

TOWN OF EMERY

RESOLUTION NO. [2024-3]

A RESOLUTION ADOPTING AN EMPLOYEE BENEFITS PROGRAM FOR THE TOWN OF EMERY EMPLOYEES

WHEREAS the Town of Emery (hereinafter "Town") seeks to attract and retain qualified employees by offering a comprehensive benefits package; and

WHEREAS the Town Council desires to formalize and adopt an employee benefits program that supports the well-being of its employees while ensuring fiscal responsibility; and

WHEREAS the Town recognizes the importance of providing competitive health, retirement, and leave benefits to enhance employee satisfaction and productivity.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Emery, Utah, as follows:

SECTION 1: PURPOSE

The purpose of this resolution is to formally adopt the Town of Emery's employee benefits program, effective immediately, to provide full-time and eligible part-time employees with health, retirement, and leave benefits as outlined below.

SECTION 2: ELIGIBILITY

1. **Full-Time Employees:** Employees working an average of 32 hours per week, or more, are eligible for the benefits described herein.
2. **Part-Time Employees:** Employees working at least 20 hours per week may be eligible for benefits as determined by the Town Council.
3. **Temporary/Seasonal Employees:** Temporary and seasonal employees are not eligible for benefits under this resolution unless specifically approved by the Town Council.

SECTION 3: HEALTH AND WELLNESS BENEFITS

1. **Health Insurance:** The Town shall provide a group health insurance plan for full-time employees, with the Town contributing [90%] of the premium for the employee and eligible dependents.
2. **Dental and Vision Insurance:** Optional dental and vision plans will be offered, with the Town contributing [90%] toward the premium.
3. **Life Insurance:** The Town will provide a life insurance policy equal to one year of the employee's salary, with optional supplemental coverage available.
4. **Disability Insurance:** Short-term and long-term disability insurance will be available, with [90%] of the premium paid by the Town.

SECTION 4: RETIREMENT BENEFITS

1. **Pension Plan:** Town employees are eligible for the Town's pension plan, with the Town contributing [15.19%] of the employee's salary annually.
2. **401(k) Plan:** The Town will offer a 401(k) savings plan with a matching contribution of up to [1.5%] the employee is required to contribute [.70%], subject to IRS limits.

SECTION 5: LEAVE BENEFITS

1. **Paid Time Off (PTO):**
2. Full-time employees shall accrue PTO at a rate of [4] hours per pay period
3. Part-time employees will accrue PTO at a rate of [2] hours per pay period.
4. PTO may be used for vacation, personal, or sick leave.
5. **Sick Leave:** Employees are entitled to [5] days of paid sick leave per year. Unused sick leave may be carried over, up to a maximum of [5] days.
6. **Bereavement Leave:** Up to [2] days of paid leave is available for the death of an immediate family member.
7. **Holidays:** Full-time employees will receive paid time off for the following holidays: January 1, called New Year's Day; the third Monday of January, called Dr. Martin Luther King, Jr. Day; the third Monday of February, called Washington and Lincoln Day; the last Monday of May, called Memorial Day; Juneteenth National Freedom Day; July 4, called Independence Day; July 24, called Pioneer Day; the first Monday of September, called Labor Day; the second Monday of October, called Columbus Day; November 11, called Veterans Day; the fourth Thursday of November, called Thanksgiving Day; December 25, called Christmas.

SECTION 6: PROFESSIONAL DEVELOPMENT

Training: The Town will provide employees with training opportunities relevant to their job functions.

SECTION 7: ADMINISTRATION AND REVIEW

1. The Town Recorder and Treasurer are tasked with administering this resolution and ensuring compliance with applicable regulations.
2. The employee benefits program will be reviewed periodically by the Town Council to ensure competitiveness and fiscal responsibility.

PASSED AND ADOPTED by the Town Council of Emery, Utah, this 13 day of Nov, 2024

Mayor: Jack Funk

Town Council Members:

Pat Sundstrom

Mike Christensen

Kim Hansen

Melissa Durfey

Town Recorder: Kristine Bullock

