period, the police chief, or his designee, shall set the time to be worked for each officer on the attached schedule sheet (VI-D), not less than 160 or more than 171 hours per 28 day work period. Any time worked over the 171 hours in the 28 day work period will be considered overtime. Overtime work shall occur only in emergency situations. Monetary compensation will not be paid for overtime worked unless an officer accrues more than the maximum 480 hours of compensatory time or under certain special circumstances such as a grant received for payment of overtime. Officers will be granted compensatory time off at a rate of one and one-half hours off for every hour of overtime worked. Compensatory time shall be taken within two months of the month in which it is accumulated.

The practice of overtime work shall be kept at an absolute minimum. All accumulated overtime shall be authorized and certified by the Police Chief.

2. Officials and Department Heads

The following employees of the City are paid a fixed salary and are not entitled to additional compensation for hours worked in excess of forty (40) hours per week.

- (a) City Manager
- (b) Chief of Police
- (c) Police Sergeant
- (d) City Attorney
- (e) Justice Court Judge
- (f) Swimming Pool Manager
- (g) Fire Chief

3. Others

(a) All **employee's** of the City other than those enumerated in subparagraphs 1 or 2 are subject to the provision of this subparagraph 3.

(b) **Employee's** of the City are authorized to work forty (40) hours per week. Except as noted below, **employee's** are not authorized to work more than forty (40) hours in any one week without the advance written consent of their department heads or the City Manager. If an emergency threatening life or property arises and an employee is unable to obtain prior written consent, the employee may work more than forty (40) hours in a week. However, the employee's department head or the City Manager must be notified in writing within 72 hours and written consent for such excess hours must be obtained. If it is determined that an employee worked excess hours without advance consent and not under emergency conditions, the City may reduce the employee's hours and corresponding pay for a subsequent week.

(c) An employee shall be granted compensatory time off at the rate of one and one-half (1-1/2) hours for each hour worked in excess of forty (40) hours in a normal work week. If an employee is scheduled to work less than his/her normal work week (40 hours), [such as those weeks when an employee takes compensatory time off, takes vacation time, sick leave or a holiday falls during that period] any time worked between the shortened work schedule and the normal work week (40 hours) will be considered *straight time*. Employees will be granted compensatory off for straight time worked at a rate of one (1) hour for each hour worked up to the normal work week (40 hours). Any employee desiring to take

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compensatory time off shall submit a written request to his or her department head or the City Manager stating the number of hours to be taken and the dates when the hours will be taken. The request shall be submitted no later than forty-eight (48) hours prior to the first day in which the hours will be taken off. The hours may be taken off when requested, unless the department head or the City Manager notifies the employee within twenty-four (24) hours of receipt of the request that the request will unduly disrupt the operations of the City.

(d) No employee may accumulate more than 240 hours of unused compensatory time. Hours of compensatory time earned in excess of 240 hours accumulated shall be paid at the regular rate earned by the employee at the time the employee receives such payment. Upon termination of employment, an employee with accrued unused compensatory time shall be paid at a rate of compensation equal to (a) the average regular rate received by such employee during the last three (3) years of the employee's employment, or (b) the final regular rate received by such employee, whichever is higher.

(e) For purposes of this subparagraph 3, hours worked by an employee shall not include the following:

- (i) Occasional or sporadic part-time employment which the employee undertakes solely at his or her option for the City in a different capacity from any capacity in which the employee is regularly employed with the City
- (ii) Occasional or sporadic part-time employment which a police officer undertakes solely at his or her option for the City police department in a capacity of Reserve Police Officer:
- (iii) Substitute work which is undertaken solely at the employee's option for another employee of the City who is employed in the same capacity.
- (iv) Work performed as a volunteer fireman for the City.

E. Salary Adjustment

When the rate of pay of an employee is lower than the minimum prescribed for his/her classification in the compensation plan, the wage shall be increased to that minimum.

F. Salary Advancement

Increases based on meritorious or superior performance of job duties as indicated by performance evaluations are available upon recommendation by the City Manager and the approval of the City Council.

G. Separation Pay

When employees terminate, they shall be required to return all tools, equipment and other property and to clear all City financial obligations prior to receiving their final paycheck. Any obligations not cleared will be deducted from their final paycheck. Final pay checks shall include compensation for all unused annual leave and qualified compensable overtime. Sick leave is not compensated.

H. Severance Pay

When a full-time employee is separated from City employment due to a reduction in force through no fault of the employee, and when such separation requires immediate action thereby not permitting a thirty day notice, the employee shall be paid two months severance pay in lieu of the thirty day notice.

I. Pay Days

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Pay periods are the 1st through the 15th and the 16th through the last day of the month. Employees shall be paid on the 5th and the 20th of each month. When pay day falls on the weekend or a holiday, pay day will be the work day following the weekend or holiday.

J. Work Days

The normal work day for Kanab City employees will be 8:00 a.m. to 5:00p.m. Monday through Friday. At certain times it will be necessary for employees to work times other than those considered a normal work day. These times are covered under Part 3 Section V C.

K. Rest and Meal Periods

Each workday, most full-time employees are provided with up to two rest periods. In some cases, department directors may not allow for two rest periods, due to the nature of the work. In such cases, employees may be allowed to have beverages and even certain snacks at their desk(s) throughout the work period. Supervisors will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their stations beyond the allotted rest period time. Rest periods normally will last no longer than fifteen minutes.

All full-time regular employees are provided with one meal period of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

L. Pay Advancement

The City will not make pay advances to employees.

Section 3-6 SALARY ADVANCEMENT AND EMPLOYEE APPRAISALS

A. Initial Appointment

All initial appointments to classes assigned a pay range in Kanab City's Merit Salary Classification Plan shall be at the first step of the salary range, provided that the City Council may approve appointment to a higher step if:

1. An employee cannot be recruited for the position at the beginning rate, or
2. The qualifications of the individual selected for the position exceed the minimum requirements and the individual can be expected to perform at a level equal to that of other individuals being paid at the same step.

B. Anniversary Date Defined

An employees "Anniversary Date" shall be that date, upon completion of the required probationary period and after a successful evaluation, when the employee is hired or appointed as a Kanab City employee. An employees evaluation period shall be determined from the date of employment; if the employee is hired prior to or on the 15th day of the month, the evaluation date shall be determined from the 1st day of said

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month; if the date of hire is the 16th or after, the evaluation date for computing merit increases shall be determined from the 1st day of the following month. A promotion to a new job shall establish a new evaluation date for the employee, in accordance with the foregoing rules.

C. Merit Increases

As a general rule, employees shall be hired in the "A" step of the salary range for their classification as shown in the schedule of Merit Salary Classification Plan; after an initial review period of six (6) months, and after due evaluation of the new employee's performance, if the employee receives an overall rating of "satisfactory", the employee shall be raised to step "B" of the classification range; thereafter, after completing the period of satisfactory service shown by each step, the employee may be raised to that step of the employee's classification range. In the case of an exceptional performance by an employee, after full written justification and review, the employee may be moved to a higher step upon proper City Council approval.

The department head shall evaluate, using Exhibit VI-A, and make recommendations to the City Manager regarding merit increases for employees within the departments. The City Manager shall then make recommendations to the Mayor and City Council to approve or disapprove a merit increase in accordance with the adopted schedule of Merit Salary Classification Plan. Employees receiving overall ratings of "satisfactory" shall be raised to the next step on the plan.

Department heads will conduct a mid anniversary year evaluation with each employee to determine the progress of conditions set forth in the employees annual anniversary merit evaluation. Each employees will be required to complete a Self Assessment, using Exhibit VI-B. The Department head and employee will then review the Self Assessment together to determine the course of action necessary, if any is needed. The results of the mid anniversary year assessment will be placed in the employees personnel file.

The City Manager (he/she may seek assistance from the Mayor or Council Member having responsibility over that particular department) shall evaluate each Department Head and make recommendations to the Mayor and City Council regarding performance and merit increases. Approval of merit increases for department heads shall be made by the Mayor and City Council in accordance with the established Merit Salary Classification Plan. Department Heads receiving an overall rating of "satisfactory" shall be raised to the next step on the plan. In some cases, as stated in certain employee job descriptions and employee may receive a grade advancement. (i.e. Patrolman II.)

The City Manager shall be evaluated as to performance and merited salary increases by the Mayor.

D. Merit Salary Classification Plan

The Kanab City Merit Salary Classification Plan is adopted to establish a uniform schedule of merit salary step increases to reward employees for satisfactory job performance and is attached as Exhibit VI-B. In an effort to maintain the Merit Salary Classification Plan Step & Grade schedule at a competitive level, a cost of living adjustment will be made to the schedule at the beginning of each Fiscal Year. The adjustment will be the annual index change of the Consumer Price Index as calculated on April 1 of each year and will be set forth in the necessary fiscal year operating budgets of the City. The Consumer Price Index, U.S. City Average will be used. The actual formula used is noted on Exhibit VI-A. The Merit Salary Classification Plan schedule may be amended from time to time as it becomes necessary.

Section 3-7 INSURANCE AND BENEFITS

City of Kanab Personnel Policy

A. Worker's Compensation

1. Kanab City operates under the provisions of the State of Utah Worker's Compensation Act which provides that "any employee injured, or the dependents of any employee killed during the course of his/her duties shall receive compensation for loss sustained on account of such injury or death, and for medical, nurse and hospital services, medicines, and funeral expenses."
2. The size of the award and the conditions connected with these claims are contained in the State Laws governing Worker's Compensation cases. Any injury occurring on the job must be reported to the supervisor immediately and forms prescribed by the State Industrial Commission must be completed and submitted to the Clerk within seven (7) days of the injury.

B. Medical Insurance

1. The City pays the premium for health, hospitalization, surgical, dental, life and disability insurance for qualified employees and the employee's dependents. The specific plan may be changed from time to time, and benefits under the plan may change or be eliminated.
2. The City Manager handles all questions relating to insurance.

C. Long Term Disability

Subject to the terms and conditions established and controlled by the plan provider and/or other Disability Plan Provider(s), the City sponsors long-term disability insurance coverage for employees in eligible classifications for the purpose of providing income protection against the loss of an employee's ability to work and earn income for periods of time exceeding certain long term periods and conditions.

Eligible employment classifications are:

Full-time employees
Volunteer firemen

Under the long term disability insurance plan, there is a waiting period before benefits begin, and this period generally is 5 months or 150 days.

The City pays for the premium cost(s) associated with the respective long term disability insurance plans and policy provisions for covered employees. More information about respective coverage or plan participation may be obtained through the City Records Office.

D. Social Security

1. All qualified employees of the City contribute to the Social Security program, as administered by the Federal Government. This is a system of retirement benefits based on equal employee contributions to public insurance reserves.

E. Employee Retirement System

1. All qualified employees of the City working 20 hours or more per week, shall participate in the Utah State Retirement System.
2. All qualified employees shall participate in the Public Employees Non-contributory

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System. All Kanab City Police Officers shall participate in the Public Safety Non-contributory Retirement System.

3. This retirement system provides a number of benefits to the employee. Due to the complexities of the plan employees should refer to the Informational Handbook regarding any questions concerning the plan.

F. Cafeteria Plan

In an effort to help eligible employees with the costs of medical expenses and dependent care coverage and premiums, The City sponsors a Cafeteria Plan, which reserves a certain amount of salary each year and sets it aside for the purpose of medical insurance payments and coverage costs/fees. This reserved amount is then excluded from reporting for the purposes of taxable income.

This Cafeteria Plan is a benefit plan which has been developed under the meaning of a qualified Cafeteria Plan as defined and controlled by the U.S. Internal Revenue Service. Thus, as IRS rules change or are amended, the Cafeteria Plan is also subject to change or amendment to maintain conformity to law. While sponsored by the City, specific terms, coverage, and administration of the Cafeteria Plan are developed and administered through a Plan Administrator.

Subject to certain qualifying conditions and hours of work, eligible employees, referred to as plan participants in the Cafeteria Plan, include:

- Full-time employees
- Part-time employees working 19 hours per week

The Cafeteria Plan functions similarly to a personal checking account held for the purposes described above and in the written policy and plan coverage information. Money from the employee's compensation is withheld and deposited through the year. The Cafeteria Plan has three unique benefits for employees:

1. The employee decides before the beginning of each year how much their total deposit for the year in the Cafeteria Plan will be.
2. The employee uses the money set aside in the Cafeteria Plan only to pay for their eligible dependent care costs and medical/dental fees/costs.
3. The money deposited in the employee's account is deducted from their salary before it is taxed, thus providing a benefit of some immediate tax relief.

Once an employee makes an election for benefit coverage, that election is set for one year and may be changed only upon a qualifying event. Qualifying events include, but may not be limited to, marriage, divorce, birth of a child or change in the employment status of the employee.

Plan information and written summaries and plan documents are available from the City. Employees interested in participating in Cafeteria Plan should contact the City Records Office for written plan information, appropriate enrollment application(s) and forms and other pertinent information.

G. Hepatitis B Vaccinations

All employees who are currently, or who will in the future be employed in the following listed positions

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are required to be vaccinated against the Hepatitis B virus in whatever manner is determined by the City to be most appropriate. Those listed positions are: Law Enforcement Officers and Firemen. If a present or future employee elects not to have the appropriate vaccinations against the Hepatitis B virus, they must sign a "Hepatitis B Vaccination Waiver Form" releasing the City from any liability with regard to their contracting the Hepatitis B virus and any and all costs associated with their contraction of that disease.

H. Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Subject to the terms and conditions of the group policy and applicable legal standards for extensions of insurance coverage under the law, employees, their spouses, dependents, and divorced or separated spouses may continue the group insurance plan benefits for periods of time beyond the last date of work of the employee for the City. The terms, limitations, conditions and length of extensions of coverage are specific in each individual case. Employees, dependents, spouses and ex-spouses are encouraged to make inquiry of the City through the Records Office to obtain further information.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rates plus an administration fee.

The City provides each eligible employee with notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan. The notice contains important information about the employee's rights and obligations.

Section 3-8 LEAVE AND HOLIDAYS

A. Holidays

1. List of Holidays.

The following days have been designated by the City to be paid holidays for all qualified employees:

1.	January 1 st	New Years Day
2.	January (3rd Monday)	M. Luther King Day
3.	February (3rd Monday)	Presidents Day
4.	May (last Monday)	Memorial Day
5.	July 4 th	Independence Day
6.	July 24 th	Pioneer Day
7.	Sept. (1st Monday)	Labor Day
8.	Oct. (2nd Monday)	Columbus Day
9.	Nov. 11 th	Veterans Day
10.	Nov. (4th Thursday)	Thanksgiving Day
11.	Nov. (4th Friday)	In lieu of Arbor Day
12.	Dec. 25 th	Christmas Day

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2. Observed Days.

When a holiday falls on a Saturday it shall be observed on the preceding work day. When it falls on a Sunday, it shall be observed on the following work day.

3. Exchange Days.

Employees who for one reason or another are required to work on one of these holidays will be given compensatory time off at the rate of one hour off for every hour worked, however, law enforcement officers scheduled to work holidays will be paid their normal salary plus one days rate of pay, unless the holiday is overtime as defined in Section 3-5-D.

B. Annual Leave

1. Amounts.

Each career service employee will be entitled to annual leave based upon the following schedule:

<u>Service Time</u>	<u>Days Per Year</u>
0 thru 5 years	12 days
6 thru 10 years	15 days
11 thru retirement	18 days

2. Use Encouraged.

Annual leave is intended to benefit the employee, and employees are encouraged to take annual leave in the year in which it is earned.

3. Scheduling.

Vacations will be scheduled with the Department Head so as to meet the operating requirements of the City and, insofar as possible, the preference of employees. Seniority, within the various departments, shall apply in case of conflict of requested leave schedules.

4. Eligible Employment.

Eligible employment for annual leave may be with more than one department and must be continuous. Annual leave shall not accrue during any period when an employee is on a leave-without-pay status; however, employees on a leave-with-pay status will continue to accrue annual leave. Annual leave shall start to accrue at the beginning of a semi-monthly pay period and shall not be credited for less than a semi-monthly pay period.

5. Measuring Leave Taken.

Holidays shall not constitute a day of annual leave. When an authorized holiday falls within the time period of an employee's annual leave(s) the employee will be entitled to one additional day beyond the specified annual leave period.

6. Accumulation

a. An employee will begin to accumulate annual leave immediately upon employment. Upon completion of the employees first month of work, said employee will have accumulated one day of annual leave.

b. An employee may elect to accumulate thirty (30) days of annual leave. Any annual leave in excess of thirty (30) working days will be forfeited by the employee.

c. No employee will be granted annual leave for a period in excess of two weeks at any one time except by prior arrangement with department head and City Manager.

Employees requesting annual leave from two to five days must do so at least one week in

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advance. Employees requesting annual leave for a period longer than five working days must do so at least two weeks in advance.

- d. Each department head shall be required to maintain records of annual leave used by each employee.

7. Termination.

Upon termination of employment with the City an employee's accrued annual leave will be paid in a lump sum payment on the pay day following the last day worked, provided the amount of terminal leave has been approved by the department head and the City Manager.

8. Use prior to accrual prohibited.

No annual leave with pay will be granted prior to having been earned.

C. Sick Leave

1. Use of Sick Leave.

Sick leave is to be used for illness or appointments with medical personnel for consultation of medical problems only. Each employee absent under those provisions will arrange for a telephone report to his supervisor or management within the first two working hours of the first day of absence. Any employee absent under this provision for longer than five working days shall, upon request of his supervisor, arrange for a medical report from a doctor stating the nature of the illness and expected time of absence. If an employee's supervisor finds excessive sick leave is being taken, a doctor's diagnosis or other evidence of illness may be required for absences of less than three (3) days. Abuse of sick leave privileges may be considered grounds for discipline including dismissal.

2. Accrual and Accumulation.

Each full time employee shall accrue sick leave with pay at a rate of one (1) working day for each month worked, or twelve (12) working days a year. Sick leave may be accumulated indefinitely. Sick leave shall start to accrue at the beginning of a semi-monthly pay period and shall not be credited for less than a semi-monthly pay period. Sick leave shall not accrue during any period when an employee is in a leave-without-pay status; however, employees on sick leave with pay shall continue to accrue both annual and sick leave. An eligible employee may begin to utilize accrued sick leave after having completed at least one full month of satisfactory employment. Accrued and unused sick leave is not compensated when an employee leaves city employment. Accrued and unused sick leave is not compensated or transferable when an employee leaves City employment before retirement.

3. Eligible Employees.

Full-time employees shall accrue sick leave. Part-time employees paid on a monthly basis with regular working hours shall accrue and be allowed sick leave in proportion to time worked. Persons hired on an emergency, hourly, seasonal, temporary or per diem basis shall not accrue or be granted sick leave.

4. Accrued Sick Leave Reimbursement Policy

When an employee retires, the employee shall be compensated for his/her accrued and unused sick leave. To qualify for reimbursement of unused sick leave an employee must meet full retirement qualifications. Full retirement meaning those requirements set forth by the Utah State Retirement Board for a retiring employee to received full retirement benefits. Reimbursement shall be calculated on the salary of the employee at the date of retirement. The employee's hourly wage shall be calculated by dividing his/her salary by 2080.

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At retirement, a qualifying employee must choose one of the following options:

- a. Cash Payment - Employee will receive a cash payment of 25% of the value of all accrued unused sick leave at date of retirement.
- b. Health Insurance Premium - Kanab City will pay 50% of the employees two party health insurance coverage premium. The employee may remain on the city health insurance coverage until his/her accrued unused sick leave is consumed or until the employee reaches Medicare qualification, whichever occurs first.

If the employee dies before his/her accrued unused sick leave is consumed or before his/her spouse reaches Medicare age, the city will continue to pay 50% of the employee's spouse's city health insurance coverage premium until the employee's accrued unused sick leave is consumed or until the spouse reaches Medicare age.

A retired employee choosing either option shall not continue to accrue annual or sick leave after retirement.

D. Family and Medical Leave Act (FMLA) Policy

This policy applies to all City employees who have worked a minimum of twelve months for the City and who have worked a minimum of 1,250 hours in the twelve month period immediately preceding the request for leave.

1. Eligible employees are entitled to take up to twelve weeks of leave for the birth of a child and care of that child; for the placement of a child for adoption or foster care; to care for a seriously ill spouse, child, or parent; or because of a serious health condition that makes the employee unable to perform his or her job functions. The definitions and rules set forth in the Family and Medical Leave Act of 1993 and in the Department of Labor Rules and Regulations shall be used to determine whether or not an employee qualifies for leave under this policy.
2. The leave taken under this policy shall not exceed twelve weeks of leave in any twelve month period. The twelve month period shall be a "rolling" twelve month period that shall be measured backward from the date the leave is used. All sick leave taken by an employee is considered to be family and medical leave and is counted toward the twelve weeks of leave.
3. Employees on leave under this policy shall be required to take accrued compensation time and, once accrued compensation time has been exhausted, accrued sick leave and, once sick leave has been exhausted, accrued vacation. If all paid leave is exhausted prior to the end of the leave period, the leave shall be unpaid.
4. When leave is expected to be in excess of five days, the employee must request such leave in writing at least thirty days prior to commencement of the leave. In cases of emergency, where the need for leave was not previously known, the employee must contact his or her supervisor within forty-eight hours or as soon as practical. Oral notice of leave needed because of an emergency shall be followed by a written request for the leave as soon as it is possible for the employee to submit a written request. Employees who request leave for their own serious health condition or for the serious health condition of a family member are required to provide medical certification from their health care provider that such leave is necessary.
5. Prior to returning to work, the City may require that an employee on leave for his or her own serious health condition submit a medical certification that he or she is able to return to

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work.

6. During periods of leave taken pursuant to this policy, the City will continue to pay the employer's portion of the employee's health insurance premium. The employee is responsible to pay the employee portion. The employee's failure to pay the employee portion of the health insurance premium may result in the loss of health insurance benefits.

7. Eligible employees who take leave under this policy are entitled to be restored to the same **position held** when the leave began, or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. The City reserves the right to designate certain employees as "key employees," pursuant to the Family and Medical Leave Act of 1993. Under certain circumstances, "key employees" may not be entitled to return to work following leave.

8. The twelve week per twelve-month maximum leave contained in this policy does not restrict the City Manager's authority to grant unpaid leave without benefits, as set forth in this manual, or an employee's ability to use accrued paid leave. The City Manager may grant additional unpaid leave, or accrued paid leave may be used to extend the leave period past twelve weeks. However, the provisions of this policy relating to City-paid health insurance payments and to reinstatement do not apply to leave which exceeds the twelve week per twelve-month maximum.

9. The application of this policy and any inconsistencies, conflicts, or issues which arise shall be governed by the provisions of the Family and Medical Leave Act of 1993, and the applicable federal regulations which interpret the Act.

E. Funeral Leave

1. Leave may be granted to employees to attend the funeral of an immediate family member. Such leave shall not be charged against accrued annual or sick leave. The amount of time granted will be three (3) work days. If the department head feels the circumstances warrant additional leave time, said leave may be granted with the approval of the City Manager. The City Manager shall, in all cases, determine whether the leave is with or without pay.

2. "Immediate Family" shall mean: Wife, husband, children, parents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, brothers, or sisters of the employee.

F. Personal Leave

Leave without pay may be granted to employees who must take emergency leave for personal business or any other immediate and critical need approved by the department head. Such leave must be pre-approved; and since the employee will not be paid during this period of time, it shall not be charged against accrued annual or sick leave. Length of time taken for personal leave must be pre-approved, in writing, by the department head. If personal leave is to exceed one pay period, prior written approval of the City Manager will be required.

G. Unauthorized leave

Any absence from duty for one (1) hour a day or more that is not covered by an authorized grant-of-leave shall be recorded as leave without pay and shall be the basis for disciplinary action and for a deduction of

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pay.

H. Military Leave

Leave may be granted for a period of active military service. Extended Military Leave is defined as any leave of six (6) months or more, and short-term Military Leave is any leave of less than six (6) months in duration.

1. Short-Term Military Leave.

Short-Term Military Leave is authorized for permanent City Employees pursuant to the following conditions.

- a. Permanent employees are entitled to eleven (11) working days military leave per year without total loss of compensation or other fringe benefits, subject to sub section b next. Any employee requesting such leave must provide the City Manager with a copy of the military orders placing him/her on active duty status.
- b. Employees granted Short-Term military leave will receive, for the period of leave up to 11 working days per year, compensation from the City equal to employee's salary/wage less the amount of compensation received by the employee from military service for the period of absence. The employee shall furnish the City Manager written verification of the amount of compensation received by the employee from military service prior to the pay period following the employee's return to work. Short-Term Military Leave in excess of 11 days per year is unpaid.
- c. Employees who are members of reserve units of the military shall notify their immediate supervisor at least four (4) weeks in advance and shall indicate in writing their intention and anticipation with regard to participating in periods of active duty. Such written notification shall be made part of the individual employee's personnel file.

2. Extended Military Leave Without Pay.

Extended Military Leave Without Pay may be granted to regular full-time or regular part-time employees who are enlisted, are drafted or are recalled to active service in the armed forces of the United States in accordance with the provision of the Universal Military Training and Service Act. Former employees shall be permitted to return to City employment pursuant to the following conditions:

- a. The leave of absence may not exceed four (4) years for the date of entry into the military service (unless the employee is involuntarily detained longer).
- b. The employee must have satisfactorily completed the period of active duty and furnish a certificate to that effect.
- c. Any employee leaving active military duty is authorized forty (40) days from the active duty release date in which to request reinstatement to a position of comparable status and compensation. If the employee declines an offer for a position vacancy, reinstatement rights may be canceled by the City Council.
- d. If, due to a service connected disability or for some other reason, an employee is not qualified to perform all the duties of the former position, the employee will be placed in the closest comparable position for which the employee is qualified.

I. Court Leave

A. An employee who, in obedience to a subpoena or direction by proper authority, appears as a juror or witness for the Federal Government, the State of Utah, or a political subdivision thereof, shall be entitled to the difference between his/her regular compensation and the compensation or fees received (in excess of traveling expenses) as a witness or juror.

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B. Time absent by reason of subpoena in private litigation or by some party other than the Federal Government, State Governments or political Subdivision thereof, to testify not in official capacity, but as an individual, shall be taken as leave without pay.

J. Time Off To Vote

The City encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non working hours, the City will grant up to two hours of paid time off for employees to vote.

Section 3-9 CLASSIFICATION/RECLASSIFICATION

A. Classification

All City positions are comparatively evaluated on a set of common factors and assigned a grade encompassing a specific salary range on a salary plan. All employees eligible for benefits will receive compensation according to the classification of the position for which they are hired. Employees will be hired at step (A) of the salary plan and will progress through the salary range conditional upon performance warranting such advancement.

B. Reclassification

If the duties and responsibilities of a position change significantly, the department head should submit a request for reclassification to the City Manager. The City Manager shall perform an analysis of the position and make a final recommendation of reclassification to the Governing Body.

C. Reclassification Not a Subterfuge for Dismissal

No employee shall be removed from employment by means of reclassification or change of job function where the reclassification is made solely for the purpose of dismissing the employee. However, pay reduction by reclassification is a legitimate disciplinary tool.

D. Abolition of Position - Transfer

If a circumstance should arise requiring the abolition of a position, the City shall attempt to:

1. Return the employee to a previously held now vacant position for which the employee is qualified.
2. Promote the employee based on merit and qualifications to a presently available position.
3. Transfer the employee to another department to fill a position for which the employee is qualified. The City may separate the employee if none of the above alternatives are reasonably available.

Section 3-10 CHANGES IN EMPLOYMENT

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A. Reduction in Force

At such time when circumstances (such as lack of funds or lack of work) dictate that there needs to be a reduction in force, the City Council shall lay-off the necessary number of employees according to the affected class(es) while considering length of service and performance and in consultation with the department head(s). Employees thus terminated will be given top priority if and when new hiring's again possible. Any employee whose position is eliminated or is terminated due to elimination of his/her position will be given a hearing before the City Council prior to termination. A record of the hearing will be kept. Employee(s) will be informed, writing, of his/her appeal rights.

B. Separation

No employee may be dismissed from service as a result of a change in the elected administration of City or for the political expediency of an elected official.

C. Transfer, Reassignment, Resignation and Promotion

1. Transfers.

A transfer is defined as a move from one department to another, and should not be confused with the managerial function of moving personnel from one position to another within the same department by promotion, demotion or reassignment. Transfers must be cleared with department heads. A transferring employee must qualify for the job to which transfer is made. A transferred employee shall retain all accumulated sick leave and annual leave from the former position.

2. Reassignment.

Employees who are reassigned shall be paid at the same salary that they received prior to reassignment. If such salary exceeds the maximum of the range for the position to which they are assigned, they shall receive the maximum for the position, unless the reassignment is made in connection with a disciplinary pay reduction.

3. Resignation.

Excessive turnover is costly and therefore, should be avoided. Competent employees who resign voluntarily should be interviewed by a supervisor and City Manager. In such instance the employee will be encouraged to reconsider. Employees who resign and desire to leave the City in good standing should give at least two weeks notice.

4. Promotion.

Any employee receiving a promotion shall start on the initial step of the salary range of the class to which he/she is promoted, and be eligible for merit increases as elsewhere provided, unless the present salary level is equal to or exceeds the probationary step of the class to which the employee is promoted. If this occurs, the promoted employee shall receive at least a three (3) percent increase.

Section 3-11 EMPLOYEE PARTICIPATION IN PROFESSIONAL ORGANIZATIONS

It shall be the policy of the City of Kanab to encourage participation by City employees in those professional and technical organizations which will further their knowledge and professional contacts for the benefit of the City as well as the employee.

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It is the purpose of this directive to outline the procedure by which employees can join professional and technical organizations with the City participating in the cost associated with those memberships. In most instances, both the City and the employee will benefit from an employee belonging to professional or technical organizations.

1. At the budget preparation stage, each department head will list as part of his budget request; those professional and technical organizations which he feels should be paid for by the City.
2. The City Manager will review the requests and include those he feels should be funded for consideration as part of the budget.
3. No fee for a professional or technical organization will be paid by the City unless authorized in advance by the City Manager and included in the fiscal budget.

Section 3-12 CAREER DEVELOPMENT

Employees are encouraged to take advantage of education and training benefits to improve their job skills and to qualify for transfers and promotions. These benefits are limited to training and education which is relevant to the employee's current position or "reasonable" transfer and promotion opportunities. "Reasonable" is defined as attaining the minimum qualifications for promotion or transfer with no more than two years of additional education or training. These benefits will be available to all employees on a first come first serve basis, subject to the availability of budgeted funds.

Requests for education and training may be initiated by either the employee or the department head. Reference to training received should be made on the Performance Evaluation forms. Final decisions on requests for education and training will be made by the City Manager and appropriate department councilmember.

Section 3-13 EMPLOYEE ACTIVITIES

A. Outside Employment

No employee may engage in additional employment which in any manner interferes with the proper and effective performance of official duties or which results in a conflict of interest. It is necessary that an employee give priority to employment with Kanab City. The City shall not be held liable to grant sick leave in any cases of injury to an employee while that employee is engaged in outside employment.

B. Prohibition Against Political Activity

1. No employee in the career service shall be an officer of a political party or hold political office while employed by the City provided that this section shall not apply to voting district officers and delegates. No City employee or official shall solicit verbally, or by a letter, or be in any other manner concerned in obtaining any assessments, contributions, or services for any political party from another City employee.
2. Nothing herein contained shall be construed to restrict the right of employees to hold membership in, and support a political party and candidates, to maintain political neutrality, or to attend political meeting after working hours.

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Section 3-14 EMPLOYEE CONDUCT AND WORK RULES

A. Violations of Rules of Conduct

To ensure orderly operations and provide the best possible work environment, the City expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Violations of the City's rules of conduct may result in disciplinary action, up to and including termination of employment.

Many of these rules of conduct are outlined in other sections of this document. The following are examples of violations of rules of conduct contained in this Policy.

1. Any behavior, event or condition which violates the conditions of employment with the City as described in any policy in this Policy.
2. Any behavior or event which is a conflict of interest, or divulges confidential information for which a policy exists prohibiting such release or publication. See the City's Conflict of Interest and Non Disclosure Policy in this document.
3. A violation of the City's Timekeeping Policy that involves altering, falsifying, tempering with time records, or recording time on another employee's time record.
4. Unauthorized or unacceptable use of City equipment or property as described in the City's Use of Equipment.
5. A violation of the City's safety standards as discussed in this document.
6. A violation of the City's Overtime Policy rules and standards.
7. A violation of the Work Schedules policy in this policy when a change in a work schedule or work activity is unauthorized and unapproved, irrespective of whether the employee benefits from such violation.
8. Abuse of, or falsifying information with respect to the City's Business Travel Expense Policy.
9. A violation of the City's Sexual Harassment or other harassment policies or any state or federal law prohibiting discrimination against individuals in protected groups or classes.
10. Working under the influence of alcohol illegal drugs or while abusing legal drugs.
11. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating City-owned vehicles and equipment.
12. Excessive absenteeism or any absence without notice; excessive or unexcused tardiness.

In addition to the policies outlined in this document, the following behavior or conduct may result in disciplinary action, up to and including termination of employment:

1. Actions which violate City ordinances or other local, state or federal laws; including statements

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or comments which serve as proof or an admission of proof that the employee violated such laws, whether or not a conviction occurred with respect such violation.

2. Actions which violate Administrative or Executive Orders of the Mayor.
3. Violations of applicable Departmental rules and procedures.
4. Violations of personnel policies.
5. Theft or inappropriate removal of possession of property.
6. Falsification of any City records, including personnel records, time-keeping records, employee-expense reimbursement requests, etc.
7. Behavior or activity which reflects intent to be dishonest or untruthful.
8. Insubordination or disrespectful conduct or language toward members of the public, superiors or other employees.
9. Actions which serve to discredit the name, reputation, or public mission or interest of the City.
10. Negligence or improper conduct leading to bodily injury or damage of City-owned property or the property of third parties.
11. Boisterous or disruptive activity in the workplace; behavior or activity which serves to create disharmony or a disorderly environment without regard for the interest of the City in conducting its business in an efficient, effective and orderly manner.
12. Fighting or threatening violence in the workplace.
13. Smoking in prohibited areas.
14. Possession of dangerous weapons or materials, such as firearms or explosives, except as required or authorized within the employee's scope of employment.
15. Violation of safety or health rules established by the City or its departments or divisions, or other safety or health rules or regulations as governed by applicable code or competent authority.
16. Unauthorized use of telephones, electronic communications or mail systems, City-owned computers and software, or other City-owned equipment or property.
17. Unsatisfactory performance or conduct.
18. Unauthorized absence from work station during the workday.
19. Malicious gossip.

It is the policy of the City to seek reasonable and consistent treatment of all employees and to encourage positive and cooperative relationships among full-time and part-time employees and between employees and supervisors. Nonetheless, the City recognizes that from time to time disputes may arise over actions or discipline as the result of enforcement or interpretation of the policies and procedures of the City and in

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its Personnel Policy. Severe or serious disciplinary action may result in suspension, demotion or termination of employees within the scope of the City's policies and procedures.

When an employee believes a problem or grievance exists which impairs his/her effectiveness in work accomplishment, he/she should seek to solve any problem or dispute first by discussion with their immediate supervisor. It is the intent of the City to foster relations between employees that are conducive to effective work results by discussing and resolving issues at the lowest possible level.

In cases where actions and events involve other, specific or more serious matters involving but not limited to: sexual or other unlawful harassment, drug/alcohol policy violations, illegal discrimination allegations, and severe discipline which includes suspension, demotion or discharge, the City has set forth other policy to address those issues, as found elsewhere in this document. See the Disciplinary Procedures Section of this Policy. Employees are encouraged to contact their department head or the Personnel Officer for information related to filing a grievance or an appeal.

Employment with the City is at the mutual consent of the City and Employee, and either party may terminate the relationship at any time. Those employees who are not Full-time or Part-time employees and who do not otherwise enjoy certain job protection within a service classification may be discharged with or without cause at any time.

B. Attendance and Punctuality

To maintain a safe and productive work environment, the City expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Employees are required to report all absences. Department directors and their designees have the right to inquire of an employee as to any reason(s) for repeated or excessive absenteeism or tardiness. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment

C. Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and can affect the business and professional image the City presents to patrons and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work, and shall not be eligible to use or apply other paid time off.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

D. Disabled Workers

The City will consider a reasonable accommodation where appropriate and necessary for an employee who has presented medical records which set forth a specific and documented disability for which an

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accommodation is requested.

Such reasonable accommodation may include changes in the physical or functional work methods, or the work conditions or environment, so long as the employee can perform the essential functions of the job.

Medical information on individual employees is treated confidentially. The City will take reasonable precautions to protect such information from inappropriate disclosure. Manager, supervisors and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Any employee inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Section 3-15 GARNISHMENTS

The City is opposed to employees receiving garnishments. Department heads should discuss the matter with such employees and arrange for improvement of the situation. Utah Code Ann. §70B-5-106, **as amended**, states that no employee may be discharged "by reason of the fact that his/her earnings have been subject to garnishment for any one indebtedness." However, garnishment on more than one indebtedness may justify the City in taking disciplinary measures or may indicate other problems requiring City discipline.

Section 3-16 HARASSMENT (SEXUAL HARASSMENT)

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination on the basis of race, color, sex, age or national origin. Sexual harassment is included among the prohibition.

Sexual harassment, according to the federal Equal Employment Opportunity Commission (EEOC), consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of sexual nature or sex-based nature where

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. An employment decision is based on an individual's acceptance or rejection of such conduct;
3. Such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate or take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the individual raising the concern or against another individual.

Examples of conduct that would be considered sexual harassment or related retaliation are set forth in the Statement of Prohibited Conduct which follows. These examples are provided to illustrate the kind of conduct prescribed by this Policy; the list is not exhaustive.

Kanab City and its agents are under a duty to investigate or eradicate any form of sexual harassment or sex discrimination or complaints about conduct in violation of this policy and a schedule for violation of this policy.

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Sexual harassment is unlawful, and such prohibited conduct exposes not only Kanab City, but the individual involved in such conduct, to significant liability under the law. Employees at all times should treat other employees respectfully and with dignity in a manner so as not to offend the sensibility of a co-worker. Accordingly, Kanab City management is committed to vigorously enforcing its Sexual Harassment Policy at all levels of the City.

A. Statement of Prohibited Conduct

The management of Kanab City considers the following conduct to represent some of the types of acts which violate Kanab City's Sexual Harassment Policy:

1. Physical Assaults of a sexual nature, such as:
 - a. Rape, Sexual battery, molestation or attempts to commit these assaults.
 - b. Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing brushing against another employee's body, or poking another employee's body.
2. Unwanted sexual advances, propositions or other sexual comments, such as:
 - a. Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome;
 - b. Preferential treatment or promises or preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward;
 - c. Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.
3. Sexual or discriminatory displays or publication any where in Kanab City's work place by Kanab City employees, such as;
 - a. Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing into the Kanab City work environment or possessing any such material to read, display or view at work. A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work in and around the city and who is posed for the obvious purpose of displaying or drawing attention to private portions of his or her body.
 - b. Reading or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic.
 - c. Displaying signs or other materials purporting to segregate an employee by sex in any area of the work place (other than restrooms and similar semi-private lockers/changing rooms.)
4. Retaliation for sexual harassment complaints, such as:
 - a. Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with any employee because that employee has complained about or resisted harassment, discrimination or retaliation; and
 - b. Intentionally pressuring, falsely denying, lying about otherwise covering up or attempting to cover up conduct such as that described in any item above.
5. Other acts;
 - a. The above is not to be construed as an all inclusive list of prohibited acts under this policy.
 - b. Sexual harassment is unlawful and hurts other employees. Any of the prohibited conduct

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described here is sexual harassment of any one at whom it is directed or who is otherwise subjected to it. Each incident of harassment, moreover, contributes to a general atmosphere in which all persons who share the victim's sex suffer the consequences. Sexually-oriented acts or sex-based conduct have no legitimate business purposes; accordingly, the employee who engages in such conduct should be and will be made to bear the full responsibility for such unlawful conduct.

B. Schedule of Penalties For Misconduct

The following schedule of penalties applies to all violations of the Kanab City Sexual Harassment Policy, as explained in more detail in the Statement of Prohibited Conduct. Where progressive discipline is provided for, each instance of conduct violating the Policy moves the offending employee through the necessary for an employee to repeat the same precise conduct in order to move up the scale of discipline.

A written record of each action taken pursuant to the Policy will be placed in the offending employee's personnel file. The record will reflect the conduct or alleged conduct, and the warning given, or other discipline imposed.

1. Assault.

Any employee's first proven offense of assault or threat of assault including assault of a sexual nature, will result in dismissal.

2. Other acts of harassment by co-workers.

An employee's commission of acts of sexual harassment other than assault will result in non-disciplinary oral counseling upon alleged first offense, written warning, suspension or discharge upon first proven offense, depending upon the nature or severity of the misconduct, and suspension or discharge upon the second proven offense, depending on the nature or severity of the misconduct.

3. Retaliation.

Alleged retaliation against a sexual harassment complainant will result in non-disciplinary oral counseling. A form of proven retaliation will result in suspension or discharge upon the first proven offense, depending upon the nature and severity of the retaliatory acts, and discharge upon the second proven offense.

4. Supervisors.

A supervisor's commission of acts of sexual harassment (other than assault) with respect to any other employee under the person's supervisor will result in non-disciplinary oral counseling upon the alleged first offense, final warning or dismissal for the first offense, depending upon the nature and severity of the misconduct, and discharge for any subsequent offense.

C. Procedure for Reporting Harassment

Kanab City takes all harassment and sexual harassment seriously and each complaint will be thoroughly and impartially investigated.

The alleged victim may report the harassment complaint to any of the following Kanab City officials: Mayor, City Council Member, City Manager and City Attorney.

The alleged victim is not required to complain first to the offending supervisor or his immediate supervisor.

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Section 3-17 ALCOHOL/DRUG USE POLICY

The following Policy has been incorporated into the City's personnel policies to prevent the use of alcohol and drugs by the employees of the City, where such use affects the efficiency and competency of employees and the safety of the public which they serve. The Policy has been adopted because the City Council finds that the City may protect its employees, the public, and the City may protect its employees, the public, and City property from injury by prohibiting certain actions related to the abuse of drugs or alcohol. The City Council has considered the right to privacy of its employees in adopting this Policy and has balanced the right with the need to protect against injury. This policy is adopted:

1. to protect co-workers, the public and City property from hazards which might result from substance abuse by City employees; and
2. to minimize liability which might occur to the City by its failure to properly deal with substance abuse by its employees.

Any determinations under this policy shall be subject to the City Grievance Procedure.

A. Testing

1. An employee may be required by the City to submit to medically accepted testing procedures for a determination of whether the employee is using a "controlled substance" in violation of this ordinance when there is a reasonable suspicion that the employee is using a controlled substance during work hours. "Controlled substance" refers to alcoholic beverages of any kind and all drugs, including prescriptive and illegal.
2. Before a drug or alcohol test will be administered to any employee, there must exist a reasonable suspicion, based on specific objective facts and reasonable inferences, that the employee has committed an act which is prohibited by the section of this Policy entitled "Prohibited Acts."
3. Factors to considered in determining if there is indeed a reasonable suspicion that an employee is using a controlled substance in violation of this Policy include, but are not limited to, the following:
 - a. Smell of alcohol or other controlled substance.
 - b. Slurred speech
 - c. Lack of coordination of movement and gait.
 - d. Drowsiness or hyperactivity
 - e. Tremors
 - f. Extreme mood changes
 - g. Excessive absenteeism
 - h. Presence of controlled substance
 - i. Known history of substance abuse in conjunction with any of the above.
4. All drug or alcohol testing shall be conducted by a certified and licensed physician or technician. The test may be by any method which is medically accepted, including but not limited to a blood test, urine test, or other form if previously approved by the City Council.

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5. All testing shall be kept confidential and upon completion of testing, the department head will disclose the results privately to the employee and a course of action will then be determined in accordance with this Policy.
6. Any employee who refuses to submit to a test upon reasonable suspicion of violation of this policy shall immediately be suspended. Such a refusal shall be prima facie evidence that the employee is under the influence of a controlled substance. The issue of whether the employee was under the influence shall be determined by the City Grievance Procedure. In the event the employee is found to have been under the influence of a controlled substance, the suspension of the employee shall be without pay. In the event the employee is found not to have been under the influence, the suspension shall be with pay.

B. Criminal Charges Involving Controlled Substances

1. An employee who is charged with a controlled substance offense shall be suspended from the following privileges or duties pending trial:
 - a. Use of City vehicles.
 - b. Use of City equipment which might cause personal injury or property damaged
 - c. Participation in any security or peace keeping activities.
 - d. Representing the City before any tribunal or agency.
 - e. Driving any vehicle while on City business.
2. A conviction of any controlled substance offense (when there has been no violation of this policy or other conviction of a controlled substance offense within the prior five years) shall result in suspension of the following privileges or duties:
 - a. Use of City vehicles.
 - b. Use of City equipment which might cause personal injury or property damages.
 - c. Participation in any security or peace-keeping activities.
 - d. Representing the City before any tribunal board or agency for a period of three months from the date of the conviction.
 - e. Driving any vehicle while on City business.
3. A conviction of any controlled substance violation within five years of a violation of this policy shall be treated as a seconded violation of this policy.
4. A second conviction of any controlled substance violation within five years of another conviction shall be treated as a second violation of this policy.

C. Reporting of Convictions

1. An employee who is convicted under a federal or state criminal statute regulating the manufacture, distribution, dispensation, possession, or use of a controlled substance shall report the convictions to the director of his agency within five (5) calendar days after the date of conviction.
2. Upon notification either under subsection 1. or otherwise, the director of the agency shall

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notify the federal agency for which a contract is being performed within ten (10) days after receiving notice.

D. Prohibited Acts

1. An employee shall be subject to the rules of discipline under Section E of this Policy if the employee:
 - a. refuse to submit to testing procedures provided in Section A. ; or
 - b. refuse to complete a drug rehabilitation program in accordance with Section E; or
 - c. is convicted under a federal or state criminal statute regulating the manufacture, distribution, dispensation, possession, or use of a controlled substance; or
 - d. manufactures, dispenses, possesses, uses, or distributes a controlled substance in violation of state or federal law during work hours or on state property; or
 - e. fails to notify his director under Section C; or
 - f. has a BAC.04 or greater at any time while on the job, on City premises, “subject to duty”, or “subject to call.” “BAC.04” means a blood alcohol content of .04% by weight. Percent by weight of alcohol in the blood shall be based upon grams of alcohol per one hundred cubic centimeters of blood; or
 - g. is “under the influence” of a “controlled substance” while on duty. “Under the Influence means that an employee is unable to function effectively, competently, or safely at his job due to the consumption of a “controlled substance” at any time preceding the testing; or
 - h. possesses any controlled substances on City property (including grounds, buildings, and vehicles) at any time or sells or attempts to sale the same on City property at any time; or
 - i. test positive for the presence of a controlled substance in violation of this Policy.
2. Employees who are “subject to duty” or “subject to call “during their off-duty periods may not be under the influence of controlled substances while “subject to duty” or “subject to call.” Employees “subject to duty” or “subject to call” include peace officers, paramedics, and jailers.

E. Disciplinary Action

1. An employee shall be suspended for one week without pay upon the first violation of this policy. However, when the first offense is accompanied by serious property damage and/or injury to the employee or others, the employee shall be disciplined under subparagraph 2.
2. An employee whose first violation of the policy is accompanied by serious property damage or human injury, and an employee who violates this policy a second time within five years of a prior violation will be suspended without pay for one month, if the employee agrees within five days of suspension to enter and participate in such rehabilitation programs as may be proposed by the City. The cost of such program shall be borne by the employee. Any employee that fails to agree to so participate will be terminated from employment. Conditions for reinstatement following one-month suspension period are: attendance at all programs and sessions offered by the rehabilitation program, and a

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showing of significant progress towards recover. Significant progress is to be determined by reports from counselors in rehabilitation program, the employee's desire to reform, and his abstinence from the substance involved.

3. Upon completion of the above rehabilitation program and one-month suspension period, the employee will be required to sign and abide by the following agreement in order to be eligible for reinstatement. Should the employee violate any of the terms of this agreement, he will be terminated, without the opportunity for reinstatement.

F. Exceptions

Peace officers, acting their official capacity as peace officers in undercover roles and assignments, are Exempt from the provisions of this ordinance.

Section 3-18 DISCIPLINARY PROCEDURES

A. Disciplinary Action

It is the responsibility of all employees to observe regulations and conditions of employment necessary for the proper operation of City government functions. Administrative procedures have been established for the handling of disciplinary measures such as dismissal, suspension, demotion, pay reduction, reprimand and warning.

B. Disciplinary Actions and Grounds:

1. Dismissal.
An employee may be dismissed from employment as a result of disciplinary action.
2. Suspension.
An employee may be suspended without pay for up to, but not exceeding fifteen (15) calendar days as a result of disciplinary action. Suspension may be with or without pay. In no event will paid time be used during suspension without pay.
3. Demotion.
An employee may be demoted for disciplinary reasons.
4. Pay Reduction.
An employee may have pay reduced for any action warranting suspension or dismissal.
5. Written Reprimand.
A department head may reprimand an employee in writing. Such reprimand should be addressed to the employee and a signed copy should be delivered to the City Manager for inclusion in the employee's personnel file. Written reprimands will be removed from an employee's file two years from the date of issuance if no intervening disciplinary action has been taken. Such reprimands will thereafter be retained by the City in a separate archival file which shall be closed except by court order.
6. Verbal Warnings.
Whenever grounds for disciplinary action exist, and the supervisor determines that more severe action is not required, the supervisor should verbally communicate to the employee the observed

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deficiency with recommendations for corrective action and a warning that more serious discipline may result. Written documentation of the reprimand should be recorded in the employee's personnel file. Sufficient time for improvement should be given before more formal disciplinary action is taken. Documentation will be removed from the file after two years of good conduct. Such documentation will thereafter be retained by the City in a separate archival file which shall be closed except by court order.

7. Repeated Offenses.

If an employee receives three (3) written warnings or reprimands (for the same or different offenses) of the following list of offenses within a two (2) year period, the employee may be dismissed at the time of issuance of the third notice.

8. Grounds.

The following constitute grounds for disciplinary action:

- a. Refusal to comply with a lawful instruction unless such instruction is immediately injurious to the employee's or the general public's health or safety.
- b. Insubordination, including refusal or failure to perform assigned work.
- c. Conviction of a crime of moral turpitude or dishonesty or felony while an employee of the City.
- d. Indulging in offensive conduct or using offensive language.
- e. Deliberate or careless conduct endangering the safety of the public or other employees.
- f. Inducing or attempting to induce any employee in the service to commit an unlawful act in violation of the City regulations, official policy or department orders.
- g. Using, threatening, or attempting to use personal or political influence in any effort to secure special consideration as a City employee.
- h. Incompetency and inefficiency in the performance of job duties.
- i. Carelessness or negligence with City monies or property.
- j. Theft or intentional destruction of or damage to City property.
- k. Intentional falsification of personnel records, time reports, or other City records.
- l. Being under the influence of intoxicants or drugs while on duty or on City property.
- m. Sleeping on duty except as provided for in official City regulations.
- n. Change in ability to comply with job description.
- o. Violation of safety rules or practices.
- p. Making false or malicious statements which may damage the reputation of the City or its officials or employees.
- q. Violation of a City personnel policy.
- r. Absenteeism and/or tardiness, or irregular attendance.
- s. Horseplay and related kinds of activities which create safety hazards.
- t. Smoking in posted or unauthorized areas.
- u. Failure to report to work without notifying the department head or management, unless it is impossible to give such notice.
- v. Failure to promptly report a work related accident or injury.
- w. Gambling on duty.
- x. Fighting on duty.
- y. Inattentiveness to work, failure to start work at the designated time, quitting early, or leaving work without authorization from the department head or management.
- z. Vending, soliciting, or collecting contributions on employee's time or premise without proper authorization.

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C. Procedure for Discipline

1. **Verbal Warnings and Written Reprimands.**
Verbal warnings and written reprimands may be made by the Department Head or City Manager.
2. **Pay Reduction, Demotion, Suspension or Dismissal.**
Pay Reduction, Demotion, Suspension or Dismissal may be made by the Department Head, City Manager and City Council Member responsible for the department after a hearing held upon three (3) days written notice to the employee, or in the case of an exigent circumstance, upon such shorter notice as may be reasonable.
3. **Conduct of All Hearings and Appeals.**
Written statement of the alleged misconduct shall be presented to the employee with the notice of the hearing.
At the hearing, the employee shall be presented with the charges or offenses, have an explanation of the evidence in the City's possession, and have an opportunity to present any evidence in defense, rebuttal or explanation.
4. **Right of Appeal.**
An appeal may be taken from a verbal warning or written reprimand to the Grievance Committee. An appeal may be taken from a Pay Reduction, Demotion, Suspension or Dismissal to the Appeal Board.
5. **Procedure for Taking Appeal.**
The appeal shall be taken by filing written notice of the appeal with the recorder within ten (10) days after the discharge or transfer. Upon the filing of the appeal, the city recorder shall forthwith refer a copy of the same to the Grievance Committee or Appeal Board, as appropriate. Upon receipt of the referral from the municipal recorder, the appellate body shall forthwith commence its investigation, take and receive evidence and fully hear and determine the matter which relates to the action from which the appeal is taken. A written record of the hearing will be maintained. The employee will be informed in writing of his/her appeal rights.
6. **Conduct of Appeal.**
The employee shall be entitled to appear in person and to be represented by counsel, to have a public hearing, to confront the witness whose testimony is to be considered, and to examine the evidence to be considered by the appellate body.
7. **Decision on Appeal.**
The decision of the appellate body shall be by secret ballot, and shall be certified to the recorder within fifteen (15) days from the date the matter is referred to it. The appeal board may, in its decision, provide that an employee shall receive his salary for the period of time during which he is discharged, or any deficiency in salary for the period he was transferred to a position of less remuneration but not to exceed a fifteen (15) day period. In the event an appointed officer of employee is discharged or transferred by decision of the appeal board, where an appeal is taken, a majority of the membership of the City Council of the municipality must concur before such action is effective. In the event that the appeal board does not uphold the discharge, or transfer, the recorder shall certify the decision to the employee affected, and also to the head of the department from whose order the appeal was taken. The employee shall be paid his salary, commencing with the next working day following the certification by the recorder of the appeal board's decision, provided that the employee, or officer concerned, reports for his assigned duties during that next working day.

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Section 3-19 GRIEVANCE PROCEDURE

A. Circumstance of Grievance to be Avoided

It shall be the policy of Kanab City insofar as possible to prevent the occurrence of grievances and deal promptly with those which occur.

B. Duty of Department Head

Whenever a grievance arises or is directed to the attention of the department head, the department head shall discuss all relevant circumstances with the employee and remove the cause of the grievance to the extent the department head deems advisable and possesses authority.

C. Duty of the City Manager

If the department head fails to settle the grievance in a satisfactory manner, the written grievance and department head's decision shall be referred to the City Manager. If a grievance involves a department head it shall be taken directly to the City Manager. The City Manager shall promptly discuss all relevant circumstances with the employee and department head and remove the cause of the grievance to the extent he/she deems advisable and possesses authority.

D. Review by Committee

If the City Manager fails to settle the grievance in a satisfactory manner, the written grievance and a brief prepared by the City Manager shall be referred to the Grievance Committee, which shall be composed of the Department Head, the City Manager and the City Council member responsible for the Department in which the aggrieved employee works.

E. Grievance Committee

The Grievance Committee shall schedule a hearing with the parties within fifteen (15) working days after receipt of the grievance. The Committee shall render a written decision to the employee within five (5) working days after conclusion of the hearing. If any party is dissatisfied with the decision of the Grievance Committee appeal may be taken to the City Council by filing a notice in writing with the City Recorder within 10 days of the Committee decision. The City Council shall schedule a hearing with the parties within fifteen (15) working days after receipt of the grievance. The City Council shall render a written decision to the employee within five (5) working days after the conclusion of the hearing. The City Council shall render its findings and decision to all concerned parties, in writing, which decision shall be final and binding.

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Part 4

JOB DESCRIPTIONS

Sections:

- 4-1 CITY MANAGER/RECORDER
- 4-2 CITY ATTORNEY
- 4-3 CITY ATTORNEY SECRETARY - RECEPTIONIST
- 4-4 CITY TREASURER - UTILITY CLERK
- 4-5 ACCOUNTS PAYABLE/BUSINESS LICENSE OFFICER
- 4-6 RECEPTIONIST - SECRETARY
- 4-7 JUSTICE COURT JUDGE
- 4-8 JUSTICE COURT CLERK
- 4-9 BUILDING INSPECTOR/ZONING ADMINISTRATOR
- 4-9-A ZONING ADMINISTRATOR
- 4-10 CEMETERY-PARKS-RECREATION FACILITIES MAINTENANCE SUPERINTENDENT
- 4-11 CEMETERY/PARKS MAINTENANCE LABORER
- 4-12 CARE TAKER-DOCENT - HERITAGE HOUSE
- 4-13 POLICE CHIEF
- 4-14 SERGEANT
- 4-15 PATROLMAN II
- 4-15B PATROLMAN II/DETECTIVE 1
- 4-16 PATROLMAN I
- 4-17 TASK FORCE AGENT
- 4-18 PART-TIME PATROLMAN
- 4-19 RESERVE POLICE OFFICER
- 4-20 ANIMAL CONTROL OFFICER/ UTILITY METER READER
- 4-21 LAW ENFORCEMENT SECRETARY
- 4-22 SCHOOL CROSSING GUARD
- 4-23 FIRE CHIEF
- 4-24 PUBLIC WORKS DIRECTOR
- 4-25 ASSISTANT PUBLIC WORKS DIRECTOR
- 4-26 PUBLIC WORKS MAINTENANCE TECHNICIAN - GRADE II
- 4-27 PUBLIC WORKS MAINTENANCE TECHNICIAN - GRADE I
- 4-28 LABORER
- 4-29 LIBRARY DIRECTOR
- 4-30 ASSISTANT LIBRARY DIRECTOR
- 4-31 AIRPORT MANAGER
- 4-32 SWIMMING POOL DIRECTOR
- 4-33 LIFE GUARD
- 4-34 APPEALS OFFICER

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Section 4-1 CITY MANAGER/RECORDER

**KANAB CITY
JOB DESCRIPTION**

TITLE: CITY MANAGER/RECORDER
DEPARTMENT: ADMINISTRATIVE SERVICES
EFFECTIVE DATE: _____,2010 **SALARY GRADE:** __

BASIC FUNCTION

Performs a variety of professional, administrative and managerial duties related to planning, directing, organizing and controlling the administrative processes necessary to carry out the efficient and economic operation of the city. See also Kanab City Manager employment agreement.

SUPERVISION RECEIVED

Works under the policy guidance and direction of the governing body of Kanab City. Answers daily to the Mayor.

SUPERVISION EXERCISED

Provides broad policy guidance and direction to department heads related to operations, fiscal and general management functions; provides close general supervision to personnel of the administrative department.

ESSENTIAL JOB FUNCTIONS

Manages the day-to-day operations and internal affairs of the city; develops policies, procedures and processes as needed to implement the decisions of the City Council. Directs city operations through subordinate department heads; coordinates city-wide management activities and facilitates implementation strategies; apprises city council members of emergencies.

Faithfully executes and enforces all applicable laws, ordinances, rules and regulations, and sees that all franchises, leases, permits, contracts, licenses, privileges granted by Kanab City are observed.

Exercises general supervision over public property under the jurisdiction of the city.

Acts as the Personnel Director for Kanab City, making recommendations for department head appointments to the governing body; monitors human resource management activities related to advancement, discipline, and discharge; supervises administrative departmental staff; evaluates performance; determines priorities and delegates assignments. Establishes standards, qualifications, criteria, and procedures to govern the appointments, by heads of offices, departments, agencies, or by other authorized officers, of assistants, deputies and employees within their respective organizational units, subject to any applicable provisions of Kanab City Municipal code.

Manages the preparation and administration of the city's budget; monitors overall fiscal activity of the city to assure compliance with established budgets; appraises city council regarding ongoing financial status of the city. Should be familiar with Cassel software packages.

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Coordinates and monitors all economic development programs with contractors, property owners, the City, and other interested groups. Acts as Chairman to the Development Committee.

Attends city council meetings; proposes alternatives and options, makes recommendations and solicits legal responses and positions from city attorney concerning action being considered by the City Council.

Serves as the designated City Recorder and is responsible for all records of the City.

Serves as the City Risk Manager, implementing policies and procedures related to risk elimination, reduction or transfer; acquires insurance and represents the City on the Board of Directors of the Utah Risk Management Association. Serves as the Presiding Official over the Kanab City Risk Management/Safety Committee

Serves as arbitrator or adjudicator of complaints filed against or between city employees, departments, or services; negotiates to achieve mutually agreeable solutions.

Responds or causes response to emergency calls on a 24-hour basis.

DUTIES. The Council does hereby employ Manager as City Manager to perform the City Manager's Duties in accordance with and pursuant to all Applicable Laws and Authorities and each of the following duties to the full extent not prohibited by or in material conflict with any existing provisions of the City's Charter, Policies or Applicable Laws and Authorities:

- a. Manage, on behalf of the City, all other employees of the City.
- b. Direct, assign, reassign employees of the City.
- c. Organize, reorganize and arrange the staff of the City.
- d. Develop and establish internal regulations, rules, and procedures which the Manager deems necessary for the efficient and effective operation of the City.
- e. Accept all resignations of employees of the City, except the Manager's resignation which must be accepted by the Council.
- f. Comply with Kanab General Ordinances, Section 3-924: Appointment of Manager.
- g. Comply with Utah Code Ann. 10-3b-403 as amended.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Masters degree in business or public administration;

AND

Five (5) years of progressively responsible experience in municipal management;

OR

An equivalent combination of education and experience.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of management theory, methods and practices; municipal and fiscal accounting principles, practices and procedures; municipal organizations and department operations including applicable laws and regulations; budgeting, accounting and related statistical procedures; various revenue

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sources available to local governments including state and federal sources.

Considerable knowledge of state laws as they apply to city management practices; human resource management practices and procedures; resolving disputes and complaints from the public; Risk Management principals, practices and procedures. All Cassel software packages.

Ability to analyze a variety of financial problems and make decisions; coordinate a variety of intra-governmental policy matters between governing body and department heads; plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively; establish and maintain effective working relationships with the mayor and the city council, department heads, intergovernmental agencies, employees and the public.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah Driver License.

Must be bondable.

4. WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities not generally involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance. Position requires appropriate dress for office environment and public presentation.

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Section 4-2 CITY ATTORNEY

**KANAB CITY
JOB DESCRIPTION**

TITLE: CITY ATTORNEY
DEPARTMENT: ADMINISTRATIVE SERVICES
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** 23

BASIC FUNCTION

Performs administrative, professional and managerial duties as required to carry out the efficient and effective litigation of civil or criminal cases and the ongoing legal processes of city government. Represents Kanab City in all legal matters as plaintiff or defendant.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Provides general supervision of all legal department employees.

ESSENTIAL JOB FUNCTIONS

Acts as Chief Legal Counsel and City Attorney for the city by enforcing all laws, protecting the interests of the city and supervising the prosecution of cases under city jurisdiction; Serves as legal counsel to the city manager, mayor, city council, committees, and sub-committees; attends various meeting as required; prepares and reviews legal documents; monitors and reviews city-wide activities in general to assure compliance with statutory and other legal requirements.

Prepares and/or reviews all city ordinances, resolutions, and contracts; coordinates with various departments, commission, and committees as needed to accomplish specific goals and objectives related to legal compliance, reviewing all policies, departmental or city wide, before adoption; directs and participates in the legal support of city code enforcement program-civil and criminal; serves as member of risk management and accident review board to review and screen claims, recommends appropriate action.

Defends, as required, the city in all legal actions; pursues all civil actions as needed to establish city posture and /or defend the same; conducts extensive research, prepares case materials; participates in various pretrial processes such as discovery and briefings; appears in court as city legal representative.

Clearly and concisely communicates the city's position on legal issues to other persons or groups in order to effectively represent the city in judicial, administrative and legislative proceedings and in negotiations on behalf of the city.

Directs and participates in litigation, research, consultation, and negotiation in all civil cases or administrative hearings at which the city or any of its officers are involved; Negotiates settlements of

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claims to save litigation expense and to facilitate termination; works with other city departments to collect overdue or unpaid obligations owed to the city.

Directs and conducts training of personnel and administers rules and regulations affecting his/her department; evaluates department performance and identifies weaknesses in efficiency or effectiveness; develops programs and training to upgrade department. Plans, organizes and directs department activities; assigns work and case load according to civil, criminal, defense or prosecution specializations; monitors activities and case progress through subordinate reports.

Makes final decisions related to a variety of departmental personnel actions such as recruitment, hiring advancement, promotion, demotion, dismissal, suspension, etc.; conducts investigation into personnel activity and performance when needed.

Travel to and attendance at meetings, seminars and conventions representing the city; maintain professional association memberships; stay abreast of current legal trends and innovations dealing with municipal law and associated matters.

Serves as an active member of the City Planning committee.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

Member in good standing of the Utah State Bar and current with Utah mandatory Continuing Legal Education requirements.

AND

Five (5) years of progressively responsible legal experience in public government; two (2) years of which must have been in a supervisory capacity.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of federal, state and local laws and ordinances; legal administrative procedures including the rules of civil and criminal procedure and evidence; the principles, methods, materials and practices used in legal research; Utah Code, constitutional provisions federal and local ordinances as they apply to city government and its operation; case law related to a variety of city government subjects; criminal law issues; municipal liability and governmental immunity, personnel law and procedure, land use issues, taxation;

Considerable knowledge of fiscal management and budget development; revenue bonds, principles of supervision and motivation.

Ability to analyze and draft legal documents and to propose legislation; ability to establish and maintain effective working relationships with city and court officials, employees and general public; ability to communicate effectively.

3. SPECIAL QUALIFICATIONS:

Must possess a license to practice law in the State of Utah.

4. WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain. Essential functions

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normally require physical activities such as walking, standing, stooping, sitting, and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger, dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance. Position requires appropriate dress for office environment and public presentation.

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Section 4-3 CITY ATTORNEY SECRETARY - RECEPTIONIST

**KANAB CITY
JOB DESCRIPTION**

TITLE: SECRETARY - RECEPTIONIST
DEPARTMENT: CITY ATTORNEY
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** 3

BASIC FUNCTIONS

Performs a variety of full performance, highly skilled secretarial and clerical duties needed to provide support to the City Attorney and legal staff.

SUPERVISION RECEIVED

Works under the close to general supervision of the City Attorney.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

Performs general receptionist duties; receives and routes telephone calls; greets the public and directs to appropriate personnel; responds to questions and disseminates public information.

Performs routine clerical duties related to the legal profession; operates computer terminal as needed to create, maintain and retrieve various legal reports and information; maintains various files, documents and records; maintains alpha and numeric files for each file item and updates as needed; may prepare various state and federal reports showing department activity.

Types letters, memoranda, ordinances, forms, contracts, and other materials from rough draft or transcription, final working draft, notes and other sources; prepares summons, subpoenas, motions, criminal histories, protective orders, lab results and certified driving records.

Serves as secretary for Planning Commission; attends all Planning Commission meeting taking minutes; prepares commission meeting agenda and reports to the City Council; assists public with zoning matter, conditional use permits and hearings with the Board of Adjustments.
Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

A. Graduation from high school with course background in business administration, secretarial or other related field(s);

AND

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- B. Two (2) years progressively responsible experience performing above or related duties;
OR
- C. An equivalent combination of education & experience.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of modern office practices and procedures grammar, spelling and punctuation; modern filing systems related to alphabetical and numeric files; computerized data base management and program applications; administrative procedures; word processing equipment and applications; interpersonal communication skills; complex telephone systems.

Skill in taking and transcribing dictation from hand written notes or from recording equipment.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative information; operate computer in utilizing various programs narrative compositions and reports; communicate effectively; establish and maintain effective relationships with supervisors, fellow employees, elected officials and other agencies of the public; establish and maintain comprehensive records and files.

3. SPECIAL QUALIFICATIONS:

Must be able to type at a minimum rate of 40 wpm.

4. WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Rapid work speed required to perform keyboard operations. Common eye, hand, and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and guided problem solving. Position requires appropriate dress for office environment and public presentation.

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Section 4-4 CITY TREASURER - UTILITY CLERK

**KANAB CITY
JOB DESCRIPTION**

TITLE: CITY TREASURER - UTILITY CLERK
DEPARTMENT: ADMINISTRATIVE SERVICES
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** 11

BASIC FUNCTION

Performs a variety of full performance, routine administrative and complex clerical duties needed to expedite the administrative and executive functions of the department of finance; also serves as executive secretary to the Mayor, Council and City Manager; provides backup support to various clerical and utility functions.

SUPERVISION RECEIVED

Works under the close to general supervision of the City Manager.

SUPERVISION EXERCISED

In the absence of the City Manager, provides general supervision of all other city office staff.

ESSENTIAL JOB FUNCTIONS

Provides general secretarial duties; prepares correspondence, memos and related communications for the city manager, mayor and city council; prepares agenda, attends city council meeting and staff meetings; assists in compiling materials and assembling publications.

Coordinates all utility accounts, including the preparation, distribution and collection of all utility billings; oversees the collections of accounts through the Small Claims process and keeps records of all account written off as uncollectible; coordinates the receipting and depositing of all city funds; works with all banks and bonding companies on the payment of all municipal bonds; in conjunction with the city manager, sets up accounts and maintains financial records for the various city funds. Oversees the maintenance of the work order system, billing for time and materials done on utility accounts.

Serves as the deputy city recorder, attending city council meetings and taking minutes; maintains records management system for the city;

Maintains calendars showing activities, committee meetings, and appointments; schedules and coordinates meetings and appointments; prepares and distributes agenda for city council and other required meetings.

Serves as city payroll clerk processing all payroll warrants; maintains required payroll records; administers all "cafeteria plan" functions; maintains computerized payroll files with employee pay rates, withholding allowances, benefit deductions and other authorized payroll withholding's; coordinates and

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resolves payroll problems and questions; informs employees of policies, procedures and practices affecting payroll; monitors changes in tax laws as needed to assure compliance; assures W-2's and 1099's are prepared and mailed on time. Oversees preparation of Job Service and Workman's Compensation reports.

Serves as primary records manager for the city cemetery; maintains a computer generated inventory of all cemetery lots and any action taken on said lots; assists persons entering the city office to inquire about the cemetery and the general operation of the cemetery. Responsible for collection of all cemetery upkeep fees.

Maintains all records of city Special Improvement Districts; oversees the mailing of billings, delinquent notices and collection of payments.

Serves as contact person for Kanab City webpage. Is responsible for the maintenance and updating of the City webpage.

Responsible for reconciling all bank accounts on a monthly basis.

Responsible for Accounts Receivable billing, a collections and maintains necessary ledgers.

Will be required to become a Notary Public within a reasonable time after employment.

Assists the City Manager in the overall management of the city office and performs related duties as required.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

Graduation from high school with course background in computer data entry, accounting, bookkeeping or some other related field, plus six months (6 mo.) of specialized training provided through professional workshops, in-service or on-the-job programs.

AND

One (1) year of responsible work experience providing training in practical bookkeeping or accounting;

OR

An equivalent combination of education and experience.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of bookkeeping and general accounting techniques most appropriate to computerized systems; personal/mainframe computer operations and applications including word processing and spread sheets similar Microsoft Excel and Microsoft Word, etc.; laws and regulations governing accounting responsibility and payroll processing; general office management; interpersonal communication skills.

Some skill in the operation of personal computer and data entry equipment.

Ability to work quickly and accurately with numbers; perform advanced mathematical computations; operate various types of office equipment such as adding machine, typewriter, etc.; work under time pressures in meeting deadlines; communicate effectively; develop and maintain effectively working relationship with department heads, supervisors, co-workers and the general public.

3. SPECIAL QUALIFICATIONS:

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Must be able to type at a minimum rate of 40 wpm.

4. WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Rapid work speed required to perform keyboard operations. Common eye, hand, and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving. Position requires appropriate dress for office environment and public presentation.

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Section 4-5 ACCOUNTS PAYABLE/BUSINESS LICENSE OFFICER

**KANAB CITY
JOB DESCRIPTION**

TITLE: ACCOUNTS PAYABLE/BUSINESS LICENSE OFFICER
DEPARTMENT: ADMINISTRATIVE SERVICES - ELECTRIC UTILITY
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** 6

BASIC FUNCTION

Performs a variety of full performance, complex clerical and routine technical duties as needed to expedite the day-to-day operations of the department, processing of invoices and purchases requisitions, issuing business licenses and other general offices duties.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

Provides general supervision of all other City Office staff in the absence of the City Manager and City Treasurer.

ESSENTIAL JOB FUNCTIONS

Acts as receptionist for the City Office, receives and routes telephone calls; opens and distributes daily mail; greets the public and directs to appropriate personnel; responds to questions and disseminates public information.

Oversees city accounts payable system; receives and enters purchase order information; receives and processes invoices and claims for payment; determines current status of billings and invoices as paid or unpaid by comparing with vendor reports; assures proper coding for payment; enters invoice information; compares invoices with purchase orders and reconciles the same; prepares, files and mails accounts payable checks; maintains current and orderly files of all paid invoices.

Serves as city business license officer; prepares, distributes and processes renewal of license forms to current businesses; receives all applications for new business and renewal of old business license and processes these requests through proper departments for approval; attends periodic training in business licensing; maintains records of all businesses operating in the city;

Maintains computerized inventory of fixed assets for all city departments, reconciling reports monthly.

Serves as election deputy coordinating all municipal elections.

Provides general secretarial duties; prepares correspondence, memos and related communications for other city office personnel as requested; Assists in maintaining city calendars and schedule of city

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equipment; Assists City Treasurer in maintaining computer generated inventory of all city traffic control devices;

Acts as Election Deputy, conducting municipal election activities and procedures.

Is responsible for preparing and mailing utility disconnect notices.

Serves as inventory clerk for the City. Maintains a comprehensive computer record of all physical assets acquired by the City. Serves as secretary for the Kanab City Beautification Committee, attending all required meetings and maintaining minutes of all meetings.

Serves as primary records manager for the city. Attends all training required to stay current in the state requirements for records retention. Also acts as the primary file clerk for all city records. This position maintains all file cabinets and other areas of file keeping.

Serves as assistant risk manager, attending required meetings and training; maintains necessary records of insurance policies held by the city.

Assists the City Manager and City Treasurer in the overall management of the city office and performs related duties as required.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

Graduation from high school with course background in accounting, bookkeeping or some other related field, plus six month (6 mo) of specialized training provided through professional workshops, in-service or on-the-job programs;

AND

One (1) year of responsible work experience providing training in practical bookkeeping or accounting;

OR

An equivalent combination of education and experience.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of bookkeeping and general accounting techniques most appropriate to computerized systems; personal/mainframe computer operations and applications including word processing and spread sheets similar to Microsoft Excel, Microsoft Word, etc.; general office management; inter-personal communication skills.

Some skill in the operation of personal computer and data entry equipment.

Ability to work quickly and accurately with numbers; operate various types of office equipment such as adding machine, typewriter, etc.; work under time pressures in meeting deadlines; communicate effectively; develop and maintain effective working relationships with department directors, supervisors, co-workers and the general public.

3. SPECIAL QUALIFICATIONS:

Must be able to type at a minimum rate of 40 wpm.

4. WORK ENVIRONMENT:

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Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not normally involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping sitting, and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Rapid work speed required to perform keyboard operations. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving. Position requires appropriate dress for office environment and public presentation.

(4-5, Amended, 07/08/2003)

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Section 4-6 RECEPTIONIST - SECRETARY

**KANAB CITY
JOB DESCRIPTION**

TITLE: RECEPTIONIST - SECRETARY
DEPARTMENT: ALL
EFFECTIVE DATE: JULY 1, 1996 **CODE:** 3

BASIC FUNCTIONS

Performs a variety of entry level secretarial designed to expedite the day to day functions of the department. Assist all other office personnel in their positions as is necessary to facilitate the operation of the department.

SUPERVISION RECEIVED

Works under the general supervision of the office manager or department head.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

Performs secretarial and clerical functions for the department and staff, types letters, reports, memos and correspondence; photocopies and file documents; operates computer terminal as needed to create, maintain and retrieve various department reports.

Performs general receptionist duties; receives and routes telephone calls; greets the public and directs to appropriate personnel; responds to questions and disseminates public information. Enters information into the computer regarding donations; water payments, Justice Court fines, Library fines; dog licenses, and burn permit. Track the inventory for the Water Department.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. **EDUCATION AND EXPERIENCE:**

Graduation from high school, or be actively working toward graduation with work experience in secretarial position.

2. **KNOWLEDGE, SKILLS, AND ABILITIES:**

Some knowledge of general office procedures, operation of various types of office equipment such as adding machine, typewriter, computer, etc.

Ability to work quickly and accurately; work under some time pressures in meeting deadlines;

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communicate effectively; develop and maintain effectively working relationships with department personnel, supervisors, co-workers and general public.

Skilled in operation of personal computer and data entry equipment; in meeting and dealing with the general public.

3. SPECIAL QUALIFICATIONS:

Must be able to type at a minimum rate of 40 wpm.

4. WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Rapid work speed required to perform keyboard operations. Common eye, hand and finger dexterity required to perform essential functions. Mental application utilizes memory for detail, verbal instructions, emotional stability, discriminating thinking and guided problem solving. Position requires appropriate dress for office environment and public presentation.

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Section 4-7 JUSTICE COURT JUDGE

**KANAB CITY
JOB DESCRIPTION**

TITLE: JUSTICE COURT JUDGE
DEPARTMENT: JUSTICE COURT
EFFECTIVE DATE: MARCH 26, 1998 **SALARY GRADE:** 14

BASIC FUNCTIONS

Performs a variety of full performance, routine administrative and complex clerical duties needed to expedite the administrative and executive functions of the department of the Justice Court and administrative offices. It is the duty of the Municipal Justice Court Judge to accord to every person appearing before the court the full right to be heard according to the law. To insure that each individual is afforded his constitutional rights.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

Provides general supervision of the Justice Court Clerk and any other department personnel.

ESSENTIAL JOB FUNCTIONS

Provides general supervision over the Municipal Justice Court and its personnel. Is responsible for maintaining continuing positive public relations of the office and all department personnel. Shall maintain the administrative offices of the Court in a professional manner, ensuring they are available to the general public during normal Kanab City business hours, shall account for the disposition of each citation and information issued by the Court and the law enforcement officers of the city.

Shall diligently discharge his/her duties in reference to any and all civil, small claim, or criminal matters arising from the violation of any city ordinance that is filed with the Court. Is responsible for the prompt and efficient execution of all matters that appear before the Court.

Oversees the entering citations, cases, receipts, comments pertaining to particular cases, courtesy letters, delinquent fine notices, failure to comply notices, and all other required computer work, the review and necessary action for non-payment or failure to appear.

Prepares and maintains all required local, state and federal reports, such as monthly reports to the City Manager and State Court Administrator; maintains an organized and efficient filing system in the administrative offices of the Court; oversees the preparation of all judgments, the preparation and distribution of all civil and criminal court calendars, the notification of all prospective jurors for jury trials scheduled and maintaining a list of such names, the notifying of parents or guardians of all persons between the ages of 16 and 18 of traffic tickets issued to said persons.

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Shall perform marriages when requested.

Directs and conducts training of personnel and administers rules and regulations affecting the department; evaluates department performance and identifies weaknesses in efficiency or effectiveness; develops programs and training to upgrade the department. Plans, organizes and directs department activities, makes all work assignments, monitoring activities and case progress to completion. Works with the City Manager in making decisions related to a variety of departmental personnel actions such as recruitment, hiring, advancement, promotion, demotions, dismissal, suspension, etc.; conducts investigation into personnel activity and performance when needed; performs all personnel performance evaluations.

Working with the City Manager, directs the preparation and administration of departmental budgets; presents budget proposals to the City Manager; monitors compliance with established fiscal guidelines and limitations; oversees the development of specifications for the acquisition of department equipment; orders equipment, supplies and large budget expenditures; verifies costs incurred by the department; verifies costs incurred by the department; maintains and monitors a computerized inventory of all department assets, providing timely updates to the City Manager; is responsible for maintaining all department equipment in acceptable working condition.

Travels to and attends meetings, seminars and conventions representing the city in the capacity of Justice Court Judge; maintains professional associations memberships; stays abreast of current laws, trends and innovations dealing with municipal justice court law and associated matters; maintains professional competence in the law as pertaining to the justice court system and in the judicial administration thereof.

Serves as a member of the Kanab City Safety Committee. Is exempt from overtime benefits.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

A. Graduation from an accredited high school with course background in business administration, secretarial or other related fields;

AND

B. Two (2) years progressively responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of modern office practices and procedures; **Some knowledge of** modern filing systems related to alphabetical and numeric files, business grammar, spelling and punctuation; computerized data management and program applications; administrative procedures; word processing equipment and applications; interpersonal communication skills; complex telephone systems.

Skill in meeting and dealing effectively with the general public.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative information; operate computer in utilizing various programs, narrative compositions and reports; communicate effectively, verbally and in writing; establish and maintain effective relationships with supervisors, fellow employees, elected officials and other agencies of the public; establish and maintain comprehensive records and files.

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3. SPECIAL QUALIFICATIONS:

Must be 25 years of age.

Must be a citizen of the United States.

Must be a resident of the State of Utah for at least three years immediately preceding appointment.

Must be a resident of the county in which the municipality is located or an adjacent County for at least six months immediately preceding appointment.

Must be a qualified voter of the county of residence.

Must complete continuing education program as required by the Judicial Council.

4. WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, and finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving. Periodic travel required in normal course of job performance. Position requires appropriate dress for office environment and public presentation.

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Section 4-8 JUSTICE COURT CLERK

**KANAB CITY
JOB DESCRIPTION**

TITLE: JUSTICE COURT CLERK
DEPARTMENT: JUSTICE COURT
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** 3

BASIC FUNCTIONS

Performs a variety of routine administrative and advanced secretarial duties a needed to expedite the administrative processes and procedures of the Justice Court and administrative offices.

SUPERVISION RECEIVED

Under the general supervision of the Justice Court Judge.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

Performs general receptionist duties; receives and routes telephone calls; greets the public and directs to appropriate personnel; responds to questions and disseminates public information.

Performs confidential secretarial and clerical functions of the Justice Court; types all administrative material and correspondence including reports, letters, memo, special bulletins, schedules, documents etc.; composes correspondence, reports, statements, and other material requiring judgment as to content, accuracy and completeness; takes and transcribes confidential dictation and special correspondence; takes and transcribes minutes.

Opens mail daily, remits any monies received by mail to the City Office daily; performs the necessary day to day data entry functions such as, but not limited to, entering citations, cases, receipts, comments pertaining to particular cases, courtesy letters, delinquent fine notices, failure to comply notices, and all other required computer work; review and take necessary action for non-payment or failure to appear.

Files Small Claims and performs subsequent action as citizens file claims.

Prepares monthly reports for the Administrative Office of the Courts; types all judgments, prepares and distributes all civil and criminal court calendars; notifies all prospective jurors for jury trials scheduled and keeps a list of such names; notifies the parents or guardians of all persons between the ages of 16 and 18 of traffic tickets issued to said persons.

Attends court as required by the Justice Court Judge and will take minutes of such proceedings.

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Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

Graduation from high school with course background in general office practice and procedures;

AND

Two years of progressively responsible experience performing above or related duties;

OR

An equivalent combination of education and experience.

2. KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of modern office practices and procedures; grammar, spelling and punctuation; modern filing systems related to alphabetical and numeric files; computerized data base management and program applications; word processing equipment and applications, interpersonal communication skills; telephone systems.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative information; operate computer in utilizing standard office applications; communicate effectively; establish and maintain effective relationships with supervisors, fellow employees, elected officials and other agencies of the public; establish and maintain comprehensive records and files.

3. SPECIAL QUALIFICATIONS:

Must be able to type at a minimum rate of 40 wpm.

4. WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Rapid work speed required to perform keyboard operations. Common eye, hand, and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving. Position requires appropriate dress for office environment and public presentation.

(4-8, Amended, 07/08/2003)

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Section 4-9 BUILDING INSPECTOR/ZONING ADMINISTRATOR

**KANAB CITY
JOB DESCRIPTION**

TITLE: BUILDING INSPECTOR/ZONING ADMINISTRATOR
DEPARTMENT: PUBLIC SERVICES
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** 12

BASIC FUNCTIONS

Performs a variety of working level Para-professional and technical duties as needed to assure compliance with city, county, state and/or federal uniform building, electrical, plumbing, mechanical codes and ordinances. Performs inspections on residential, commercial and industrial buildings.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager, working closely with the Planning Commission.

SUPERVISION EXERCISED

Provides general supervision of all Building Inspection department staff. May provide general supervision to Planning and Zoning Secretary.

ESSENTIAL JOB FUNCTIONS

Receives and examines building plans and specifications for compliance with uniform codes as to construction, building type, occupancy, fire protection and location of lot; verifies plans to conform to city ordinances; makes corrections of errors on blueprints; discusses and explains ordinances and codes to concerned home owners and contractors.

Insures all building permits in conformance with City zoning ordinance.

Visits building sites or existing buildings to perform inspections including zoning, yard location, footing, foundation, frame, wiring, plumbing, and heating to assure compliance to building codes and ordinances; conducts condemnation proceedings on unsafe structures.

Interprets regulations and codes to builder and property owners to assist them in altering construction plans to meet established standards.

Investigates alleged code violations; determines whether a violation exists; informs building owner/worker of violations in building construction; serves correction notices, stop work notices as needed; works closely with City Attorney in insuring compliance with the law and observance of safety regulation; prepares certification of the inspection; serves public nuisance notices; follows through on abatement of particular houses; examines burned buildings upon request to determine structural safety for occupancy or reuse.

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Maintains files on building under construction, inspection checks, work notices, soil and concrete tests, etc.; researches into particular problems; suggests solution; follows up on written agreements between the city and building owners, developers, contractors, etc.

Attends Planning Commission meetings; discusses proposed changes in ordinances and codes with supervisors, City Attorney and Planning Commission; receives correct interpretation and passes the same onto the public as the occasion arises; provides solicited input regarding code changes; reviews and studies uniform codes to stay abreast of changes.

Assists other city departments such as the Public Works, Recreation and Cemetery departments when needed. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

- A. Graduation from high school, plus two (2) years of specialized training in commercial, residential or industrial building methods and practices provided through technical college, professional workshops or university studies; AND
- B. Five years of responsible experience performing above or related duties; OR
- C. An equivalent combination of education and experience.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of construction methods and materials common to commercial, industrial and residential construction projects; basic engineering standards and codes; political, legal and governmental processes affecting various building programs and project management; building, plumbing, electrical, mechanical and energy conservation codes; modern construction methods, practices, materials, tools and equipment; basic drafting techniques, blueprints and related specifications; interpersonal communication skills.

Skill in the art of diplomacy and cooperative problem solving.

Ability to interpret codes accurately and effectively; analyze permanent structures to determine conformity of established codes; communicate effectively; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; perform advanced mathematical calculations; develop and maintain effective working relationships with supervisor, elected officials, federal agencies, state agencies, local governments, subordinates, and public.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah Drivers License.

Must be a I.C.B.O., C.A.B.O. and/or State of Utah Certified Inspector in four areas of inspection (building, plumbing, electrical mechanical or combination dwelling).

4. WORK ENVIRONMENT:

Tasks require a variety of physical activities not generally involving muscular strain. Essential functions normally require physical activities such as walking, standing, climbing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking common to most

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job functions. Frequent local travel required in course of performing portions of job functions. Position requires appropriate dress for public presentation.

Section 4-9-A ZONING ADMINISTRATOR

TITLE: ZONING ADMINISTRATOR
DEPARTMENT: PUBLIC SERVICES
EFFECTIVE DATE: SEPTEMBER 1, 2004
GRADE:

SALARY

BASIC FUNCTIONS

Performs a variety of working level para-professional and technical duties as needed to assure compliance with city, county, state and/or federal uniform zoning ordinances.

SUPERVISION RECEIVED

None

ESSENTIAL JOB FUNCTIONS

Receives and examines requests for building permits to ensure compliance with all City Zoning Ordinance requirements.

Investigates alleged zoning ordinance violation; determines whether a violation exists; informs building owner/worker of violations, serves correction notices, stop work notices as needed; works closely with City Attorney in insuring compliance with the law and observance of safety regulation; serves public nuisance notice; follows through on abatement of particular buildings.

Maintains files on zoning ordinance investigations and resulting actions. Researches particular problems; suggests solutions; follows up on written agreements between the city and ordinance violators.

May be required to attend Planning Commission meetings; discusses proposed changes in ordinances and codes with supervisors, City Attorney and Planning Commission; receives correct interpretation and passes the same onto the public as the occasion arises; provides solicited input regarding ordinance changes; reviews and studies uniform codes to stay abreast of changes.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

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- A. Graduation from high school
&
- B. At least 5 years experience in the construction field.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

City Zoning **Working knowledge** of the building construction business and the Kanab ordinances.
Skill in the art of diplomacy and cooperative problem solving.
problems or **Ability to** interpret ordinances accurately and effectively; analyze possible violations of the ordinance and consider corrective action.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah Drivers License.

4. WORK ENVIRONMENT:

Tasks require a variety of physical activities not generally involving muscular strain. Essential functions normally require physical activities such as walking, standing, climbing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking common to most job functions. Frequent local travel required in course of performing portions of job functions. Position requires appropriate dress for public presentation.

(4-9-A, Added, 11/15/2004)

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Section 4-10 CEMETERY-PARKS-RECREATION FACILITIES MAINTENANCE SUPERINTENDENT

**KANAB CITY
JOB DESCRIPTION**

TITLE: CEMETERY-PARKS-RECREATION FACILITIES MAINTENANCE SUPERINTENDENT
DEPARTMENT: PUBLIC FACILITIES
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** 9

BASIC FUNCTIONS

Performs a variety of field supervisory and journey level skilled duties related to the construction, installation, maintenance, upkeep, beautification and repair of the cemetery, parks buildings, recreation facilities, parks grounds and general environs. Serves as a working foreman in charge of a specialty work unit as assigned.

SUPERVISION RECEIVED

Works under the close to general supervision of the City Manager.
During winter months may be required to works with the Public Works Director.

SUPERVISION EXERCISED

Provides close to general supervision to those seasonal and part-time employees assigned to work in said department for the duration of their assignment.

ESSENTIAL JOB FUNCTIONS

Serves as a field supervisor and/or crew leader; oversees and performs general building maintenance; constructs and maintains bowerys, small buildings and storage facilities; assures proper operation of lighting fixtures, doors, windows and plumbing; may assist in more detailed construction and maintenance of facilities; assures proper installation and maintenance of playground equipment.

Maintains various field records; monitors worker time cards; monitors materials; prepares various routine field reports; conducts inspections of parks and recreation facilities as required for proper risk management.

Installs sprinkler systems; selects line sizes, sprinkler spacing, type and control equipment; install, test and maintain systems utilizing low voltage, hydraulic, or other operating features.

Performs operations such as spraying projects for the prevention or eradication of pests, fungus, and insects harmful to park and cemetery plants, trees, shrubs and other environs; selects appropriate chemicals and combinations to accomplish task; maintain records of spraying activities; assures chemicals are properly stored and used in conformity with city, state, or federal regulations; operates spraying equipment.

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Operates various types of heavy equipment such as front end loader, back hoe, utility trailers, dump truck, etc.; transports materials and equipment; participates in various seasonal projects such as snow removal; operates and maintains trencher; operates a variety of types of small and light equipment such as mowers, sod cutters, chain saws, pruning equipment, aeration tractor, and various hand tools; performs routine and regular maintenance on equipment to assure efficiency and safety.

Operates complex lawn moving equipment; mows and trims grass, bushes and shrubs; assists in pruning activities on trees, shrubs and plants; removes dead, diseased, or injured trees; stimulates health plant growth through custom pruning and cutting.

Performs general landscape and gardening duties; plants and transplants trees; shrubs, bushes, grass, flowers etc. as directed to develop attractive cemeteries, parks and grounds; perform various fertilization techniques using dry and liquid chemicals; collects and removes trash and other unsightly objects.

Located and prepares grave sites to be opened; assist Public Works personnel in opening and closing graves; when possible, will be available for assisting in the opening and closing on weekends and holidays; aids general public in locating and maintain grave sites; assists monument companies in locating, preparing and placing grave site monuments.

Directs and trains laborers in equipment usage such as lawn owners, trimmers, sprayers and landscape equipment.

Maintains city owned information bulletin boards; assists in the trash and snow removal at library building; assist in the general maintenance of the library building;

Performs various seasonal duties such as water liner winterizations, etc.

Acts as an assistant to the Public Works and Electric Utility department during the winter months. During the winter months after the yearly maintenance of all departments equipment is completed, superintendent will work with the P.W. and Electric Utility departments in assisting them with their workloads. Will work under the general direction of the City Manager but will respond to the directors of both departments when asked to assist.

Performs related duties and required.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

A. Graduation from a standard high school; plus (1) year of specialized training provided through professionally sponsored workshops, technical school or vocational studies; :

AND

B. Two (2) years of progressively responsible experience in the maintenance, upkeep, and beautification of turf, parks, cemeteries, facilities and related environs:

OR

C. An equivalent combination of education and experience.

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2. KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of maintenance equipment such as mowers, tractors, power over-seeders, aerators, thatchers, trimmers, ect.; landscape and sprinkler systems; of herbicides, fungicides, insecticides, and pesticides, and proper application of the same; of turf and greens management; of interpersonal communications skills.

Some skill in basic mechanics, basic electrical and plumbing operations, basic carpentry.

Ability to recognize and identify common weeds and pests, ability to recognize and identify diseases common to turf and greenery; ability to effectively apply chemicals for the abatement and eradication of noxious weeds and insects; effectively, perform various semi-skilled and skilled functions related to building maintenance; communicate verbally; ability to develop effective working relations with supervisor, subordinates; and the public.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah Drivers License.

4. WORK ENVIRONMENT:

Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger, foot and leg dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Frequent local travel required in normal course of job performance. Position requires appropriate dress for public presentation.

Section 4-11 CEMETERY/PARKS MAINTENANCE LABORER

**KANAB CITY
JOB DESCRIPTION**

TITLE: CEMETERY/PARKS MAINTENANCE LABORER
DEPARTMENT: PUBLIC FACILITIES
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** HR.

BASIC FUNCTIONS

Performs a variety of working level semi-skilled duties related to the maintenance of the cemetery and parks facilities.

SUPERVISION RECEIVED

Works under the close to general supervision of the Cemetery/Recreation Facilities Maintenance Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

Performs duties such as mowing, weeding, spraying and fertilizing of turf areas and trees; trimming of cemetery grave site monuments; performs maintenance duties on physical facilities such as pavilions, bowerys, rest rooms, fences, fountains, picnic tables and playgrounds.

Performs routine maintenance duties on power equipment, shops and storage areas; performs repair and construction of irrigation systems.

Maintains general housekeeping in cemetery and park maintenance area; including sweeping, cleaning floors, etc.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

One (1) year of experience in the maintenance, upkeep and beautification of turf, parks, cemeteries, facilities and related environs.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of maintenance equipment such as mowers, tractor, aerators, thatchers, trimmers, etc.; of hazards and related safety precautions associated with equipment operations; of interpersonal communication skills.

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Ability to recognize and identify common weeds and pests; effectively perform various semi-skilled functions related to maintenance and landscape; ability to communicate verbally and in writing; ability to develop effective working relationships with supervisor, subordinates, elected officials and the public.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah Drivers License.

4. WORK ENVIRONMENT:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance. Position requires appropriate dress for public presentation.

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Section 4-12 CARE TAKER-DOCENT - HERITAGE HOUSE

**KANAB CITY
JOB DESCRIPTION**

TITLE: CARE TAKER-DOCENT - HERITAGE HOUSE
DEPARTMENT: PUBLIC FACILITIES
DATE: MARCH 1, 1999 **SALARY GRADE:** HR.

BASIC FUNCTIONS

Performs a variety of duties related to the day-to-day activities of the Heritage House and serves as a member of the Heritage Council.

SUPERVISION RECEIVED

Works under the general direction of the City Manager who may delegate this responsibility to the President of the Heritage Council and/or City Council member assigned to the Heritage Council.

SUPERVISION EXERCISED

Provides general supervision to volunteers and other staff working at the Heritage House. Also provides general direction for the maintenance and upkeep of the building grounds.

ESSENTIAL JOB FUNCTIONS

Responsible for the opening and closing of the facility and advertising and posting of hours of operation.

Makes daily inspections of the premises to insure appropriate care and upkeep of the building and grounds.

Assures that lawns and grounds are properly watered and maintained.

Performs light housekeeping chores.

Coordinates reservations, such as a wedding, receptions, and other uses with the city office and other staff as circumstances warrant.

Conducts tour and trains volunteers to conduct tours and perform other duties related to the operation of the Heritage House.

Labels all objects for identification. Keeps an inventory of all collections. Maintains a record of ownership and status of items on loan to the Heritage House. i.e, the owner, duration of the loan, condition of the items(s) and other information that is helpful.

Keep a record of visitors and number of visitors by month and year.

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Keep a record of donations received and makes bank deposits in accordance with the city policy.

Performs any other duties as related to the operation of the Heritage House.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

- A. Graduation from a standard senior high school or equivalent,
- B. Some experience working in the public sector is preferred.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to perform simple household chores such as keeping the rooms tidy and clean, this includes dusting and vacuuming; needs to have some basic knowledge of lawn and flower care.

Ability to receive, handle and complete bank deposit slips, making daily deposits to local banks; develop and maintain effective working relationships with department directors, supervisors, co-workers and the general public.

3. SPECIAL QUALIFICATIONS:

Must have a working knowledge and interest in the history of the Heritage House, Kanab City, and the surrounding area.

4. WORK ENVIRONMENT:

Incumbent of the position performs in an indoor setting with some climate controls. Tasks require a variety of physical activities not generally involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job.

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Section 4-13 POLICE CHIEF

**KANAB CITY
JOB DESCRIPTION**

TITLE: POLICE CHIEF
DEPARTMENT: PUBLIC SAFETY
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** 20

BASIC FUNCTION

As chief law enforcement official, performs professional, administrative and managerial duties related to planning, organizing, directive and controlling the enforcement of federal, state and local laws as needed to preserve the peace and protect citizen rights and property.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager, receiving direction from the Mayor and the City Council.

SUPERVISION EXERCISED

Provides general supervision to all department personnel directly or through subordinate supervisors.

ESSENTIAL FUNCTIONS

Researches, writes, establishes, and evaluates department policies and procedures to implement executive and legislative directives from the Mayor and City Council; develops organizational structures including lines of authority, responsibility and communication in order to carry out the policies and goals for city law enforcement; revises organizational structure as required.

Serves as community liaison as needed to communicate and promote department philosophy, methods, and practices; interacts with community and business leaders, elected officials, state and local law enforcement agencies, federal agencies and news media as needed to cooperate in the solving of mutual concerns and problems.

Directs the preparation and administration of departmental budgets; presents budget proposals to city management; monitors compliance with established fiscal guidelines and limitations; oversees the development of specifications for the acquisition of department equipment; orders equipment, supplies and large budget expenditures; verifies costs incurred by the department; maintains and monitors a computerized inventory of all department assets, providing timely updates to the City Manager; is responsible for maintaining all equipment in acceptable working condition.

Oversees personnel functions of the department; establishes policies for hiring and firing; makes recommendations on hiring, firing, promotions, demotions, transfers, evaluations to the personnel director, disciplines department personnel; handles grievances and disciplinary matters related to work assignments, interpersonal relationships, officer conduct and general behavior; evaluates and assures

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delivery of necessary training needed by the department.

Oversees the training of all department personnel, assuring all certified law enforcement officers meet the required annual training requirements; maintains and monitors training records of all department personnel; directs the preparation and proper distribution of the monthly work schedule; insures payroll and monthly time sheets are submitted to the payroll clerk promptly and accurately.

Directs and conducts departmental strategic planning; researches law enforcement programs and practices and implements strategies in order to better carry out policies and goals; conducts program evaluations and formulates action to upgrade departmental efficiency and capability as needed.

Prepares and submits periodic reports, to the City Manager for distribution, regarding departmental activity; prepares a variety of other reports as appropriate; assists in developing and making recommendations for traffic planning for installation of traffic control devices.

Attends various state, local, task force, interagency, and other meetings to maintain an effective networking system and provide coordination within the law enforcement agencies and other departments; coordinates and conducts departmental meetings; attends conferences and meetings to keep abreast of current trends in law enforcement; maintains a membership in the Utah Police Chiefs Association and attends meetings and functions as time permits; serves on the City Development Committee.

Participates in, directs, and coordinates high risk, hazardous and emergency actions related to tactical operations, narcotics, gang activity, criminal investigations, traffic enforcement, and other enforcement activities as required; supervises and monitors and maintenance of police record keeping system; monitors reports.

Shall maintain a high level of morale in the department and perform all other duties as assigned or required.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

Graduation from a standard high school, it is preferred that the Police Chief be a graduate of an accredited university or college with a bachelor's degree in police science, criminology or some other related field;
AND

Eight (8) years of progressively responsible law enforcement experience; two (2) years of which must have been in a supervisory capacity;

OR

An equivalent combination of education and experience.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of law enforcement practices, methods and techniques; legal and political environment associated with police administration; federal, state, county, and city ordinances; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence; principles of effective supervision and employee motivation, interpersonal communication skills and public relations; local geography, road systems, and boundaries; standard first-aid administration.

Working knowledge of English, grammar and technical writing skills.

Some knowledge of principles of psychology and sociology.

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Skill in the proper use and care of firearms and familiar with the operation of other special police equipment; the management of sensitive law enforcement issues and interdepartmental conflicts.

Ability to administer and supervise city-wide comprehensive law enforcement programs; exercise sound judgment in evaluating situations, and in making decisions in emergency situations; assure compliance with and follow safety practices and procedures common to law enforcement work; communicate effectively; establish and maintain effective working relationships with elected and appointed officials, other law enforcement agencies, supervisors, service and community organizations, private businesses and the public.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah drivers license.

Must meet all requirements to act as a P.O.S.T. certified Category I law enforcement officer in the State of Utah, and maintain certification by attending a minimum of forty (40) hours of specialized training each year.

Must be twenty one (21) years of age.

Must maintain firearm proficiency.

4. WORK ENVIRONMENT:

Incumbent of the position performs a variety of physical activities, some involving muscular strain. Functions of the position generally performed in a controlled environment, but subject to all weather extremes. Essential functions normally require physical activities such as walking, standing, stooping, sitting, reaching, and lifting. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Periodic exposure to life threatening or hazardous situations which are inherent to the job. Position requires appropriate dress for public presentation.

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Section 4-14 SERGEANT

**KANAB CITY
JOB DESCRIPTION**

TITLE: SERGEANT
DEPARTMENT: PUBLIC SAFETY
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** 15

BASIC FUNCTIONS

Performs a variety of technical professional and first-line supervisory law enforcement duties related to the planning and coordinating the investigation, operations or patrol division of the city police department. Performs day-to-day quality assurance in serving and protecting the citizens of Kanab.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED

Provides close to general supervision to assigned duty officers. In the absence of the Police Chief, serves as department supervisor. Directs day-to-day shift activities and supervises high risk situations.

ESSENTIAL JOB FUNCTIONS

Briefs officers on special tasks or assignments, prepares work schedule for the department and the reserve program; Patrols assigned area observing, at time supervising, and instructing subordinate officers.

Responds to major calls; assists and instructs subordinate officers in investigations and other unusual situations; relates to the media any news releases necessary, regarding crimes and statistics.

Assumes charge in absence of Police Chief; makes departmental purchases with proper authorization; coordinates communication with other departments and relates the needs of officers to the Police Chief, keeping in mind at all times, the chain of command.

Plans, supervises and reviews work of officers assigned to investigate crimes; assesses the needs of the department for manpower in crime protection.

Conducts and supervises on-the-job training for new officers, provides some in-service training for assigned personnel; may serve as instructor in individual area of expertise; coordinates training opportunities for officers as necessary, keeping budget restrictions in mind.

Maintains records and reports regarding personnel roster, progress reports regarding assigned area of responsibility, and all public records as required by law.

Participates in duties as a patrol officer when on shift, as found in Patrol Officer Duties in this personnel

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policy and the Kanab City Police Department Manual.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

A. Graduation from a standard high school, formal supervisory training through in-service, professional workshops or P.O.S.T. certifications;

AND

B. Five (5) years of progressively responsible law enforcement experience as a law enforcement officer, one (1) year of which must have been at the level of Patrolman within the City of Kanab;

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of Kanab City and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County and City laws and ordinances and departmental rules and regulations.

Working knowledge of hazardous waste classifications and emergency procedures related to control, containment and confinement; principles of supervision; principals of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

Skill in the use of firearms, the operation of police vehicles and other specialized equipment including breathalyzers, radar units, police batons and restraining devices; the management of sensitive law enforcement issues and interdepartmental conflicts.

Ability to react effectively in emergency and stress situations; exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; to follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively; establish and maintain effective working relationships with employees, other agencies and the public.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah State Drivers License.

Must meet all qualifications to act as a P.O.S.T. certified Category 1 law enforcement officer in the State of Utah, and maintain certification by attending a minimum of forty (40) hours of specialized training each year.

Must be twenty one (21) years of age.

Must maintain firearms proficiency.

4. WORK ENVIRONMENT:

Incumbent of the position performs a variety of physical activities, some generally involving muscular strain. Functions of the position generally performed in a controlled environment, but subject to all weather extremes. Essential functions normally require physical activities such as walking, standing, stooping, sitting, reaching, and lifting. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Periodic exposure to life threatening or hazardous situations which are inherent to the job. Position requires appropriate dress for public presentation.

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Section 4-15 PATROLMAN II

**KANAB CITY
JOB DESCRIPTION**

TITLE: PATROLMAN II
DEPARTMENT: PUBLIC SAFETY
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** 13

BASIC FUNCTIONS

Performs a variety of full performance technical law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Kanab.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED

Provides close supervision to in-experienced officer in training and Reserve Officers; functions as the Officer in Charge (OIC) in the absence of a Sergeant or Police Chief.

ESSENTIAL JOB FUNCTIONS

Patrols all areas of Kanab City in police vehicles or on foot, including the city streets and businesses, checking for building security; makes business location and residential house checks for possible illegal activities.

Represses crime through identification and apprehension of criminals and recovery of stolen property; responds to crimes in progress; secures, defuses and resolves high risk calls; secures crime scenes for evidence searches; makes preliminary investigation and interrogates complainants, witnesses and suspects; completes complaint questionnaires; performs case follow-up and investigation of activities as assigned; makes arrests; responds to calls for assistance; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for D.U.I's, moving violations and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports as necessary.

Responds to robbery and burglary alarms and other misdemeanors and felonies, which may necessitate exertion of extraordinary physical effort and use of initiative and common sense.

Serves summons and subpoenas and keeps records of dispositions; escorts prisoners to and from county jail or from one location to another; subdues unruly prisoners when necessary.

Completes comprehensive reports of daily activities and enforcement actions; prepares for court cases and testifies in court when required.

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Cleans and maintains assigned firearms and vehicles and other special equipment.

Answers small business/bank complaints of theft, forgery, scams, bounced checks, embezzlements, bad credit and white collar crimes; alerts businesses and community of check forgeries, and short change artists; performs surveillance; obtains search warrants; works closely with City and County attorney concerning legalities involved in certain cases and arrests.

Manages investigative case load of major felony crimes; handles rape and homicide cases; works closely with supervisor(s) in solving difficult cases; follows-up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing information on suspects, etc.; apprehends and arrests suspects.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

- A. Graduation from a standard high school;
AND
- B. Five (5) years experience as a police officer with the
City of Kanab.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of Kanab City and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations;

Some knowledge of principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

Skill in the use of firearms, the operation of police vehicles and other specialized equipment including breathalizers, radar units, police batons and restraining devices.

Ability to react effectively in emergency and stress situations; to exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; to follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively; establish and maintain effective working relationships with supervisors, employees, other agencies and the public.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah State Drivers License.

Must meet all qualifications to act as a P.O.S.T. certified Category 1 law enforcement officer in the State of Utah, and maintain certification by attending a minimum of forty (40) hours of specialized training each year.

Must be twenty one (21) years of age.

Must maintain firearms proficiency.

4. WORK ENVIRONMENT:

Incumbent of the position performs a variety of physical activities, some generally involving muscular strain. Functions of the position generally performed in a controlled environment, but subject to all weather extremes. Essential functions normally require physical activities such as walking, standing, stooping, sitting, reaching, and lifting. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand and finger dexterity required to perform essential

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functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Periodic exposure to life threatening or hazardous situations which are inherent to the job. Position requires appropriate dress for public presentation.

(4-15, Amended, 07/08/2003)

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Section 4-15B PATROLMAN II/DETECTIVE 1

**KANAB CITY
JOB DESCRIPTION**

TITLE: PATROLMAN II/DETECTIVE 1
DEPARTMENT: PUBLIC SAFETY
EFFECTIVE DATE: MAY 8, 2001 **SALARY GRADE:** 15

BASIC FUNCTIONS

Performs a variety of full performance technical law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Kanab.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED

Provides close supervision to in-experienced officer in training and Reserve Officers; functions as the Officer in Charge (OIC) in the absence of a Sergeant or Police Chief.

ESSENTIAL JOB FUNCTIONS

Patrols all areas of Kanab City in police vehicles or on foot, including the city streets and businesses, checking for building security; makes business location and residential house checks for possible illegal activities.

Represses crime through identification and apprehension of criminals and recovery of stolen property; responds to crimes in progress; secures, defuses and resolves high risk calls; secures crime scenes for evidence searches; makes preliminary investigation and interrogates complainants, witnesses and suspects; completes complaint questionnaires; performs case follow-up and investigation of activities as assigned; makes arrests; responds to calls for assistance; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for D.U.I's, moving violations and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports as necessary.

Responds to robbery and burglary alarms and other misdemeanors and felonies, which may necessitate exertion of extraordinary physical effort and use of initiative and common sense.

Serves summons and subpoenas and keeps records of dispositions; escorts prisoners to and from county jail or from one location to another; subdues unruly prisoners when necessary.

Completes comprehensive reports of daily activities and enforcement actions; prepares for court cases and testifies in court when required.

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Cleans and maintains assigned firearms and vehicles and other special equipment.

Answers small business/bank complaints of theft, forger, scams, bounced checks, embezzlements, bad credit and white collar crimes; alerts businesses and community of check forgers, and short change artists; performs surveillance; obtains search warrants; works closely with City and County attorney concerning legalities involved in certain cases and arrests.

Manages investigative case load of major felony crimes; handles rape and homicide cases; works closely with supervisor(s) in solving difficult cases; follows-up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing information on suspects, etc.; apprehends and arrests suspects.

Conducts entry level investigations on all major felony crimes; handles rape, homicide and child sex abuse cases; works closely with Police Chief in solving difficult cases; investigates, follow up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracts criminal histories, secures existing data information on suspects, etc; answers business/bank complaints of theft, forgers, scams, bounced checks embezzlements, bad credit and white collar crimes; alerts businesses and community of check forgers, and short change artists.

Performs surveillance; obtains search warrants; works closely with City and County attorney concerning legalities involved in certain cases, arrests; prepares facts, information, evidence and statements for court proceedings; secures witnesses and testimonies; prepares visual diagrams of the scene of crime as deemed necessary assists attorneys in the preparation of court cases, extraditions; testifies in court when necessary.

Performs related duties as required.

May provide close to general supervision to less experienced officers.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

- a. Graduation from a standard high school;
AND
- b. Five (5) years experience as a police officer with the City of Kanab.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of Kanab City and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations;

Some knowledge of principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

Skill in the use of firearms, the operation of police vehicles and other specialized equipment including breathalyzers, radar units, police batons and restraining devices.

Ability to react effectively in emergency and stress situations; to exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; to follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively; establish and maintain effective working relationships with supervisors, employees, other agencies and the public.

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3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah State Drivers License.

Must meet all qualifications to act as a P.O.S.T. certified Category 1 law enforcement officer in the State of Utah, and maintain certification by attending a minimum of forty (40) hours of specialized training each year.

Must be twenty one (21) years of age.

Must maintain firearms proficiency.

For Detective 1 status, must be Patrolman II and have five years experience as a patrolman.

For Detective 1 status, must be a graduate of the following training:

1. First line supervisor school
2. Interview and interrogation school
3. Crime scene investigation academy

4. WORK ENVIRONMENT:

Incumbent of the position performs a variety of physical activities, some generally involving muscular strain. Functions of the position generally performed in a controlled environment, but subject to all weather extremes. Essential functions normally require physical activities such as walking, standing, stooping, sitting, reaching, and lifting. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Periodic exposure to life threatening or hazardous situations which are inherent to the job. Position requires appropriate dress for public presentation.

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Section 4-16 PATROLMAN I

**KANAB CITY
JOB DESCRIPTION**

TITLE PATROLMAN I
DEPARTMENT: PUBLIC SAFETY
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE: 12**

BASIC FUNCTIONS

Performs a variety of full performance technical law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Kanab.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED

Provides close supervision to inexperienced officers in training, functions as the Officer in Charge (OIC) in the absence of a Patrolman II, Sergeant or Police Chief. Sergeant or Patrolman II.

ESSENTIAL JOB FUNCTIONS

Patrols all areas of Kanab City in police vehicles or on foot, including the city streets and businesses, checking for building security; makes business location and residential house checks for possible illegal activities.

Represses crime through identification and apprehension of criminals and recovery of stolen property; responds to crimes in progress; secures, defuses and resolves high risk calls; secures crime scenes for evidence searches; makes preliminary investigation and interrogates complainants, witnesses and suspects; completes complaint questionnaires; performs case follow-up and investigation of activities as assigned; makes arrests; responds to calls for assistance; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for D.U.I's, moving violations and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports as necessary.

Responds to robbery and burglary alarms and other misdemeanors and felonies, which may necessitate exertion of extraordinary physical effort and use of initiative and common sense.

Serves summons and subpoenas and keeps records of dispositions; escorts prisoners to and from county jail or from one location to another; subdues unruly prisoners when necessary.

Completes comprehensive reports of daily activities and enforcement actions; prepares for court cases and testifies in court when required.

Cleans and maintains assigned firearms and vehicles and other special equipment.

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Answers business/bank complaints of theft, forgery, scams, bounced checks, embezzlements, bad credit and white collar crimes; alerts businesses and community of check forgeries, and short change artists; performs surveillance; obtains search warrants; works closely with City and County attorney concerning legalities involved in certain cases and arrests.

Manages investigative case load of major felony crimes; handles rape and homicide cases; works closely with supervisor(s) in solving difficult cases; follows-up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing information on suspects, etc.; apprehends and arrests suspects.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

- A. Graduation from a standard high school;
AND
- B. Completion of and Certification from P.O.S.T.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of Kanab City and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations;

Some knowledge of principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

Skill in the use of firearms, the operation of police vehicles and other specialized equipment including breathalyzers, radar units, police batons and retraining devices.

Ability to react effectively in emergency and stress situations; ability to exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; to follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively; verbally and in writing; establish and maintain effective working relationships with supervisors, employees, other agencies and the public.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah State Drivers License. Must meet all qualifications to act as a P.O.S.T. certified Category 1 law enforcement officer in the State of Utah, and maintain certification by attending a minimum of forty (40) hours of specialized training each year. Must be twenty one (21) years of age. Must maintain firearms proficiency.

4. WORK ENVIRONMENT:

Incumbent of the position performs a variety of physical activities, some generally involving muscular strain. Functions of the position generally performed in a controlled environment, but subject to all weather extremes. Essential functions normally require physical activities such as walking, standing, stooping, sitting, reaching, and lifting. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Periodic exposure to life threatening or hazardous situations which are inherent

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to the job. Position requires appropriate dress for public presentation.

Section 4-17 TASK FORCE AGENT

**KANAB CITY
JOB DESCRIPTION**

TITLE TASK FORCE AGENT
DEPARTMENT: PUBLIC SAFETY
EFFECTIVE DATE: JANUARY 25, 2000 **SALARY GRADE:** 12

BASIC FUNCTIONS

To provide and coordinate quality investigative services to criminal justice agencies and to the citizens of Kane County and the state of Utah.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief and carries out assignments provided by the Kane County Task Force administrator and board.

SUPERVISION EXERCISED

Provides close supervision to in-experienced officers in training, functions as the Officer in Charge (OIC) in the absence of the Task Force administrator or the officer in charge.

ESSENTIAL JOB FUNCTIONS

Detection and prevention of narcotics and related crimes. Enforcement of criminal statutes and ordinances of Utah or any political subdivision. Respond to, process and safely dismantle clandestine laboratories. Provide investigative assistance to municipal, county, state and federal government agencies. Compile relevant clandestine laboratory information for government agencies mandated with the responsibility to detect, identify and apprehend those who commit unlawful acts. Provide testimony in court while preserving the integrity of evidence. Investigate clandestine laboratory and general narcotics cases within the state of Utah. In emergency situations, at the direction of the Kanab City Police Chief or his designated officer in charge, provide essential Patrolman I job functions as stated in the Kanab City Patrolman I job description enclosed.

SPECIAL EMPLOYMENT CONDITIONS

Funding for this position is provided by grant monies allocated by various agencies. If at some time this grant money is not available this task force position with Kanab City may be terminated.

MINIMUM QUALIFICATIONS

2. EDUCATION AND EXPERIENCE

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Graduation from a standard high school;
AND
Completion of and Certification from P.O.S.T.

3. KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of Kane County, including all cities, towns, and incorporated areas within; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations;

Some knowledge of principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

Skill in the use of firearms, the operation of police vehicles and other specialized equipment including breathalyzers, radar units, police batons and restraining devices.

Ability to react effectively in emergency and stress situations; ability to exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; to follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively; verbally and in writing; establish and maintain effective working relationships with supervisors, employees, other agencies and the public.

4. SPECIAL QUALIFICATIONS:

Must possess a valid Utah State Drivers License.

Must meet all qualifications to act as a P.O.S.T. certified Category I law enforcement officer in the State of Utah, and maintain certification by attending a minimum of forty (40) hours of specialized training each year.

Must be twenty one (21) years of age.

Must maintain firearms proficiency.

5. WORK ENVIRONMENT:

Incumbent of the position a variety of physical activities, some generally involving muscular strain. Functions of the position generally performed in a controlled environment, but subject to all weather extremes. Essential functions normally require physical activities such as walking, standing, stooping, sitting, reaching, and lifting. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Periodic exposure to life threatening or hazardous situations which are inherent to the job. Position requires appropriate dress for public presentation.

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Section 4-18 PART-TIME PATROLMAN

**KANAB CITY
JOB DESCRIPTION**

TITLE: PART-TIME PATROLMAN
DEPARTMENT: PUBLIC SAFETY
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** HR.

BASIC FUNCTIONS

Performs a variety of full performance technical law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Kanab.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief with direction from other full time Kanab City law enforcement officers.

SUPERVISION EXERCISED

Functions as the Officer in Charge (OIC) in the absence of a full time Kanab City law enforcement officer.

ESSENTIAL JOB FUNCTIONS

Patrols all areas of Kanab City in police vehicles or on foot, including the city streets and businesses, checking for building security; makes business location and residential house checks for possible illegal activities.

Represses crime through identification and apprehension of criminals and recovery stolen property; responds to crimes in progress; secures, defuses and resolves high risk calls; secures crime scenes for evidence searches; makes preliminary investigation and interrogates complainants, witnesses and suspects; completes complaint questionnaires; makes arrests; responds to calls for assistance; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for D.U.I's, moving violation and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports as necessary.

Responds to robbery and burglary alarms and other misdemeanors and felonies, which may necessitate exertion of extraordinary physical effort and use of initiative and common sense.

Serves summons and subpoenas and keeps records of dispositions; escorts prisoners to and from county jail or from one location to another; subdues unruly prisoners when necessary.

Completes comprehensive reports of daily activities and enforcement actions; prepares for court cases and testifies in court when required.

Cleans and maintains assigned fire arms and vehicles and other special equipment.

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Answers business/bank complaints of theft, forgery, scams, bounced checks, embezzlements, bad credit and white collar crimes; alerts businesses and community of check forgeries, and short change artists; performs surveillance; obtains search warrants; works closely with City and County attorney concerning legalities involved in certain cases and arrests.

Works closely with supervisor(s) in solving difficult cases; follows-up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing information on suspects, etc.; apprehends and arrests suspects.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

- A. Graduation from a standard high school;
AND
- B. Completion of and Certification from P.O.S.T.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of Kanab City and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations;

Some knowledge of principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

Skill in the use of firearms, the operation of police vehicles and other specialized equipment including breathalyzers, radar units, police batons and restraining devices.

Ability to react effectively in emergency and stress situations; to exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; to follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively; establish and maintain effective working relationships with supervisors, employees, other agencies and the public.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah State Drivers License. Must meet all qualifications to act as a P.O.S.T. Certified Category I law enforcement officer in the State of Utah, and maintain certification by attending a minimum of forty (40) hours of specialized training each year. Must maintain firearm proficiency. Must comply with the Kanab Police Department outside employment policy. Must be available for duty either day or night and on short notice.

4. WORK ENVIRONMENT:

Incumbent of the position performs a variety of physical activities, some generally involving muscular strain. Functions of the position generally performed in a controlled environment, but subject to all weather extremes. Essential functions normally require physical activities such as walking, standing, stooping, sitting, reaching, and lifting. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Periodic exposure to life threatening or hazardous situations which are inherent to the job. Position requires appropriate dress for public presentation.

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Section 4-19 RESERVE POLICE OFFICER

**KANAB CITY
JOB DESCRIPTION**

TITLE: RESERVE POLICE OFFICER
DEPARTMENT: PUBLIC SAFETY
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** HR.

BASIC FUNCTIONS

Performs a variety of full performance technical law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Kanab.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief with direction from other full time Kanab City law enforcement officers.

SUPERVISION EXERCISED

Functions as the Officer in Charge (OIC) in the absence of a full time Kanab City law enforcement officer.

ESSENTIAL JOB FUNCTIONS

Patrols all areas of Kanab City in police vehicles or on foot, including the city streets and businesses, checking for building security; makes business location and residential house checks for possible illegal activities.

Represses crime through identification and apprehension of criminals and recovery stolen property; responds to crimes in progress; secures, defuses and resolves high risk calls; secures crime scenes for evidence searches; makes preliminary investigation and interrogates complainants, witnesses and suspects; completes complaint questionnaires; makes arrests; responds to calls for assistance; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for D.U.I's, moving violation and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports as necessary.

Responds to robbery and burglary alarms and other misdemeanors and felonies, which may necessitate exertion of extraordinary physical effort and use of initiative and common sense.

Serves summons and subpoenas and keeps records of dispositions; escorts prisoners to and from county jail or from one location to another; subdues unruly prisoners when necessary.

Completes comprehensive reports of daily activities and enforcement actions; prepares for court cases and testifies in court when required.

Cleans and maintains assigned fire arms and vehicles and other special equipment.

Answers business/bank complaints of theft, forgery, scams, bounced checks, embezzlements, bad credit

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and white collar crimes; alerts businesses and community of check forgeries, and short change artists; performs surveillance; obtains search warrants; works closely with City and County attorney concerning legalities involved in certain cases and arrests.

Works closely with supervisor(s) in solving difficult cases; follows-up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing information on suspects, etc.; apprehends and arrests suspects.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

- A. Graduation from a standard high school;
AND
- B. Two (2) years experience as a police officer.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of Kanab City and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations;

Some knowledge of principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

Skill in the use of firearms, the operation of police vehicles and other specialized equipment including breathalyzers, radar units, police batons and restraining devices.

Ability to react effectively in emergency and stress situations; to exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; to follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively; establish and maintain effective working relationships with supervisors, employees, other agencies and the public.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah State Drivers License. Must meet all qualifications to act as a P.O.S.T. certified Category 1 law enforcement officer in the State of Utah, and maintain certification by attending a minimum of forty (40) hours of specialized training each year. Must be twenty one (21) years of age. Must maintain firearms proficiency.

4. WORK ENVIRONMENT:

Incumbent of the position performs a variety of physical activities, some generally involving muscular strain. Functions of the position generally performed in a controlled environment, but subject to all weather extremes. Essential functions normally require physical activities such as walking, standing, stooping, sitting, reaching, and lifting. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Periodic exposure to life threatening or hazardous situations which are inherent to the job. Position requires appropriate dress for public presentation.

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**Section 4-20 ANIMAL CONTROL OFFICER/ PUBLIC WORKS MAINTENANCE
TECHNICIAN - GRADE 1**

**KANAB CITY
JOB DESCRIPTION**

TITLE: ANIMAL CONTROL OFFICER/ UTILITY METER READER
DEPARTMENT: PUBLIC SAFETY
EFFECTIVE DATE: DECEMBER 1, 2008 **SALARY GRADE:** 9

BASIC FUNCTIONS

Spends one half of the day performing a variety of surveillance and apprehension duties related to the enforcement of local animal control laws and ordinances. Also spends one half day reading water meters and performing all duties related to the installation of the radio reads water meters. May be required to spend part of each work day working with other departments.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief with some direction taken from the Public Works Director.

SUPERVISION EXERCISED

Provides general supervision of all other Animal Control Department staff and any meter reading staff.

ESSENTIAL JOB FUNCTIONS

Operates specialized vehicle in patrolling city streets and roads while observing for loose and stray animals; responds to calls and complaints from public regarding animal problems. May be required to work a non-traditional work day patrolling for animals in the early morning and early evening hours.

Apprehends and delivers stray animals to animal shelter; observes for unlicensed dogs and apprehends same; removes dogs and other animals to shelter for impoundment until ownership can be determined; utilizes specialized equipment such as catch-all poles and various animal trapping devices; oversees and maintains city animal control shelters.

Answers calls for the removal of dead animals and disposal of same; contacts veterinarian or other qualified personnel for animal destruction and removes seriously injured animals; investigates complaints of animal cruelty; issues citation for all animal control ordinance violations.

Follows specific procedures for dog bite cases and other animal bites; quarantines animals guilty of biting to observe for rabies and other diseases.

Prepares activity logs used in maintaining an updated information base on animal control activity and to determine department efficiency in animal control activity and to determine department efficiency in responding to public needs. Initiates legal action against violators and testifies in court proceedings.

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Participates in public education programs as needed to inform public of local ordinances and problems; attends meeting at local schools to educate children regarding animal care and safety precautions; organizes animal immunization clinics with local veterinarians.

Performs emergency euthanasia when necessary. Handles all barking dog complaints; performs other duties as required.

Assists other city departments such as the Public Works, Recreation and Cemetery departments when needed.

1. EDUCATION AND EXPERIENCE:

- A. Graduation from a standard high school or equivalent;
- AND
- B. One (1) year of generally responsible work experience preferably in a field related to the duties described above.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of Kanab City and its street systems:

Some general knowledge of basic animal care and procedures and cautions used in dealing with animals; legal liabilities associated with issuance of citations; court room procedures and laws of evidence.

Skill in the use of police vehicles and other specialized equipment used in the field of animal control. Some basic skills in the use of small tool used in general building maintenance.

Ability to react effectively in emergency and stress situations; to exhibit imagination, initiative and problem-solving capability in coping with a variety of animal control situations; to follow standards safety practices and procedures common to animal control; performs work requiring good physical conditions; communicate effectively; verbally and in writing; establish and maintain effective working relationships with supervisors, employees, other agencies and the public.

3. SPECIAL QUALIFICATIONS:

- Must possess a valid Utah State Drivers License.
- Must be 21 years of age or older.

4. WORK ENVIRONMENT:

Incumbent of the position performs a variety of physical activities, some involving muscular strain. Functions of the position generally performed in a controlled environment, but subject to all weather extremes. Essential functions normally require physical activities such as walking, standing, stooping, sitting, reaching, and lifting, Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Position requires appropriate dress for public presentation. Incumbent will be required to work a non-traditional work shift working some early morning and late evening hours as well as some weekend shifts.

City of Kanab Personnel Policy

Section 4-21 LAW ENFORCEMENT SECRETARY

**KANAB CITY
JOB DESCRIPTION**

TITLE: LAW ENFORCEMENT SECRETARY
DEPARTMENT: PUBLIC SAFETY
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** 3

BASIC FUNCTIONS

Performs a variety of routine administrative and advanced secretarial duties as needed to expedite the administrative processes and procedures of the Police Department.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED

May offer supervision over part-time secretarial position in the department.

ESSENTIAL JOB FUNCTIONS

Performs secretarial and clerical functions for the department staff; types administrative material and correspondence including reports, letters, memos, special bulletins, schedules, documents etc.; composes correspondence, reports, statements, memoranda, and other material requiring judgment as to content, accuracy and completeness; takes and transcribes confidential dictation and special correspondence; takes and transcribes minutes.

Assists in maintaining various personnel records; distributes and collects department time sheets,

Operates computer terminal as needed to create, maintain and retrieves various law enforcement statistics reports and information; maintain various files, documents and records; maintains alpha and numeric files for each file item and updates as needed; may prepare various state and federal reports showing department activity; maintain records of departmental fixed assets.

Maintains calendar; schedules meetings and appointments; apprises supervisors of activity schedule and coordinates with department management; receives, screens and distributes departmental mail.

Maintains department law enforcement library; receives and catalogues journals, publications, articles, books, and other reference material; shelves or files material and monitors use.

Performs general receptionist duties; receives and routes telephone calls; receives opens and distributes daily mail; greets the public and directs to appropriate personnel; responds to questions and disseminated public information.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

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1. EDUCATION AND EXPERIENCE:

- A. Graduation from a standard high school, or equivalent, with course background in general office practice and procedures;
AND
- B. One (1) year of progressively responsible experience performing above or related duties.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of modern office practices and procedures; grammar, spelling and punctuation; modern filing systems related to alphabetical and numeric files; computerized data management and program applications; administrative procedures; word processing equipment and applications; interpersonal communication skills; complex telephone systems.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative information; operate computer in utilizing various programs to develop statistical records and narrative compositions and reports; communicate effectively; establish and maintain effective relationships with supervisors, fellow employees, elected officials and other agencies of the public; establish and maintain comprehensive records and files.

3. SPECIAL QUALIFICATIONS:

Must be able to type at a minimum rate of 50 wpm.

4. WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Rapid work speed required to perform keyboard operations. Common eye, hand, and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and guided problem solving. Position requires appropriate dress for office environment and public presentation.

City of Kanab Personnel Policy

Section 4-22 SCHOOL CROSSING GUARD

**KANAB CITY
JOB DESCRIPTION**

TITLE: SCHOOL CROSSING GUARD
DEPARTMENT: PUBLIC SAFETY
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** HR.

BASIC FUNCTIONS

Reports to a predetermined, dangerous location and helps children cross the roadway in the safest possible manner.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief, receives direction from the officer of the day.

SUPERVISION EXERCISED

All school children passing through the School Crossing Zones.

ESSENTIAL JOB FUNCTIONS

Arrives at the crossing zones at least one half hour before school begins; reviews the area for dangerous circumstances that are not normal.

Turns pedestrian traffic lights on and off; makes sure the lights are functioning as they should; if lights fail to work, reports that information to supervisor.

Must decide when to stop the traffic; when it is safe to allow children and pedestrians to cross the street; be helpful to the driving public as well as to the pedestrians; crosses all children to and from school using extreme caution exercising control over their behavior as they are under his/her supervision.

Wears all regulation equipment each time at post; maintain good relationships with children and driving public;

Reports all problems and potential problems to supervisor.

Performs other duties as required.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:
 - A. Graduation from a standard high school or equivalent;
AND
 - B. Completion of required U.R.M.A and Kanab City crosswalk training.

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2. KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of pedestrian road safety.

Ability to communicate effectively with pedestrians and the driving public; use good judgment in determining when it is safe to cross the street; work well with children.

3. SPECIAL QUALIFICATIONS:

Must be 21 years of age.

4. WORK ENVIRONMENT:

Functions of the position generally perform in a controlled environment, but subject to all seasonal and weather extremes. Intermittent exposure to stress as a result of human behavior. Physical activity and demands are frequently related to walking and standing. Talking, hearing and seeing or other effective communication is essential to job performance. Mental application utilizes memory for details, emotional stability and discriminating thinking common to most job functions.

City of Kanab Personnel Policy

Section 4-23 FIRE CHIEF

**KANAB CITY
JOB DESCRIPTION**

TITLE: FIRE CHIEF
DEPARTMENT: PUBLIC SAFETY
EFFECTIVE DATE: JUNE 22, 2010 **SALARY GRADE:** 20

BASIC FUNCTIONS

Performs professional administrative duties related to planning, organizing, directing, staffing, and coordinating fire prevention and suppression for the city.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction from the City Manager, Mayor and City Council.

SUPERVISION EXERCISED

Provides general supervision to the fire department personnel.

ESSENTIAL JOB FUNCTIONS

Plans, directs and administers Fire Prevention, Suppression, Hazmat, and Fire Code Enforcement programs of the city; develops city policy into action programs and strategies; develops and/or recommends the City Council changes in fire ordinances and codes; directs fire code enforcement programs and practices; determines essential resources needed to achieve program objectives and allocates resources to various phases of department operations.

Works with the City Manager in preparing budgets and administers department budget; monitors expenditures to assure conformity to established fiscal constraints; prepares and writes reports on department activity.

Supervises departmental training related to Fire Prevention, Suppression, Investigation, Rescue response, and Equipment maintenance.

Exercises supervision over department personnel; establishes policies, rules and regulations as deemed necessary and expedient for the department; assigns and evaluates work; disciplines personnel when necessary.

Assists with interviewing, screening and hiring of new department members; of new department members; supervises and coordinates the training of new personnel; participates in the planning and implementation of fire drills; conducts department meetings; updates and informs personnel of new policy changes and procedures.

Directs departmental emergency response and Rescue program; participates in and/or delegates investigation of fires (24 hours a day); determines the magnitude and needs of the incident to expedite suppression or containment and minimize property loss.

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Responds to emergency incidents, personally assume command as necessary and make technical and strategic decisions quickly and calmly as to the best methods for protecting life, stabilizing the incident and preserving property and the environment.

Conducts public meetings or issues public notices to inform citizens of hazards in the community and activities of the Fire department; enforces rules and regulations established for protection of life and property; may make presentation to schools and civic groups; develops cooperative interrelationships between the department and other surrounding entities.

Develops and oversees station house maintenance and general upkeep; assures upkeep and functional operation of all equipment and apparatus; assures department readiness to deliver efficient and effective response to fire and emergencies.

Directs and oversees the annual 4th of July fireworks show.

Monitors conditions (development, population, building construction, emergency responses, etc.) to assess for impact on the Department.

Additional duties, responsibilities, and powers as so designated by the City Manager, City Council, and the laws of the State of Utah.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

- A. Graduation from a standard high school, or equivalent;
AND
- B. Five (5) years progressively responsible fire fighting experience; a year (1) of which must have been in a supervisory capacity;

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of principles of supervision and management practices and procedures; of laws, ordinances, codes, and regulations effecting goals, objectives and department operation; principles and practices of **Fire Prevention, Suppression, Hazardous Materials and Rescue**; maintenance requirements and practices of fire fighting equipment and apparatus; departmental rules, policies and regulations; city geography; emergency medical practices and procedures; of common fire and chemical hazards and related safety precautions; interpersonal communication skills; modern practices related to personnel training, management and motivation; fire fighting techniques and equipment; working knowledge of fire/arson investigation procedures.

Skill in the evaluation of tactical and operational requirements of conflagration situations.

Ability to plan, organize and direct the implementation of overall fire department programs and objectives; direct and supervise various levels of volunteer fire fighters; evaluate performance without partiality; communicate effectively; make quick and accurate decisions in emergency situations, develop effective working relationships with local elected officials, city merchants, subordinates and the public.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah State Drivers License.

Must possess current Utah State Firefighter 2 and Inspector 1 Certification.

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Must be bondable.

4. WORK ENVIRONMENT:

Functions of the position generally performed in a controlled environment, but subject to all weather extremes. Emergency response travel expected in normal course of performing duties. Many functions of the work pose high degree of hazard uncertainty. Incumbent of the position performs a variety of physical activities, some involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping, sitting, reaching, and lifting. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Periodic exposure to life threatening or hazardous situations which are inherent to the job. Position requires appropriate dress for public presentation.

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Section 4-24 PUBLIC WORKS DIRECTOR

**KANAB CITY
JOB DESCRIPTION**

TITLE: PUBLIC WORKS DIRECTOR
DEPARTMENT: PUBLIC WORKS
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** 19

BASIC FUNCTIONS

Performs a variety of professional, administrative, managerial and first line duties related to planning, organizing, coordinating, controlling, and directing all phases of city-wide public works operations including water, sewer, streets, fleet maintenance, and infrastructure capital improvements construction.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Provides general supervision and direction to all department employees.

ESSENTIAL JOB FUNCTIONS

Develops, organizes and facilitates comprehensive maintenance and construction of city infrastructure; provides technical insight and recommendations related to determining public works policies, goals and objectives of the department.

Determines work priorities and delegates assignments to department personnel; Plans, organizes, directs and coordinates the administration of the department including all aspects of the culinary water system, water purification, water distribution, street construction and maintenance, fleet maintenance, traffic engineering, storm drainage, and sewer collection system and treatment ponds.

Makes routine checks of the sewer treatment ponds for water levels and for color and other abnormalities; Prepares required monthly and annual reports to Federal and State agencies dealing with the water and sewer systems.

Prepares, monitors and delivers to the City Manager all employee time sheets; Assists City Manager in compiling and administers departmental budgets; is responsible for insuring department personnel receive necessary and proper training in all phases of public works activities; maintains records of all training activities; responsible for insuring all Federal, State and department safety regulations are followed at all times; initiates and practices risk management functions at all times; is a member of the Kanab City Safety Committee; proficient in and trains all department personnel in proper first aid techniques as well as other aspects of job safety.

Initiates and coordinates with personnel office regarding various personnel actions such as recruitment, advancement, discipline and discharge; manages and evaluates employee performance.

City of Kanab Personnel Policy

Meets with public, developers, entrepreneurs, and contractors to facilitate and coordinate the proper development and construction of possible additions to city public works facilities.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

- A. Graduation from a standard high school plus one (1) year specialized training directly related to above duties provided through professional workshops, in-service courses, or college;
AND
- B. Eight (8) years of experience in a comprehensive public works program;
experience in the administration and management of materials and personnel necessary for the development and maintenance of public works systems; two (2) years of which must have been in a supervisory capacity;
OR
- C. An equivalent combination of education and experience.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of methods, principles and practices of sewer, road and street construction and maintenance and the production, collection and delivery of culinary water and waste water; EPA regulations and various environmental quality laws (Safe Drinking Water Act, etc.) equipment and materials used in construction and maintenance operations; safety practices and principles involved in public works; current codes, standards, safety practices and principles involved in public works; principles of management and employee supervision.

Skill in the operation of heavy equipment (back hoe, ten wheel dump truck, road grader, sewer cleaning machine, welder) of various kinds under varying conditions

Ability to plan, coordinate, direct and supervise personnel; interpret laws, ordinances and regulations common to public works operations; work in close, confined conditions; keep operating records and prepare reports; communicate effectively; establish and maintain effective working relationships with elected officials, subordinates, employees, other agencies and the public.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah Commercial Drivers License (CDL).

Must be certified as a Grade II Water System Operator or meet State of Utah requirement, which ever is higher.

Must be state certified as a Small Lagoon System Operator or meet State of Utah requirement, which ever is higher.

Must be able to work on-call duty and 24 hour standby.

4. WORK ENVIRONMENT:

Incumbent of the position performs a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to performing required job functions. Functions of the position generally performed in a controlled environment, but subject to all weather extremes. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and guided problem solving. Daily local travel required in normal course of job performance.

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Section 4-25 ASSISTANT PUBLIC WORKS DIRECTOR

**KANAB CITY
JOB DESCRIPTION**

TITLE: ASSISTANT PUBLIC WORKS DIRECTOR
DEPARTMENT: PUBLIC WORKS
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** 14

BASIC FUNCTIONS

Performs a variety of first-line, skilled duties related to the day-to-day operation of the city-wide public works operations.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Provides general supervision over those department employees placed under his direction for any particular project or situation. Acts as department supervisor in the absence of the Public Works Director.

ESSENTIAL JOB FUNCTIONS

Provides technical insight and recommendations related to the day- to-day operations of the department to the Public Works Director; Acts as department head in the absence of the Public Works Director.

Operates various types of heavy equipment such as six or ten wheel dump trucks, front end loaders, bucket trucks, snow plows, back hoe, rollers, trenching equipment, compactors, road graders and mowers; performs installation or repair of water service connections, water lines and meters, repairs or replaces fire hydrants and plugged water meters; repairs water mains; cleans and maintains storage tanks; connects and disconnects service; assists in placement of pipe and water regulators.

Installs new water and sewer lines using all equipment and tools necessary to complete projects; tears out and repairs curb, gutter and street in locating and uncovering broken lines; builds meter boxes; builds extensions to raise or lower existing boxes as needed.

Operates a variety of hand tools and small power equipment such as roller, compressors, compactors; cleans tools and equipment to assure proper working order.

Assists in monitoring city water well storage levels; reads residential and commercial water meters as needed to accurately bill customers for water usage; performs field and shop repairs on water meters, removes meter, disassembles, cleans and/or replaces defective parts, reassembles and tests to assure proper working order; sets blue stake markers.

Conducts water sampling collections duties and delivers to proper authorities; monitors chlorine levels; reads water flow meter.

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Participates in work zone safety procedures; flags oncoming vehicles to protect the public and workers; sets up warning signs and signalization equipment.

Assists to monitor division supplies; conducts inventory of parts and equipment; reports results to supervisor.

Performs sewer collection system and water development, collection and distribution system maintenance and repairs; monitors sewer line flow and assists in sewer cleaning procedures; inspects manholes and sewer lines to detect leaks or malfunctions.

Operates light equipment such as sweepers, mowers, street cleaners, rollers, cement mixers, pick-ups, tractors and various hand and power tools as needed.

Transports and deposits various construction materials such as sand, salt, gravel, dirt, etc.; performs hot mix patching, storm drain cleaning, repair and construction, snow and ice control, gravel street maintenance, street sweeping, clod mix patching, debris collection, etc.

Checks and services assigned equipment; performs routine maintenance and emergency repairs; reports mechanical problems for shop repair.

Prepares proper barricading for streets, water and related public works projects; performs general maintenance functions such as painting, raking asphalt, pouring and finishing cement and similar duties; maintains, cleans and repairs tools and equipment.

Performs a variety of ground maintenance and construction work requiring the use of hand and power tools, such as building forms, framing projects, etc.

May assist Cemetery/Public Facilities Superintendent in some of the projects he/she may have requiring additional manpower; assists in preparing cemetery plots for burials and maintenance and repairs of the water systems in the cemetery and parks.

Assists in maintaining and repairing the city swimming pool and associated facilities.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

A. Graduation from a standard high school or equivalent plus continuing training directly related to above duties;

AND

B. Seven (7) years of progressively responsible experience in a field directly related to above duties;
OR

C. An equivalent combination of education and experience.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of water supply and distribution, sewer and surface drainage systems; construction requirements for water and sewer distribution and pumping systems; hazards and precautions associated with trench work and water and sewer line construction; state or federal regulations governing installation

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and maintenance of water and sewer collection systems; water quality laws; water sampling methods and regulations; working knowledge of interpersonal communication skills.

Some knowledge of specifications, grades, machinery, materials, and methods of constructing roads, bridges, drainage systems, culverts, etc.; safety standards related to road construction; hazards common to heavy equipment operation; equipment maintenance and repair; legal liabilities associated with street construction, right-of-way laws and ordinances.

Skill in the operation of light and heavy equipment as required by the position; skill in the art of diplomacy and cooperative problem solving.

Ability to perform heavy physical labor, develop and maintain effective working relationships with elected officials, supervisors, co-workers, local agencies and the general public; communicate effectively; tolerate weather extremes in the work environment; perform basic mathematical computations in reading and using various meters, gauges and related devices.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah Commercial Drivers License (CDL).

Must be certified as a Grade II Water System Operator or meet State of Utah requirement, which ever is higher.

Must be certified as a Small Lagoon System Operator or meet State of Utah requirement, which ever is higher.

Must be able to work on-call duty and 24 hour standby.

4. WORK ENVIRONMENT:

Incumbent of the position performs a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to performing required job functions. Functions of the position generally performed in a controlled environment, but subject to all weather extremes. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving. Daily local travel required in normal course of job performance.

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Section 4-26 PUBLIC WORKS MAINTENANCE TECHNICIAN - GRADE II

**KANAB CITY
JOB DESCRIPTION**

TITLE: PUBLIC WORKS MAINTENANCE TECHNICIAN - GRADE II
DEPARTMENT: PUBLIC WORKS
EFFECTIVE DATE: DEC. 11, 2001 **SALARY GRADE:** 11

BASIC FUNCTIONS

Performs a variety of skilled duties related to the day-to-day operation of the city-wide public works operations.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Provides general supervision over those department employees placed under his direction for any particular project or situation. Acts as department supervisor in the absence of the Public Works Director and Assistant Public Works Director.

ESSENTIAL JOB FUNCTIONS

Operates various types of heavy equipment such as six or ten wheel dump trucks, front end loaders, bucket trucks, snow plows, back hoe, rollers, trenching equipment, compactors, road graders and mowers; Performs installation or repair of water service connections, water lines and meters, repairs water mains; cleans and maintains storage tanks; connects and disconnects services; assists in placement of pipe and water regulators.

Installs new water and sewer lines using all equipment and tools necessary to complete projects; tears out and repairs curb, gutter and street in locating and uncovering broken lines; builds meter boxes; builds extensions to raise or lower existing boxes as needed.

Operates a variety of hand tools and small power equipment such as roller, compressors, compactors; cleans tools and equipment to assure proper working order.

Assists in monitoring city water well storage levels; reads residential and commercial water meters as needed to accurately bill customers for water usage; performs field and shop repairs on water meters, removes meter, disassembles, cleans and /or replaces defective parts, reassembles and tests to assure proper working order; sets blue stake markers.

Conducts water sampling collection duties and delivers to proper authorities; monitors chlorine levels; reads water flow meter.

Participates in work zone safety procedures; flags oncoming vehicles to protect the public and workers;

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sets up warning signs and signalization equipment.

Assists to monitor division supplies; conducts inventory of parts and equipment; reports results to supervisor.

Performs sewer collection system and water development, collection and distribution system maintenance and repairs; monitors sewer line flow and assists in sewer cleaning procedures; inspects manholes and sewer lines to detect leaks or malfunctions.

Operates light equipment such as sweepers, mowers, street cleaners, rollers, cement mixers, pick-ups, tractors and various hand and power tools as needed.

Transports and deposits various construction materials such as sand, salt, gravel, dirt, etc.; performs hot mix patching, storm drain cleaning, repair and construction, snow and ice control, gravel street maintenance, street sweeping, cold mix patching, debris collection, etc.

Checks and services assigned equipment; performs routine maintenance and emergency repairs; reports mechanical problems for shop repair.

Prepares proper barricading for streets, water and related public works projects; performs general maintenance functions such as painting, raking asphalt, pouring and finishing cement and similar duties; maintains, cleans and repairs tools and equipment.

Performs a variety of ground maintenance and construction work requiring the use of hand and power tools, such as building forms, framing projects, etc.

May assist Cemetery/Public Facilities Superintendent in some of the projects he/she may have requiring additional manpower; assist in preparing cemetery plots for burials and maintenance and repairs of the water systems in the cemetery parks.

Assists in maintaining and repairing the city swimming pool and associated facilities.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE

- A. Graduation from a standard high school or equivalent plus continuing training directly related to above duties;
AND
- B. Five (5) years of progressively responsible experience in a field directly related to above duties;
OR
- C. An equivalent combination of education and experience.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Working Knowledge of water supply and distribution, sewer and surface drainage systems; hazards and precautions associated with trench work and water and sewer line construction; working knowledge of interpersonal communication skills.

Some knowledge of specifications, grades, machinery, materials, and methods of constructing roads,

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bridges, drainage systems, culverts, etc.; safety standards related to road construction; hazards common to heavy equipment operation; equipment maintenance and repair; legal liabilities associated with street construction right-of-way laws and ordinances; construction requirements for water and sewer distribution and pumping systems; local, state and federal regulations governing installation and maintenance of water and sewer collection systems.

Skill in the operation of light and heavy equipment as required by the position; skill in the art of diplomacy and cooperative problem solving.

Ability to perform heavy physical labor, develop and maintain effective working relationships with elected officials, supervisors, co-workers, local agencies and the general public; communicate effectively; tolerate weather extremes in the work environment; perform basic mathematical computations in reading and using various meters, gauges and related devices.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah Commercial Drivers License (CDL).

Must be certified as a Grade II Water System Operator or meet State of Utah requirement, which ever is higher.

Must be certified as a Small Lagoon System Operator or meet State of Utah requirement, which ever is higher.

Must be able to work on-call duty and 24 hour standby.

4. WORK ENVIRONMENT:

Incumbent of the position performs a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to performing required job functions. Functions of the position generally performed in a controlled environment, but subject to all weather extremes. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily local travel required in normal course of job performance.

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Section 4-27 PUBLIC WORKS MAINTENANCE TECHNICIAN - GRADE I

**KANAB CITY
JOB DESCRIPTION**

TITLE: PUBLIC WORKS MAINTENANCE TECHNICIAN - GRADE I
DEPARTMENT: PUBLIC WORKS
EFFECTIVE DATE: JULY. 1, 1996 **SALARY GRADE:** 10

BASIC FUNCTIONS

Performs a variety of skilled duties related to the day-to-day operation of the city-wide public works operations.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

Operates various types of heavy equipment such as six or ten wheel dump trucks, front end loaders, bucket trucks, snow plows, back hoe, rollers, trenching equipment, compactors, road graders and mowers; Performs installation or repair of water service connections, water lines and meters, repairs water mains; cleans and maintains storage tanks; connects and disconnects services; assists in placement of pipe and water regulators.

Installs new water and sewer lines using all equipment and tools necessary to complete projects; tears out and repairs curb, gutter and street in locating and uncovering broken lines; builds meter boxes; builds extensions to raise or lower existing boxes as needed.

Operates a variety of hand tools and small power equipment such as roller, compressors, compactors; cleans tools and equipment to assure proper working order.

Assists in monitoring city water well storage levels; reads residential and commercial water meters as needed to accurately bill customers for water usage; performs field and shop repairs on water meters, removes meter, disassembles, cleans and /or replaces defective parts, reassembles and tests to assure proper working order; sets blue stake markers.

Conducts water sampling collection duties and delivers to proper authorities; monitors chlorine levels; reads water flow meter.

Participates in work zone safety procedures; flags oncoming vehicles to protect the public and workers; sets up warning signs and signalization equipment.

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Assists to monitor division supplies; conducts inventory of parts and equipment; reports results to supervisor.

Performs sewer collection system and water development, collection and distribution system maintenance and repairs; monitors sewer line flow and assists in sewer cleaning procedures; inspects manholes and sewer lines to detect leaks or malfunctions.

Operates light equipment such as sweepers, mowers, street cleaners, rollers, cement mixers, pick-ups, tractors and various hand and power tools as needed. Will be required to mow weeds and grass along city streets.

Transports and deposits various construction materials such as sand, salt, gravel, dirt, etc.; performs hot mix patching, storm drain cleaning, repair and construction, snow and ice control, gravel street maintenance, street sweeping, cold mix patching, debris collection, etc.

Checks and services assigned equipment; performs routine maintenance and emergency repairs; reports mechanical problems for shop repair.

Prepares proper barricading for streets, water and related public works projects; performs general maintenance functions such as painting, raking asphalt, pouring and finishing cement and similar duties; maintains, cleans and repairs tools and equipment.

Performs a variety of ground maintenance and construction work requiring the use of hand and power tools, such as building forms, framing projects, etc.

May assist Cemetery/Public Facilities Superintendent in some of the projects he/she may have requiring additional manpower; assists in preparing cemetery plots for burials and maintenance and repairs of the water systems in the cemetery and parks.

Assists in maintaining and repairing the city swimming pool and associated facilities.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE

- A. Graduation from a standard high school or equivalent plus continuing training directly related to above duties;
AND
- B. One (1) year of progressively responsible experience in a field directly related to above duties;
OR
- C. An equivalent combination of education and experience.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Working Knowledge of water supply and distribution, sewer and surface drainage systems; hazards and precautions associated with trench work and water and sewer line construction; working knowledge of interpersonal communication skills.

Some knowledge of specifications, grades, machinery, materials, and methods of constructing roads, bridges, drainage systems, culverts, etc.; safety standards related to road construction; hazards common to

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heavy equipment operation; equipment maintenance and repair; legal liabilities associated with street construction right-of-way laws and ordinances; construction requirements for water and sewer distribution and pumping systems; local, state and federal regulations governing installation and maintenance of water and sewer collection systems.

Skill in the operation of light and heavy equipment as required by the position; skill in the art of diplomacy and cooperative problem solving.

Ability to perform heavy physical labor, develop and maintain effective working relationships with elected officials, supervisors, co-workers, local agencies and the general public; communicate effectively; tolerate weather extremes in the work environment; perform basic mathematical computations in reading and using various meters, gauges and related devices.

3. SPECIAL QUALIFICATIONS:

Prefer candidates with a valid Utah Commercial Drivers License (CDL). Any candidate that may be hired without a current CDL will be required to obtain said license within six (6) months of hire date. Must be able to work on-call duty and 24 hour standby.

4. WORK ENVIRONMENT:

Incumbent of the position performs a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to performing required job functions. Functions of the position generally performed in a controlled environment, but subject to all weather extremes. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily local travel required in normal course of job performance.

City of Kanab Personnel Policy

Section 4-28 LABORER

**KANAB CITY
JOB DESCRIPTION**

TITLE: LABORER
DEPARTMENT: PUBLIC WORKS
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** HR.

BASIC FUNCTIONS

Performs a variety of unskilled duties related to the day-to-day operations of the city-wide public works operations.

SUPERVISION RECEIVED

Works under the general supervision of the department head or the highest ranking employee on any particular job or project.

SUPERVISION EXERCISED

None

ESSENTIAL JOB FUNCTIONS

Operates various types of light equipment such as front end loaders, back hoe, rollers, trenching equipment, and compactors; assists in the installation of repair of water service connections, water lines and meters, repairs or replaces fire hydrants and plugged water meters, assists in repairing water and sewer mains; assists in cleaning and maintaining storage tanks; connects and disconnects services; assists in placement of pipe and water regulators.

Assists in installing new water and sewer lines using some light equipment and tools necessary to complete projects; tears out and repairs curb, gutter and street in locating and uncovering broken water and sewer lines; builds meter boxes; assists in building extensions to raise or lower existing boxes as needed.

Operates a variety of hand tools and small power equipment such as rollers, compressors, compactors; cleans tools and equipment to assure proper working order.

Assists in reading residential and commercial water meters as needed to accurately bill customers for water usage; helps perform field and shop repairs on water meters, removes meter, disassembles, cleans and/or replaces defective parts, reassembles and tests to assure proper working order.

Participates in work zone safety procedures; flags oncoming vehicles to protect the public and workers, sets up warning signs and signalization equipment.

Assists in the inventory of parts and equipment.

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Performs sewer collection system and water development, collection and distribution system maintenance and repairs; monitors sewer line flow and assists in sewer cleaning procedures; inspects manholes and sewer lines to detect leaks or malfunctions.

Operates light equipment such as sweepers, mowers, street cleaners, rollers, cement mixers, pick-ups, tractors and various hand and power tools as needed.

Transports and deposits various construction materials such as sand, salt, gravel, dirt, mulch, chips, etc.; performs hot mix patching, storm drain cleaning, repair and construction, snow and ice control, gravel street maintenance, street sweeping, cold mix patching, debris collection, weed hoeing, etc.

Checks and services assigned equipment; performs routine maintenance and emergency repairs; reports mechanical problems for shop repair.

Prepares proper barricading for streets, water and related public works projects; performs general maintenance functions such as painting, raking asphalt, pouring and finishing cement and similar duties; Maintains, cleans and repairs tools and equipment.

Performs a variety of ground maintenance and construction work requiring the use of hand and power tools, such as building forms, framing projects, etc.

May assist Cemetery/Public Facilities Superintendent in some of the projects he/she may have requiring additional manpower; assist in preparing cemetery plots for burials and maintenance and repairs of the water systems in the cemetery and parks.

Assists in maintaining and repairing the city swimming pool and associated facilities.

May assist the Electric Utility Supervisor in reading meters, installation of new utility services and acting as stand-by to bucket truck operator.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE

A. Some experience related to the above duties.

2. KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of hazards and precautions associated with construction and maintenance of public utility systems; operations of light equipment and power tools.

Some skill in the operation of light equipment such as pick-up truck, mowers, etc.

Ability to perform heavy physical labor, develop and maintain effective working relationships with elected officials, supervisors, co-workers, local agencies and the general public; communicate effectively; tolerate weather extremes in the work environment; perform basic mathematical computations.

3. SPECIAL QUALIFICATIONS

Must possess a valid Utah Drivers License.

4. WORK ENVIRONMENT

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Incumbent of the position performs a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to performing required job functions. Functions of the position generally performed in a controlled environment, but subject to all weather extremes. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily local travel required in normal course of job performance.

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Section 4-29 LIBRARY DIRECTOR

**KANAB CITY
JOB DESCRIPTION**

TITLE: LIBRARY DIRECTOR
DEPARTMENT: MUNICIPAL SERVICES
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** 13

BASIC FUNCTIONS

Performs a variety of professional, administrative, managerial and first line duties related to planning, organizing, coordinating, controlling and directing all phases of the municipal library.

SUPERVISION RECEIVED

Works under the general supervision and direction of the City Manager and works closely with the Library Advisory Board.

SUPERVISION EXERCISED

Provides general supervision of all library staff personnel.

ESSENTIAL JOB FUNCTIONS

Develops, organizes and facilitates the administration, operation and management of the municipal library; planning, implementing and evaluating procedures, as approved, for circulation, acquisition, cataloging, and processing library materials and equipment.

Oversees personnel functions of the department; makes recommendations on hiring and firing, promotions, demotions, transfers, and discipline to the personnel director; conducts performance evaluations of department employees; handles or directs to the personnel director, grievances and disciplinary matters related to work assignments, interpersonal relationships, employee conduct and general behavior; organizes and supervises required and necessary training of department personnel; continues to receive required and necessary personal training; oversees the timely completion and delivery of monthly time sheets to the City Offices

Attends Library Advisory Board meeting acting as advisor to the board; recommends policies and procedures to the board who in turn make recommendations to the City Council for adoption; prepares and distributes reports of Library Board meetings to the City Manager and City Council; serves as community liaison as needed to communicate and promote department philosophy, methods, and practices.

Responsible for the development of overall collections of library materials and equipment; selects, procures and maintains library materials, supplies and equipment, consistent with city policies. Exercises general supervision over department property.

Responsible for the planning, implementing and evaluating procedures, as approved, for circulation,

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acquisition, cataloging, and processing library materials and equipment; planning and implementing library services and programs, public relations programs, and fund raising activities.

Directs the preparation and administration of the department budget as approved by the Council; presents budget proposals to the City Manager for his/her presentation to the Council for their adoption; monitors compliance with established fiscal guidelines and limitations; receives department billing invoices and properly codes bills before delivering to the City Offices for payment; oversees the development of specifications for the acquisition of large budget expenditures; verifies costs incurred by the department; maintains and monitors a computerized inventory of all department assets, providing timely updates to the City Manager; is responsible for maintaining all equipment in an acceptable working condition.

Assists other staff in performing general clerical duties such as but not limited to: receives and routes telephone calls; receives, opens and distributes daily mail; deposits all funds received by the department with the City Offices within 48 hours of receipt; greets the public and directs to appropriate personnel; responds to questions and disseminates public information; checks books in and out of library; retrieves books and other materials from the outside book drop facility; shelving, inventory and storage of books and materials; enters book data in computers;

Makes courtesy calls for overdue materials.

Oversees the preparation and administration of any grant applications awarded to the department; administers inter-library loan program.

Performs other duties as is necessary for the efficient operation of the department.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

- A. Two (2) years of college training from an approved library school, plus specialized training provided through professional workshops, in service or on-the-job programs;
AND
- B. Five (5) years of responsible work experience in library science, some of which shall be in a supervisory position;
OR
- C. An equivalent combination of education and experience.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of management theory, methods, and practices; State and local library laws, practices and procedures; personal/mainframe computer operations and applications; interpersonal communication skills;

Skill in the operation of personal computer and data entry equipment, laminator, fax, copier, printer, and scanner.

Ability to operate various types of office equipment such as adding machine, typewriter, computer, complex telephone systems; communicate effectively; develop and maintain effective working relationships with supervisors, co-workers, elected officials and the general public.

3. SPECIAL QUALIFICATIONS:

Must be bondable

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Public Library Certification

4. WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping, sitting, reaching, lifting, talking, hearing and seeing. Common eye, hand, finger dexterity are necessary. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be required in normal course of job performance. Position requires appropriate dress for office environment and public presentation.

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Section 4-30 ASSISTANT LIBRARY DIRECTOR

**KANAB CITY
JOB DESCRIPTION**

TITLE: ASSISTANT LIBRARY DIRECTOR
DEPARTMENT: MUNICIPAL SERVICES
EFFECTIVE DATE: JULY 1, 1996 **SALARY GRADE:** 3

BASIC FUNCTIONS

Performs a variety of full performance, complex clerical and routine technical duties as needed to expedite the day-to-day operations of the department.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director.

SUPERVISION EXERCISED

None

ESSENTIAL JOB FUNCTIONS

Provides general secretarial duties; assists in public services.

Serves as Deputy Library Director, assisting in administrative duties in the absence of Library Director.

Responsible for publicity functions such as compiling and distributing acquisition lists, developing and preparing bulletin boards, displays, posters and special reading lists.

Assists with and/or supervises data processing; responsible for shelving, filing, inventory and storage of materials.

Performs such duties as check books and other materials in and out of library; retrieves books and other materials from the outside book drop facility; shelving, inventory and storage of books and materials; enters book and material data in computers; sends out notices of overdue books and materials and sends appropriate notices to collection agency on long overdue books and materials.

Responsible for compiling statistics; assisting in development of procedures manuals; handling mail and routing correspondence; maintain correspondence files; handling reproduction services; preparing purchase orders for supplies and equipment.

Performs general secretarial duties; receives and routes telephone calls; receives, opens and distributes daily mail; greets the public and directs to appropriate personnel; responds to questions and disseminates public information.

Performs all other duties under the direction of the Library Director as is necessary for the efficient

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operation of the department.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

1. Graduation from an approved high school or equivalent;
AND
2. One (1) year of responsible work experience in the above mentioned duties.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of personal computer operations and applications; interpersonal communication skills.
Some skill in the operation of personal computer and data entry equipment, typewriter and semi-complex telephone systems.

Ability to operate various types of office equipment such as adding machine, typewriter, etc.; develop and maintain effectively working relationships with department heads, supervisors, co-workers, elected officials and the general public.

3. SPECIAL QUALIFICATIONS:

None

4. WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with typical climate controls. Tasks require variety of physical activities, some involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Rapid work speed required to perform keyboard operations. Common eye, hand and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving. Position requires appropriate dress for office environment and public presentation.

City of Kanab Personnel Policy

Section 4-31 AIRPORT MANAGER

**KANAB CITY
JOB DESCRIPTION**

TITLE: AIRPORT MANAGER
DEPARTMENT: PUBLIC FACILITIES
EFFECTIVE DATE: JULY 1, 1996 **CODE:** NEGOTIABLE

BASIC FUNCTIONS

Performs a variety of skilled management duties related to the operation, construction, upkeep and maintenance of the airport facilities.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager, working closely with the Airport Advisory Board.

SUPERVISION EXERCISED

Provides general supervision of all Airport staff.

ESSENTIAL JOB FUNCTIONS

Develops, organizes and facilitates comprehensive operation and maintenance program for the city airport; provides technical/insight and recommendations related to determining airport maintenance and operation policies, goals and objectives.

Plans, organizes, directs and coordinates the administration of the airport including all aspects of the operation and maintenance of the facility.

Insures airport coverage 24 hours a day, 365 days a year, either by direct personal coverage, radio or telephone coverage; arranges days off or vacation time with City Manager.

Oversees airport security by residing on the airport premises; performs periodic inspections of airport fencing and aircraft tie downs.

Is responsible for insuring the facility is properly maintained; does daily inspections of the runways, taxi-ways, approaches and parking aprons; performs dumping and maintenance fuel tanks; performs required maintenance on all vehicles associated with the airport; cleans and maintains terminal building and grounds; sweeps runway, taxi-ways, approaches and parking aprons as needed; regularly inspects beacon and runway lights for proper operation.

Provides timely fuel sales and requested minimum services to all aircraft requesting said service.

Oversees the promotion of the airport and its facilities; maintains all airport signs, telephone directory and other related promotional facilities; provides student pilot services as needed.

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MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

Graduation from a standard high school or acceptable equivalent:

AND

Possess a basic aviation background with training in aviation fuel delivery systems and safety.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the aviation industry; small aircraft and their operations; fuel delivery systems and proper fuel safety.

Some skill in general office procedures; operation of small office equipment such as calculators, fax machines, credit card machines, telephone systems and typewriters; perform various skilled functions related to building and grounds maintenance and possess general carpentry, electric and plumbing skills.

Ability to communicate effectively; develop effective working relations with the general public, supervisors, subordinates, and other city employees.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah Drivers License.

Prefer that incumbent possess a valid pilots license.

4. WORK ENVIRONMENT:

Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Functions of the position generally performed in a controlled environment, but subject to all weather extremes. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving. Position requires appropriate dress for public presentation.

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Section 4-32 SWIMMING POOL DIRECTOR

**KANAB CITY
JOB DESCRIPTION**

TITLE: SWIMMING POOL DIRECTOR
DEPARTMENT: PARKS AND RECREATION
EFFECTIVE DATE: JULY 1, 1996 **GRADE:** NEGOTIABLE

BASIC FUNCTIONS

Performs a variety of professional, administrative and managerial duties related to planning, directing, organizing and controlling of the day-to-day activities of the municipal swimming pool.

SUPERVISION RECEIVED

Works under the general direction of the City Manager.

SUPERVISION EXERCISED

Provides general supervision to the lifeguards and other staff at the municipal swimming pool.

ESSENTIAL JOB FUNCTIONS

Serves as supervisor and general manager of the municipal swimming pool, facilities and staff; performs any and all tasks necessary to operate and maintain the swimming pool and performing life guarding duties.

Is responsible to screen, interview and recommend to the Personnel Director the hiring, firing and disciplining of all swimming pool personnel; responsible to assure the proper training of all lifeguards in all aspects of life saving and first aid, assuring that all life guards are certified before working in such capacity.

Prepares and distributes work schedules and work time sheets; required to be present, or assure, with written permission from the City Manager, that a properly trained adult, is present and supervise the pool during that period designated as a public swim time; assures timely delivery of bi monthly time sheets to the Payroll Clerk.

Supervises the daily collection of receipts and the sale of monthly and seasonal swim passes; delivers daily to the city office all receipts collected by swim pool personnel.

Responsible for the development and implementation of rules and regulations governing the day-to-day operations of the swim pool; supervises all activities at the swim pool in a safe and orderly manner.

Administer the pool under the guidelines of the department budget; maintain an inventory of all equipment and supplies of the department; provide public assistance in matters related to the swimming pool; responsible to maintain training in the proper water treatment and facilities used at the swimming pool; maintain the pool and other facilities in a clean and presentable manner, vacuuming the pool daily,

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cleaning and sanitizing dressing room facilities daily, cleaning the deck area daily; and keeping the office area clean and orderly.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

- A. Graduation from an approved high school or equivalent;
AND
- B. At least one (1) year of progressively responsible experience in the operation and maintenance of swimming pool and associated facilities;
OR
- C. An equivalent combination of education and experience.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of maintenance and operation of equipment associated with the day-to-day operation of swimming pools; lifesaving techniques and first aid applications.

Skill in swimming and life saving techniques.

Ability to administer and supervise personnel and the operation of swimming pool and associated facilities; exercise sound judgment; assure compliance with and follow safety practices and procedures common to swim pool operations; communicate effectively; establish and maintain effective working relationships with elected and appointed officials, supervisors, co-workers and the general public.

3. SPECIAL QUALIFICATIONS:

Must be 21 years of age.

Must be certified in:

American Red Cross Lifeguard Training,

American Red Cross First Aid and Safety,

American Red Cross C.P.R. for the professional Rescuer.

Must be in very good physical condition.

4. WORK ENVIRONMENT:

Tasks require variety of physical activities, some involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping, sitting, reaching, lifting, talking, hearing, seeing and swimming. Common eye, hand, dexterity are necessary. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Position requires appropriate dress for public swimming pool presentation, courteous, positive attitude, being reliable and in good physical condition.

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Section 4-33 LIFE GUARD

**KANAB CITY
JOB DESCRIPTION**

TITLE: LIFE GUARD
DEPARTMENT: PARKS AND RECREATION
EFFECTIVE DATE: JULY 1, 1996 **CODE:** HR.

BASIC FUNCTIONS

Performs a variety of duties related to the day-to-day activities of the municipal swimming pool.

SUPERVISION RECEIVED

Works under the general direction of the Swimming Pool Director.

SUPERVISION EXERCISED

Under the direction of the Swimming Pool Director, provides general supervision to the patrons of the municipal swimming pool.

ESSENTIAL JOB FUNCTIONS

Serves in a support capacity to the Swimming Pool Director. Performs tasks required to operate the swimming pool as assigned by the Director.

Is responsible for the safety of all swimmers, sits in life guard chair during his/her scheduled shift at each life guard position; educates patrons concerning facility rules and regulations, enforcing said rules and regulations; prepares and deposits with Director reports of any and all incidents involving the pool, employees, or patrons, of which he/she has involvement or knowledge of.

Works with other "on duty" life guards in overseeing the safety of all swimmers at the pool; assures enforcement of all facility rules; prevents injuries by minimizing or eliminating hazardous situations or behavior; recognizes and responds effectively to all emergencies, administering first aid or CPR in an emergency situation; manages and operates the pool office, collecting fees, selling and inspecting month and season swim passes, answering the phone, generally assisting patrons.

Assists the Director in maintaining facility; cleaning and vacuuming the pool daily; on a daily basis, cleans deck area, cleans and sanitizes dressing rooms and bathrooms, cleans office area, helps maintain the front lawn area of the facility; cleans the "pump room" as directed by Director.

Assists Director with planning and directing activities at the pool; assists in giving swimming and safety classes.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

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A. Graduation from, or actively working toward graduation from an approved high school or equivalent.

2. KNOWLEDGE, SKILLS, AND ABILITIES:

Skill in swimming, first aid and life saving techniques.

Ability to learn tasks needed to operate and maintain swimming pool and associated facilities; exercise sound judgment; assure compliance with and follow safety practices and procedures common to swim pool operations; communicate effectively; establish and maintain effective working relationships with elected and appointed officials, supervisors, co-workers and the general public.

3. SPECIAL QUALIFICATIONS:

Must be, or be willing and able to, become certified in:

American Red Cross Lifeguard Training,

American Red Cross First Aid and Safety,

American Red Cross C.P.R. for the professional Rescuer.

Must be 15 years of age or older.

Must be in very good physical condition.

4. WORK ENVIRONMENT:

Tasks require variety of physical activities, some involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping, sitting, reaching, lifting, talking, hearing, seeing and swimming. Common eye, hand, dexterity are necessary. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Position requires appropriate dress for public swimming pool presentation, courteous, positive attitude, be reliable and in good physical condition.

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Section 4-34 APPEALS OFFICER

**KANAB CITY
JOB DESCRIPTION**

TITLE: APPEALS OFFICER
DEPARTMENT: PUBLIC SERVICES
EFFECTIVE DATE: AUGUST 1, 2008 **GRADE:** NEGOTIABLE

BASIC FUNCTIONS

Performs a variety of professional, administrative and managerial duties related to the process of issuing and/or denial of the issuing of a variance.

SUPERVISION RECEIVED

Works under the broad policy guidance of the City Manger, working closely with the Development Committee.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

Responsible to hear and decide appeal decisions, special exceptions and variances. The Appeals Officer will hear appeals from individuals contesting a decision of the City Zoning Administrator. All decisions rendered by the Kanab City Appeals will be in accordance with requirements of the Kanab City Zoning Ordinance and any applicable State Codes.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:
 - A. Graduation from an approved high school or equivalent;
AND
 - B. Some additional education in the legal field.

Considerable knowledge of the current Kanab City Zoning Ordinance.

Some skill in general office procedures, operations of small office equipment such as calculators, fax machines, credit card machines, telephone systems and typewriters. .

Ability to communicate effectively; develop effective working relations with the general public, supervisors, subordinates, and other city employees.

3. SPECIAL QUALIFICATIONS:

Must possess a valid Utah Drivers License
Prefer incumbent have some education in the legal field.

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4. WORK ENVIRONMENT:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, ect. Talking, hearing, seeing essential to the performance of the job. Function of the position generally performed in a controlled environment, but subject to all weather extremes. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Position requires appropriate dress for public presentation.