

RESOLUTION NO. R-82-2025

A RESOLUTION OF EAGLE MOUNTAIN CITY, UTAH,
AMENDING VARIOUS SECTIONS OF THE EAGLE MOUNTAIN CITY
EMPLOYEE POLICIES AND PROCEDURES MANUAL

PREAMBLE

WHEREAS, the City Council of Eagle Mountain City, Utah, finds it to be in the best interest of the City, its management, and its employees to periodically update and amend the Eagle Mountain City Policies and Procedures Manual to ensure clarity, accuracy, and consistency with current operational practices; and

WHEREAS, the City Council finds it necessary and appropriate to revise the following sections of the Manual:

- Section 16.00 (Employment Background Checks) – Exhibit A
- Section 19.10 (Travel Policy Update) – Exhibit B
- Section 23.20 (Hotline Contact Information Update) – Exhibit C

NOW, THEREFORE, BE IT RESOLVED by the City Council of Eagle Mountain City, Utah:

Section 1. The Eagle Mountain City Policies and Procedures Manual is hereby amended to adopt the revisions set forth in Exhibits A through C, incorporated herein by reference.

Section 2. These amendments shall take effect immediately upon adoption and shall be reflected in the next published version of the Eagle Mountain City Policies and Procedures Manual.

ADOPTED by the City Council of Eagle Mountain City, Utah, this 18th day of November, 2025.

EAGLE MOUNTAIN CITY, UTAH


Tom Westmoreland, Mayor

ATTEST:


Gina L. Olsen, CMC
City Recorder



CERTIFICATION

The above Resolution was adopted by the City Council of Eagle Mountain City, Utah on the 18th day of November, 2025.

Those voting yes:	Those voting no:	Those excused:	Those abstaining:
<input checked="" type="checkbox"/> Donna Burnham	<input type="checkbox"/> Donna Burnham	<input type="checkbox"/> Donna Burnham	<input type="checkbox"/> Donna Burnham
<input checked="" type="checkbox"/> Melissa Clark	<input type="checkbox"/> Melissa Clark	<input type="checkbox"/> Melissa Clark	<input type="checkbox"/> Melissa Clark
<input checked="" type="checkbox"/> Jared Gray	<input type="checkbox"/> Jared Gray	<input type="checkbox"/> Jared Gray	<input type="checkbox"/> Jared Gray
<input checked="" type="checkbox"/> Rich Wood	<input type="checkbox"/> Rich Wood	<input type="checkbox"/> Rich Wood	<input type="checkbox"/> Rich Wood
<input checked="" type="checkbox"/> Brett Wright	<input type="checkbox"/> Brett Wright	<input type="checkbox"/> Brett Wright	<input type="checkbox"/> Brett Wright





Gina L. Olsen, CMC
City Recorder

Exhibit A

1. Employee Hiring

16.10 | Employment

Last Revision: 11/05/2025

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- A. Nepotism. The City restricts and, in some cases, prohibits the hiring and promotion of a current employee's relatives to avoid actual or perceived conflicts of interest. The City will exercise sound business judgment in the placement of related employees in accordance with Utah Code Ann. §§ 52 3-1 through 4. Employees may not participate in the hiring or supervision of their own relatives, except when specifically permitted under State law. No relative of any current City employee may be hired unless the head of each involved employing department agrees that it will not cause a conflict or other problem in either department. Department heads may place additional restrictions on the hiring or supervision of relatives specific to their own department.
- B. Employment of Minors. It is the policy of the City that no one under the age of sixteen (16) shall be hired for any position. Employees 16 and 17 years of age shall only be employed in compliance with applicable requirements and shall not be employed in any occupation which the Secretary of Labor “shall find and by order declare to be particularly hazardous or detrimental to their health and well- being” as set forth in WH Publication 1330, entitled “Child Labor Requirements in Nonagricultural Occupations” or its successor.
- C. Rehires. Job applications received from former employees will be processed using the same procedures and standards that govern all other nonemployee applications. The Mayor, or designee, will review the former employee’s personnel records and the circumstances surrounding termination of previous employment with the City.
1. Former employees who have been terminated for cause, or who voluntarily resign while facing disciplinary action, are not eligible for rehire.
 2. Applicants who are rehired shall be required to serve a probationary period.
- D. Job Applications. All interested job applicants shall complete a Job Application.

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1. All applications and resumes received for the job opening will be forwarded to the Mayor, or designee. Upon receipt, each application and resume will be marked with the date it was received and placed in an applicant's file for at least two (2) years.
 2. Job applications shall be signed by the job applicant and the truth of all information contained therein shall be certified by the job applicant's signature. The job applicant shall provide a copy of required certified educational transcripts either with the application or upon hire.
- E. General Aptitude Test Battery (GATB). If the City deems it necessary, job applicants will be required to take the GATB. If the City deems the GATB is necessary, then it may be administered by the Utah Department of Workforce Services. When the City requires the GATB for job applicants, the City will ensure that reasonable accommodations are made for disabled applicants.
- F. Other Tests. Job Applicants may be required to take other tests which the City deems necessary for a specific position. Job applicants for certain positions may require skills for which a known level of competence must exist such as mathematics or timed typing tests. When the City uses other ability tests, the City shall make reasonable accommodations for disabled applicants.
- G. Job Applicant Disqualification. An application may be rejected for, but not limited to, the following reasons. When the Job Applicant:
1. Does not meet minimum qualifications established for the position.
 2. Is physically or mentally unable to perform the essential duties and responsibilities of the position with, or without, reasonable accommodation(s) (determined only after a conditional offer of employment, pending the results of a medical examination, has been extended to a job applicant).
 3. Has falsified a material fact or failed to complete the application.
 4. Has failed to timely file the application.
 5. Has an unsatisfactory employment history or poor work references.
 6. Has failed to attain a passing score, if an examination is required.
 7. Has failed to pass a background check (per Eagle Mountain City Policy and Procedures Handbook Section 16.25).

H. Interviewing.

1. The Mayor, or designee, will select applicants to interview from applicants who are not disqualified and who have passed the preliminary screening tests. Job-related duties and qualifications will provide the basis for initial screening of job applicants. During the interview, all job applicants should be advised that any and all of the information provided will be verified.
 2. Individuals conducting job interviews shall only ask questions that pertain to the job position. In addition, during the interview, each interviewer completes an Interview Guide which is consistent with the City's Equal Employment Opportunity policy.
- I. Reference Checks. In order to facilitate references checks, written permission shall be obtained from the applicant using the Applicant's Consent to Release Information Form. The City may contact the references for each job applicant and ask job-related questions which include similar questions for each job applicant checked, using City's Telephone and Written Reference Check Questionnaires.

16.20 | Volunteers

Last Revision: 11/05/2025

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- A. City employees shall not be a volunteer with respect to official City-sponsored events or functions, such as Pony Express Days.
 - B. A City employee may volunteer to perform other types of services for the City or the City's benefit if such services are not the same type of services which the employee is employed to perform for the City. For purposes of this subsection, the phrase "same type of services" means similar or identical services determined by City Administration, or designee, after review of the volunteer status checklist submitted by the proposed volunteer. The decision of City Manager, or designee, may not be appealed.
 - C. Court-ordered community service volunteer labor is not authorized and shall not be accepted by the City unless specifically approved by the Mayor, or designee, on a case-by-case basis.
 - D. The Mayor may establish the volunteer programs.
 - E. The Mayor, or designee, shall develop guidelines for use of volunteers.

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- F. Prior to accepting any volunteer services, the Mayor and the volunteer shall sign a Volunteer Agreement defining the nature and terms of the volunteer services.
 - G. All volunteers for the municipality shall be recorded on a volunteer roster approved by the Mayor.
 - H. A volunteer shall be provided the protections as an employee of City for:
 - 1. Workers compensation benefits for compensable injuries sustained by the volunteer while acting in the scope of employment.
 - 2. Operating City-owned vehicles or equipment only when the volunteer is properly licensed and authorized to do so.
 - 3. Liability insurance coverage offered to employees.
 - I. Volunteer service experience will be recognized for determining minimum qualifications for an employment position with City.
 - J. Volunteers that meet the definition in Utah State Code Section 80-8-101 will need to pass a background check pursuant to Eagle Mountain City Policy and Procedures Handbook Section 16.25.

16.25 | Youth Service Organizations

Last Revision: 11/05/2025

Purpose Statement. This policy details how Eagle Mountain City will handle criminal background checks for qualifying prospective employees and volunteers that meet the definition per Utah State Code 80-8-101.

A. Definitions:

1. “Conviction” or “Convicted” means a conviction by plea or verdict of a crime or offense and includes a plea of guilty or guilty with a mental condition, a plea of no contest, and the acceptance by the court of a plea in abeyance under Title 77, Chapter 2a, Pleas in abeyance, regardless of whether the charge is subsequently reduced or dismissed in accordance with the plea in abeyance agreement.
2. “Disqualifying Offense” means a conviction for any of the offenses listed in Section B(1)(i) – (vii) of this policy.

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3. "Human Resources" means the human resources department of Eagle Mountain City.
 4. "City" means the Eagle Mountain City.
 5. "Minor" means an individual who is under 18 years old.
 6. "Qualifying Position" means any paid or unpaid position of employment with the City, including volunteer positions, filled by anyone 18 years of age or older.
 7. "Qualifying Prospective Employee" means an individual who:
 - i. Is 18 years old or older; and
 - ii. Applies for a qualifying position with the City.
 - v. Background Checks
- B. Pursuant to the requirements of Utah Code Section 80-8-101, all Qualifying Prospective Employees or volunteers shall submit to a criminal background check prior to receiving any offer of employment from the City for specific positions dealing with youths.
1. Any Conviction for any of the following offenses shall be deemed disqualifying:
 - i. Any domestic violence offense as defined in Utah Code Section 77-36-1, as amended;
 - ii. Any violation of Utah Code Title 76, Chapter 5, Part 4; Title 76, Chapters 5b, and 5c, as amended;
 - iii. Any violation of Utah Code Title 76, Chapter 11;
 - iv. Any violation of Utah Code Title 76, Chapter 12, Sections 306, 307, or 308;
 - v. Any violation of Utah Code Title 76, Chapter 15;
 - vi. Any violation of Utah Code Title 76, Chapter 17, Part 4;
 - vii. Any violation of Utah Code Title 76, Chapter 9, Part 8; or
 2. Any violation of a local law, the law of another state, or the law of the United States that is substantially similar to any of the offenses enumerated in Section B(1)(i) – (vii) of this policy.

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- C. A Qualifying Prospective Employee or volunteer shall fill out any required paperwork with Human Resources to facilitate the criminal background check.
 - D. Human Resources shall review the results of any criminal background check. The Human Resources Manager, or designee, shall allow the Qualifying Prospective Employee or volunteer to view the results of the criminal background check prior to providing them to the City. The Qualifying Prospective Employee shall have seven (7) calendar days to dispute the accuracy of the criminal background check.
 - E. If the Qualifying Prospective Employee or volunteer disputes the accuracy of the criminal background check, the Human Resources Manager, or designee, shall direct the Qualifying Prospective Employee or volunteer to provide a written narrative identifying the specific inaccuracies contained in the criminal background check.
 - F. If the claimed inaccuracy relates to a Conviction for a Disqualifying Offense and the Qualifying Prospective Employee or volunteer has not been Convicted of another Disqualifying Offense whose accuracy the Qualifying Prospective Employee or volunteer does not dispute, the Human Resources Manager or designee shall investigate the claimed inaccuracy and make a determination regarding the validity of the claim.
 - G. Seven (7) calendar days after Human Resources receives the criminal background check results, the Human Resources Manager, or designee, shall inform the supervisor of the results of the criminal background check, including any written narrative from the Qualifying Prospective Employee or volunteer disputing its accuracy and any determinations regarding the validity of the claimed inaccuracy.
 - H. If the Qualifying Prospective Employee or volunteer has a Conviction, including Convictions that Human Resources determines are valid despite a claimed inaccuracy, for any Disqualifying Offense, Human Resources shall notify the Qualifying Prospective Employee or volunteer of the disqualification and the reasons therefore.
 - I. The Qualifying Prospective Employee or volunteer shall have ten (10) calendar days to appeal the disqualification by filing a notice of appeal with Human Resources, stating the grounds for appeal with particularity.

J. The City Manager, or designee, shall hear any appeal to a disqualification within seven (7) calendar days, unless the time is extended for good cause. The City Director shall determine the format for any appeal. At a minimum, the Qualifying Prospective Employee or volunteer shall be allowed to provide a written brief citing why the disqualification was improper. Decisions of the City Manager, or designee, regarding the process and outcome of any appeal are final.

Exhibit B

The travel policy of the City of Eagle Mountain provides guidance for City personnel related to their attendance at conferences, conventions, seminars, and other training opportunities outside of City offices.

A. Purpose. To provide guidelines whereby City personnel may travel to increase their knowledge and effectiveness, keep current on new developments, and infuse new and innovative practices and procedures into the City's various work functions

B. Definitions.

1. Local Area Travel: Local travel is defined as being less than fifty (50) miles one way with no overnight stay required.
2. Out-of-Area Travel: Any travel by a City employee exceeding fifty (50) miles one way.
3. Overnight Travel: Any travel requiring or necessitating an overnight stay away from the employee's home.
4. Out-of-State Travel: Any travel requiring the employee to leave the State of Utah.

C. Guidelines.

1. Travel shall be limited by budget constraints and restricted to training that is appropriate and beneficial to the City and its business functions. Travel shall be done in as cost-conscious and efficient a manner as reasonable. The traveler is expected to use good judgement in selecting the mode of transport and other service providers, considering overall time and cost without compromising basic safety or comfort.
2. City personnel may attend professional development training as approved by their Department Director and/or the City Manager or their assigned designee. Alternative ways, such as online training, to obtain the same benefit must be considered before any travel approval.
3. The number of City personnel traveling to the same conference, convention, seminar, or training session shall be kept to a minimum. Special training needs requiring a group to attend shall be approved by the City Manager.

4. Department Directors shall be responsible to see that personnel within their respective departments comply with the travel policies and procedures and stay within the approved travel appropriation.
5. Prior to traveling or accruing any travel related costs, a travel authorization form shall be completed and must be signed by the employee and approved by the employee's Department Head or their assigned designee. The authorization form for the travel of Department Heads is to be approved by the City Manager. Mayor and City Council travel by the Director of Legislative and Strategic Services (for accounting purposes only). Travel authorization forms that do not include all the signatures will be considered incomplete and travel will be denied.
6. Overnight travel and any associated expenditure of funds must be made according to the procedures outlined below:
 - a. Housing. Preference will be given to hotel accommodations at the government or single room conference rate. Should neither be available, exceptions in price or the type of housing can be approved by the Department Head or designee. All accommodations should be comfortable but not lavish and should be selected for the purpose of the trip and safety in mind. The individual will be responsible for paying for room service, in-room movies and other hotel services. Multiple employees attending the same conference shall each have their own room, unless authorized by Human Resources Department, at Human Resources Department discretion, and the employees expressly choose to share a room.
 - b. Ground Transportation. The City will pay the cost of necessary ground transportation. City personnel are expected to secure the least expensive means of appropriate transportation under the circumstances, preference is given to complimentary shuttles, rideshares (Uber, Lyft, etc.), taxis, and public transportation. Receipts must be submitted for reimbursement. Electronic scooters or similar micromobility devices are not allowable modes of ground transportation. If a car needs to be rented, the employee shall not purchase any additional coverage offered by the rental company if renting with a City credit card. As in accordance with the Fleet

Policies and Procedures Manual, city-rented vehicles are subject to the same rules as city-owned vehicles.

- c. Hotel costs for local travel will not be reimbursed except as follows. Hotel costs may be approved for a multi-day, or longer than a regular workday conference or training if the conference or training cause an undue burden on the traveler and must be approved in advance by the Department Head or their designee.
- d. Airfare. The City will pay the cost of the economy class airfare. Flight arrangements should be made so that arrival times allow for sufficient rest to fully participate for and benefit from the conference, convention, seminar, or training session. The employee's travel itinerary and other supporting cost documentation must be submitted for reimbursement or for city issued credit card reconciliation. The City will only cover up to one checked bag unless otherwise approved by the Department Director, and no in-flight services, upgrades or other extras can be reimbursed, or purchased using a City credit card.
- e. Personal vehicle mileage. If airline service is available to the conference, convention, seminar, or training session and the employee elects to drive, the mileage reimbursement shall not exceed the cost of airfare, and other applicable costs (such as airport parking, taxis etc.). The decision on whether an employee can use their personal vehicle and receive reimbursement will be made by the Department Head in consultation with Human Resource Department. Mileage is reimbursed at the rate set by the IRS, including in the reimbursement rate will be Airport mileage, parking, uber, van shuttle.
- f. Use of City vehicles is allowed for local conferences if a vehicle is available and will not cause a burden on other departments that use the same vehicle with Department Head's approval. For conferences that are not considered local then use of City vehicles requires approval by the employees Department Head, the City Manager or designee.

- g. Meals. The City allows a daily meal per diem for each day of business-related travel. The per diem will be paid according to the guidelines and limits set for the destination by GSA. Individual rates apply only to the specific higher cost cities as defined by GSA. Should the total daily Per Diem not be sufficient to cover economical and nutritious meal expenses, actual cost may be reimbursed upon receipts. The full per diem may not be claimed if a meal is provided as part of a conference, convention, seminar, or training session. For travel days 75% of the per diem will be paid, and a deduction for any meals provided on the travel days must be made. If the traveler is required to leave their residence before 6am, or they will not return before 8pm, a full per diem can be claimed. Per diem is available for local or day travel if a meal is not furnished as part of the training or conference. Should a traveler be unable to attend a furnished meal due to conducting City business, the meal is reimbursable. If an exempt employee does not turn in their receipts within the allocated timeframe, any cost greater than the allowable per diem amount might have to be reported as taxable wages.
- h. Entertainment. The City will not pay for any entertainment expenses (i.e. golf, city tours, sporting events, cultural arts events, concerts, etc.) that are not included as part of the basic seminar/conference registration fee.
7. City personnel may receive a cash advance for travel expenses (per diem) up to three hundred dollars (\$300). Amounts in excess of three hundred dollars (\$300) must be approved by the Department Director or their designee. All request for per diem cash advances will be provided only if all accompanying travel and per diem request are submitted in a timely manner.
 8. Local area travel which has a multiple-day conference requiring more than one round trip to the conference site will not be considered local travel and will require authorization from the Department Head or their designee
 9. For Travel related reimbursements exact receipts are required for approved expenses. Requests must be submitted using a reimbursement request form obtainable from the Finance Department. All documentation, requests for reimbursement and receipts need to be turned in within 30 days of return.

10. Local travel expenses between the employee's home and assigned work location are not reimbursable. However, if employees are required by business necessity to travel from home to a site other than their assigned work location, the City will reimburse the total miles driven on business. This applies to travelling to and from the airport or rideshare services (Uber, Lyft etc., taxis to and from the airport. Milage reimbursed is based on the rate set by the IRS [Per diem files | GSA](#).
11. The City will reimburse City personnel for out-of-pocket expenses for gasoline and other necessary expenses when driving a City vehicle, if approved.
12. Costs incurred for traveling companions who are not City personnel will be considered ineligible expenses and will not be reimbursed. There is an exception for spouses of City personnel who are expected to participate in the event for which the travel is required. Such exceptions must first be approved by the City Manager. Any personal travel in conjunction with City travel is not reimbursable nor should it cause extra costs to the City
13. Incidental Expenses - Incidental expenses are not considered part of a meal per diem reimbursement and, therefore, substantiation is required. Incidental expenses include ground transportation, parking, and related tips; fax, telephone, internet, or copy charges; and other business-related expenses. Other tips are not reimbursable.
14. Employee expenses paid by other entities – Eagle Mountain City employees that provide services to other entities either formally or informally may represent the interest of those entities as well as Eagle Mountain City while traveling on official Eagle Mountain City business. Where possible, the shared benefit of the employee activities while traveling should be determined and costs of that travel proportionally split between the benefiting entities.
15. If any employee travel-related expenses are paid directly by another entity, those payments must be documented and disclosed to Eagle Mountain City. Any travel-related expenses that are paid by another entity must not be

submitted to Eagle Mountain City for reimbursement to the employee. In such circumstances Eagle Mountain City will reimburse the employees for travel related costs and then bill the other entity the proportional share of those travel-related costs, or the other entity will bill Eagle Mountain City for its proportional share of the travel-related costs paid by the other entity.

16. If an employee receives a per diem allowance prior to traveling and is not able to travel, the employee will return those funds to Eagle Mountain City within eight (8) business days of notice of cancellation. If upon review of travel expenses inappropriate or fraudulent expenses have been incurred the employee may be subject to disciplinary action including recovery of funds, inability to travel, suspension or termination.
17. Any exemptions to this policy must be approved by the City Manager or/and Mayor before any cost is accrued or travel takes place.

Exhibit C

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- A. Introduction. The Eagle Mountain City Hotline provides an avenue for citizens, including public employees and contractors, to report improper governmental activities including:
1. Waste or misuse of public funds, property, or manpower;
 2. Violations of a law, rule, or regulation applicable to the government;
 3. Gross mismanagement;
 4. Abuse of authority;
 5. Unethical conduct.
- B. Filing a Complaint. Complaints may be submitted in writing using the attached form. Complainants may also submit any evidence that supports the complaint. Essential information includes specifics on 'who, what, where, when' as well as any other details that may be important such as information on other witnesses, documents, and pertinent evidence. Due to limited resources Eagle Mountain City is unable to accept complaints that are not supported by evidence or provide a means for us to investigate the problem further. At a minimum, please use the form as a guide to ensure the necessary information is provided. Submit complaints via the following methods:
1. Email: fraudhotline@eaglemountain.gov;
 2. Audit Hotline: 1650 Stagecoach Run, Eagle Mountain, UT 84005;
 3. Complainants may call the hotline at (801) 789-6600 Ext. 5962 for more information.
- C. City Processing of a Hotline Complaint. After receipt of the complaint, the Internal Auditor will review the allegation and any evidence provided by the complainant.
1. The list below represents some of the factors that are considered during the screening and prioritization process.
 - a. Does the complaint involve actions by a person subject to the Eagle Mountain City's authority?
 - b. Does the complaint pertain to improper governmental activities? Disagreements with management decisions or actions taken by elected officials that are within the law will not be investigated.

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- c. Has the complainant taken appropriate steps to resolve the issue with the City? If the City is not responsive, the concern relates to top management, or the complainant desires anonymity, consideration will be increased.
 - d. What is the timing and frequency of alleged improper activity? Allegations of improper activities that are recent and/or on-going may receive a higher priority.
 - e. Should the allegation be investigated by another entity? Are there other agencies that have oversight of the complaint? Is a member of the governing body or the audit committee being accused?
 - f. Can the complaint be efficiently and effectively investigated? Overly broad or vague complaints or complaints where evidence is unavailable may be declined or receive a low priority.
2. The Internal Auditor communicates to the Audit Committee:
 - a. The allegation of the complaint;
 - b. Any facts supporting or refuting the complaint;
 - c. A recommendation based upon preliminary inquiry.
 3. Audit Committee decides the appropriate next action (if a member of the Audit Committee is the subject of the complaint they may not be included in this process):
 - a. Discontinue the investigation;
 - b. Continue with the investigation;
 - c. Refer the investigation to another agency.
 4. If the investigation proceeds, the audit committee sets the following:
 - a. Time and resource budget;
 - b. Scope of the audit.
 5. Internal Auditor completes the audit.
 6. Internal Auditor creates a report outlining the work performed and conclusions.
 7. Internal Auditor provides the report to the Audit Committee.
 8. Audit Committee reports investigation results to the whole governing body (if a separate audit committee exists).
 9. Governing body addresses any findings noted in the report

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- D. Whistleblower Protection. Utah Code § 67-21-3 prohibits public employers from taking adverse action against their employees for reporting government waste or violations of law in good faith, to the appropriate authorities. A public entity employee, public body employee, legislative employee, or judicial employee, is presumed to have communicated in good faith if they have given written notice or otherwise formally communicated the conduct to the City (see Utah Code § 67-21-3(1)(b)(iv)(A) for more information).
- E. Confidentiality. The identity of the complainant is considered protected information under the Utah Government Records Access and Management Act (GRAMA) and will be kept confidential if requested by the complainant. (See Utah Code Section 67-3-1(15)).
- F. Complaints may be submitted anonymously to the Hotline. However, it is preferable that the complainant provide their name and contact information to allow for follow-up questions and reporting the results back to the complainant. Whistleblower protections do not apply to anonymous complaints.