



CITY OF OREM PERFORMANCE EVALUATIONS

New hires NOT in the Police or Fire Departments:

As a new employee you will be on probationary status for six (6) months. Probationary employees are considered at-will employees. During your probation, you can expect to receive a performance evaluation every three (3) months. This should be a time for you and your supervisor to sit down together and discuss your performance. After probation, you will receive an evaluation once each year.

New hires in the Police and Fire Departments:

As a new Police Department or Fire Department employee you will be on probationary status for twelve (12) months. Probationary employees are considered at-will employees. During your probation, you can expect to receive a performance evaluation every six (6) months. This should be a time for you and your supervisor to sit down together and discuss your performance. After probation, you will receive an evaluation once each year.

Additional information on probation is included in the City's Personnel Policies and Procedures handbook. A copy of the handbook can be found at the back of this binder and on the City's intranet. See Section 3.22. Performance Evaluations.



City of Orem Parking Policy

Section 34 of Employee Handbook Policy:

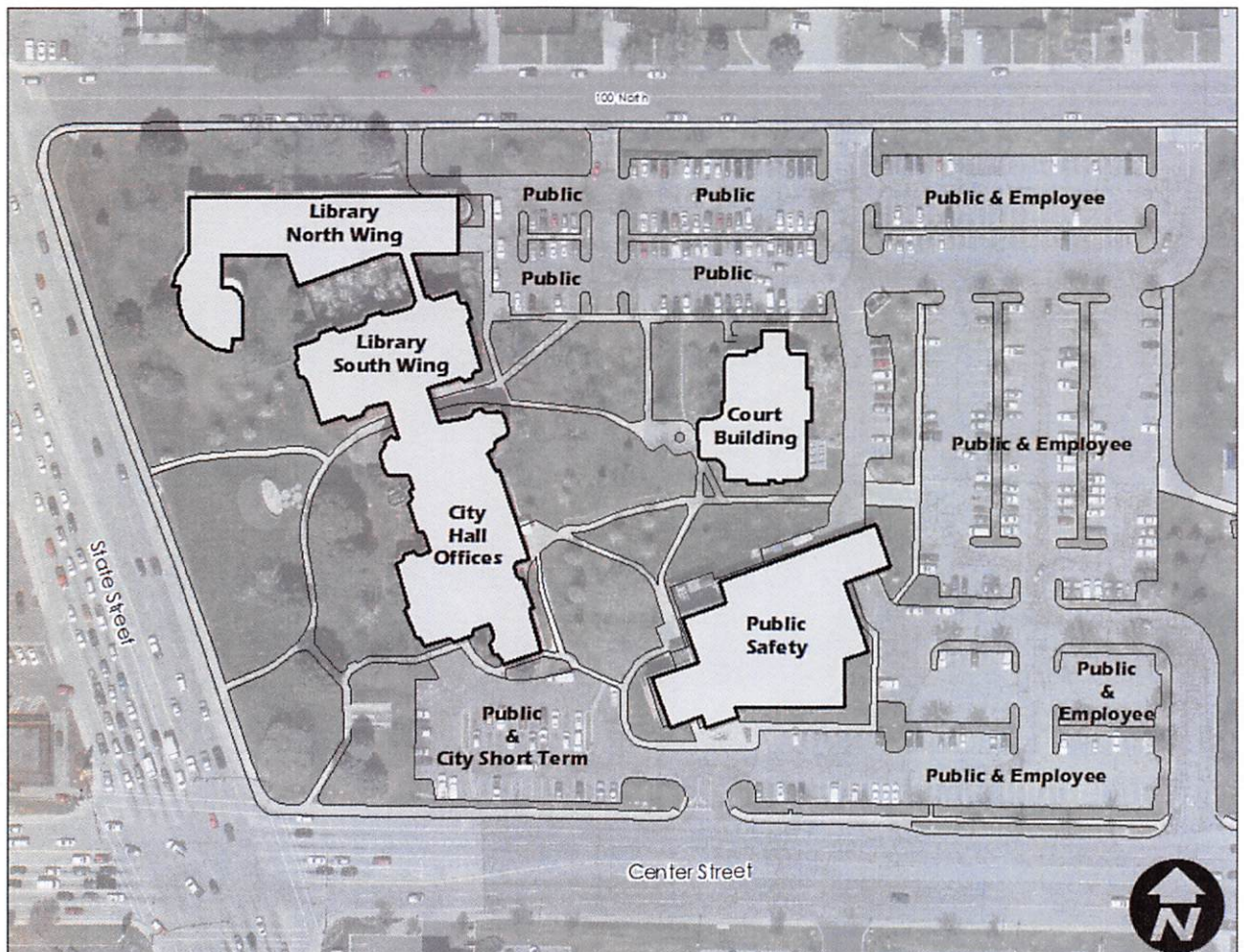
It is the policy of the City of Orem to designate areas in which employee parking is allowed.

Purpose:

To provide convenient parking for all city customers.

Guidelines:

1. All employees are encouraged to apply the principle of “close to the customer” by reserving parking close to the building for the customer.
2. The parking diagram attached to this policy sets forth the parking plan for City Center.
3. The Human Resources Office shall present a copy of the parking plan to new employees during employee orientation.
4. Department Directors with responsibilities for other city facilities shall adopt and submit to the City Manager similar parking plans for their respective facilities.



City of Orem

EMPLOYEES' DECLARATION

We, the employees of the City of Orem, make the following declaration:

OUR MISSION IS

to help our fellow citizens build and preserve a community in which we all want to live.

OUR VALUES ARE

Centered in people:
both citizens and co-workers.

Everyone is worthy of our respect and recognition.
We give quality service – excellent by any standard.
We listen and respond openly and honestly.
We give our very best effort – every time, all the time.
We are a corporate family – unified, involved, committed.

WE WILL MAKE OUR WORKPLACE

Safe and healthy.
Fun, invigorating, and challenging.
Innovative and thoughtful, without fear of failure.
Free from any type of harassment.

OUR MOTTO:

We give the people their money's worth – and then some.

Section 6 of the City of Orem Employee Handbook

Employee Ethics and Disclosure Policy

POLICY

It is the policy of the City of Orem to reaffirm its determination that there be no conflicts of interest with city employees and that no one unduly benefits from holding a City position.

PURPOSE

To notify employees of the standards of conduct and the requirements of disclosure of actual and potential conflicts of interest between an employee's public duties and his/her personal interests as required in the Utah State Municipal Officers and Employees Disclosure Act.

GUIDELINES

1. An employee may not disclose private, confidential or protected information acquired by reason of the employee's position.
2. An employee may not use private, confidential or protected information to secure privileges or exemptions.
3. An employee may not use his or her position to secure privileges.
4. An employee may not receive, take, seek, or solicit a gift of substantial value or a substantial economic benefit that:
 - a. Would tend to improperly influence a person in the discharge of his/her official duties; or
 - b. A person should know is primarily for the purpose of rewarding him/her for official action taken.

The above does not apply to:

- a. Occasional non-monetary gifts under \$50 in value.
 - b. Awards presented publicly.
 - c. Bona fide loans in ordinary course of business.
 - d. Political campaign contributions (must be used in campaign).
5. In order to provide clear guidance to City employees and to avoid the appearance of conflicts, the City specifically prohibits the following: tickets to sporting events, golf tournaments, and meals offered, regardless of value, by individuals or firms who have

done or anticipate doing business with the City (provided however, this shall not apply to offers made in the normal course of business by the City's institutional partners such as UVU, BYU, MAG, URMMA, UTOPIA, Sleepy Ridge Golf Course, , other governmental agencies and professional associations, etc.).

6. An employee must file a disclosure if any of the following situations exist:

A. If the employee receives compensation for assisting any person or entity in a transaction involving the City. The following disclosures must take place:

- a. A sworn statement must be filed with the Mayor at least ten days prior to the agreement between the employee and the person or entity, or ten days prior to receiving compensation, whichever is earlier.
- b. The employee must disclose to his/her immediate supervisor and any other municipal officer or employee who may rely upon the employee's representations in evaluating or approving the transaction.

B. If the employee is an officer, director, agent, employee or owner of a business regulated by the City or if the employee has a substantial interest (over \$2,000) in a business regulated by the City, the employee must do the following:

- a. File a sworn Disclosure Statement with the Mayor upon being elected, sworn or employed.
- b. File another disclosure statement if your position in the business entity changes significantly or if the value of your interest in the entity has increased significantly since the last disclosure.

C. If the employee has substantial interest in a business which does or anticipates doing business with the City, the employee must make the following disclosures:

- a. A sworn statement must be filed with the Mayor at least ten days prior to doing business with the City or ten days prior to receiving compensation, whichever is earlier.
- b. The employee must disclose to his/her supervisor and any other officer or employee who must rely upon the employee's representations in evaluating or approving the transaction.

D. If an employee has a personal interest or investment which creates a conflict with his/her public duties, the employee must:

- a. File a sworn statement with the Mayor and,
- b. Make a public disclosure in a public meeting to the City Council where appropriate.

7. If an employee fails to disclose the required information, he/she is subject to the following penalties under Utah State Law:

- a. Potential second-degree felony action
- b. Mandatory removal from office 22
- c. Rescission of transaction

8. Guidelines 1 – 6 outline Utah State law requirements related to ethics and disclosure , and it is the City's intention that its employees abide by State law even as it may be amended from time to time. In addition to State law requirements, employees shall comply with City ordinance ethics requirements, including the following:

A. Whenever the performance of an employee's official duty requires governmental action on any matter involving that employee's or a relative of that employee's direct financial or personal interest and it is reasonably foreseeable that the decision will have an individualized material effect on such interest, distinguishable from its effect on the public generally, the employee shall disclose the conflict and disqualify himself/herself from deliberating, deciding and voting upon the matter. Disclosure shall be made to the employee's supervisor.

B. This provision does not apply to:

- a. Decisions regarding the attendance at official functions or training where the employee is sent by or representing the City as part of his or her official duties, or
- b. Similar decisions which are part of the employee's official duties and are approved through normal City channels or procedures.

INJURED ON THE JOB?

****Life or Limb-Threatening Emergency—Call 911 or proceed directly to Orem or Timpanogos Hospital****
All Bloodborne Pathogen Exposures—Seek hospital treatment

1. **NOTIFY:** Immediately notify your supervisor of your injury.
2. **EVALUATE:** Does the injury require *immediate* medical treatment? **Yes/No**

If **YES**, seek treatment **during working hours** at:

IHC WorkMed	OR	Work Care Clinic
830 N 980 W		601 N 1200 W
8:00 am to 5:00 pm, M-F		8:00 am to 5:00 pm, M-F

After hours, seek treatment at:

IHC Orem Community Hospital	OR	Timpanogos Regional Hospital
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If **NO**, you can still be seen by a physician but please make arrangements to do so during the business hours of WorkMed or Work Care. If **no** medical treatment is received, you will need to complete the **Minor Health Injury** report on claim.orem.org.

****You are not required to seek medical treatment if you feel that you do not need it. However, you are still required to contact your supervisor and complete a **Minor Health Injury** report at the time of injury. This report creates a history of the event in case the injury becomes worse and **medical attention is requested at a future date.** ****

3. **REPORT:** If medical treatment was received, complete the **Reportable Incident** report on claim.orem.org as soon as you are able. This can be done from home or the office.
4. **ESSENTIAL FUNCTIONS:** The physician may be required to complete a work release essential functions form prior to you returning to work. Risk Management will provide this form to you.
5. **RETURN TO WORK-LIGHT DUTY:** If you are released by the physician to work light or restricted duty, Orem City is required to provide to you transitional or light duty work during your rehabilitation.

****If you refuse the provided light duty assignment or choose to remain at home, YOU WILL NOT RECEIVE WORKERS COMPENSATION WAGE REIMBURSEMENT. In this scenario you will be required to use your personal sick and/or vacation hours if you wish to be paid. However, certain injuries requiring debilitating medications need to be discussed and reviewed by your supervisor and Risk Management prior to you returning to light duty work.****

****NOTE: As per Orem City policy please review page 67 of the Employee Handbook detailing the required (3) Day waiting period before the injured employee becomes eligible to receive Workers Compensation wages. ****

6. **FOLLOW-UP CARE:** After each visit, WorkMed or Work Care will schedule a follow-up visit. You are required to return to these follow-up visits. You will be given a new medical evaluation form indicating changes to your work restrictions or the release to full-regular duty. A copy of the medical evaluation is to be given to your supervisor and Risk Management.

If you have any questions regarding this process, during or after hours, please call Jason Adamson
Office #801-229-7013 or Cell #801-360-6250.

Charitable Campaign Procedures for the City of Orem

February 1, 2015

1. PURPOSE

The City of Orem finds that it is in the City's interest to promote charitable contributing by City employees. In order to support and encourage such contributions, simplify the process for the City, and reduce disruption of the workplace and pressure on employees, the City adopts the following procedures. In adopting this policy, it is the intent to establish a single organization wide charitable campaign for each year, and provide guidelines and standards governing the activities of charitable organizations that wish to solicit contributions from employees. This policy shall not apply to the activities of employee organizations or labor groups, nor shall it apply to solicitation activities not contemplating payroll deduction.

2. RESPONSIBILITY

- a. The Assistant City Manager shall serve as the charitable campaign manager (hereinafter "Campaign Manager") and shall have the responsibility for the implementation of this policy and procedures and for the supervision of charitable campaign activities.
- b. The Campaign Manager shall review applications for charitable organizations for solicitation access to City Employees and make the initial determination of whether such access shall be granted by applying the standards and requirements set forth in this policy.
- c. All applications and accompanying materials shall be kept by the Human Resource Office in accordance with City records retention schedules.
- d. Under the direction of the Campaign Manager, the Human Resource Office shall oversee the solicitation of contributions from employees during the charitable campaign, coordinate the receiving, reviewing, and processing of payroll deduction authorization forms completed by employees, and forward said forms to the appropriate Human Resource staff as soon as possible. The employee's designated amount of contribution should be indicated on a per pay period deduction basis.

3. CHARITABLE CAMPAIGN STRUCTURE

- a. Access to and solicitation of employees, as a group and for donations through payroll deductions, shall be conducted once per year. No other payroll deduction charitable solicitations shall occur (with the exception at new hire orientation). Any access to and solicitation of City employees must be approved by the Campaign Manager.

- b. New payroll deduction authorization forms completed by employees during the charitable campaign will commence at the beginning of the new contract year or the pay period following the employee's declaration and will continue until changed by the employee. However, employees may change and/or terminate their payroll deductions for charitable organizations at any time.
- c. Participating charities and umbrella organizations (which includes but is not limited to federations) are responsible for all fundraising administrative costs and an allowance for uncollectible pledges associated with the charitable campaign.
- d. Participating charities must have at least 40 full time employees pledged to provide donations through payroll deduction at the end of the solicitation period in order to continue participating in the charitable campaign. In addition, participating charities must also have at least 40 full time employees continuing to provide donations through payroll deductions at the end of each year of participation in order to continue participating in the charitable campaign. These obligations may be met by an umbrella organization having at least 40 full time employee donors, regardless of the number of donors per constituent charity. If a charity is unable to either secure at least 40 full time employees pledged to provide donations through payroll deduction at the end of the solicitation period, or maintain at least 40 full time employees continuing to provide donations through payroll deduction at the end of each year participation, then the charity shall lose its certification to participate in the campaign and may not reapply for admission for three (3) years.

4. APPLICATION AND REQUIREMENTS

- a. In order to be designated as a participating charity in the City charitable campaign, a charitable organization must submit an application to the Campaign Manager on or before February 20th or every year it seeks to participate in the City charitable campaign. An umbrella organization may submit a single application on behalf of all its constituents affirming that each constituent meets the same qualifications.
- b. Charity Participation Criteria In order to be designated as a participating charity in the City's charitable campaign and be permitted to solicit City employees for charitable donations through payroll deduction, each applicant charity shall meet the following standards and conditions and certify that it does so in its application to the Campaign Manager:
 - 1. **Broad Base of Service:** The umbrella organization must have a minimum of 10 member organizations that meet participation requirements.
 - 2. **Nonprofit Status and Organization:** The charity shall hold and maintain a currently valid designation by the Internal Revenue Service as a 501(c)(3) organization and be eligible to receive tax deductible contributions under the Internal Revenue and shall provide a copy of such designation as part of the application submitted. The charity must operate under currently valid articles of incorporation and by-laws, a copy of which shall be submitted with its application.

3. **Registration:** The charity must be licensed to engage in charitable solicitation by the State Division of Consumer Protection under the provisions of Utah Code Ann § 13-22-1, *et seq.* (as amended) and shall provide a copy of the license as part of the application submitted.
4. **Financial Certification:** The charity must submit to the Campaign Manager a copy of its Form 990 filed with the Internal Revenue Service for its most recently completed fiscal year, or file a copy of its audited financial statement for each such year, or if neither of those documents is available, shall provide a copy of its most recent financial report, approved by its board of directors.
5. **Local Presence:** The charity shall maintain a substantial presence in Utah County by maintaining a staffed Utah County facility accessible to the public for at least 20 hours each week, with an active local volunteer board that exercises satisfactory administrative controls. When charities submit under an umbrella organization, a simple majority of charities in that umbrella organization must maintain a substantial presence in Utah County.
6. **Administrative Expenses:** The charity shall not expend in excess of 25 percent of its gross revenue in combined fund-raising/ administrative expenses. The umbrella organization must have satisfied this requirement for the previous two years and certify that its member organizations also meet this requirement.
7. **Annual Report:** The charity shall agree to make available, upon request, its annual program/financial report.
8. **Nondiscrimination:** The umbrella organization and its members must have a policy prohibiting unlawful discrimination, as defined by state and federal law.
9. **Non Designated Pledges:** Non designated pledges will be divided proportionately among the umbrella organizations, based on the present campaign giving designations.
10. **Advertising:** A listing of each umbrella organization, provided on the back of the pledge form, will be given to every employee that will include each individual agency name and website for employees to reference. No other charity literature will be allowed.
11. **Pledge Form:** A pledge form will be provided by the umbrella organizations or can be printed or placed online in house by the organization.
12. **Partisan Activities:** The umbrella organization/member charities shall not engage in or promote partisan political parties, activities, or candidates.
13. **Pledge Payments:** Donations directed to a charity shall be paid to coincide with the City's payroll dates. Amounts will be deposited directly to the charity through wire transfer.

5. **HEARINGS AND APPEALS**

- a. Any applicant that is denied participation in the City charitable campaign, shall be notified by the Campaign Manager of that denial.
- b. Within fifteen (15) calendar days of the denial, an applicant may submit a written petition for reconsideration to the City Manager.