

**GRAND COUNTY, UTAH**  
**RESOLUTION NO. \_\_\_\_\_(2022)**

**A RESOLUTION OF THE GRAND COUNTY COMMISSION UPDATING THE GRAND  
COUNTY EMPLOYEE HANDBOOK SECTION VIII BENEFITS- ALL EMPLOYEES,  
RETIREMENT AND BEREAVEMENT LEAVE**

**WHEREAS**, it is necessary from time to time to amend policies contained in the Grand County Employee Handbook previously enacted by the Grand County Commission in order to improve and establish new policies and procedures; and

**WHEREAS**, Exhibit A, incorporated herein, more fully describes the addition to “Section VIII-Benefits -All Employees A. Retirement . 4. Exempting from Utah Retirement Coverage added to comply with Utah State Code 49-13-203 (5)

**WHEREAS**, Exhibit B, incorporated herein, more fully describes the updated “Section VIII-Benefits -All Employees I. Bereavement Leave” Policy updated to incorporate updates from HB 449 and updated Utah State Code 17-33-5.

**WHEREAS**, the policies established herein is to be effective June 22nd, 2022 , and is to be included in the next County Commission approved version of the Employee Handbook (last adopted effective January 1, 2014); and

**NOW, THEREFORE**, be it resolved by the Grand County Commission to amend and enact policies. The proposed amendments are contained in Exhibit A and Exhibit B which are attached to and made a part of this resolution.

**APPROVED** by the Grand County Commission in open session of a public meeting this 21st day of June, 2022 by the following vote:

*Those voting aye:*

*Those voting nay:*

*Those absent:*

**ATTEST:**

**APPROVE:**

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Gabriel Woytek

*Grand County Clerk/Auditor*

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Jacques Hadler

*Grand County Commission Chair*

## **Exhibit A**

### **Section VIII- Benefits – All Employees**

#### **A. Retirement**

##### **4. Exempting from Utah Retirement Coverage**

Individuals employed in certain positions may exempt from retirement coverage under Tier 1 or from the defined contribution (DC) vesting requirements under Tier 2. All employees eligible to exempt must be certified eligible with Utah Retirement Systems in a position eligible to exempt.

Tier 1 elected and appointed officials must qualify for coverage by meeting monthly minimum earnings requirements and work in a position eligible to request a retirement exemption. Appointments must be recorded in an official record kept by Grand County. Grand County is responsible for monitoring salary to comply with regular monthly minimum earnings requirements. A Tier 1 Request for Exemption Form shall be submitted to Utah Retirement Systems when an employee initially begins employment.

Tier 2 appointed officials must qualify for coverage, be certified as full-time by Grand County, and work in a Tier 2 eligible position to request exemption from the DC four-year vesting requirements. A Tier 2 Request of Exemption Form shall be submitted to Utah Retirement Systems for each appointed official requesting exemption.

Tier 2 full-time elected officials are only eligible under the Defined Contribution Plan and are automatically exempt from the DC four-year vesting requirements

##### **Grand County Employees eligible for URS Exemption**

1. Grand County Assessor (Elected)
2. Grand County Attorney (Elected)
3. Grand County Clerk/Auditor (Elected)
4. Grand County Recorder (Elected)
5. Grand County Surveyor (Elected)
6. Grand County Treasurer (Elected)
7. Grand County Sheriff (Elected)
8. Grand County Commissioners (Elected)- 7 seats
9. Grand County Justice Court Judge (Appointed)

Members receiving a monthly retirement allowance from URS are considered retirees and may not exempt. Retired members must comply with the Postretirement Reemployment Restrictions Act (U.C.A. 49-11-12)

## **Exhibit B**

### **Section VIII- Benefits – All**

#### **I. Bereavement Leave**

Grand County grants bereavement leave to full time regular employees who suffer the death of a member of the immediate family, or a close relative. It is the intent of Grand County to be considerate of a Grand County employee's special needs and to be supportive in the death of a loved one.

As a result of this consideration, Grand County may provide the individual with paid time off from work to attend the funeral and to fulfill other responsibilities before and after the funeral.

If an employee suffers the death of a close relative and requests time off from work during the period of bereavement, the Elected Official, Council Administrator or Department Head may approve the request based on the necessity and appropriateness of having the time off. The employee should be attending the funeral and/or have certain responsibilities to fulfill before and/or after the funeral.

The amount of time off is determined by the following:

1. If the deceased was a member of the employee's immediate or step family (spouse, child or child of a spouse, parent or parent of a spouse, sibling or sibling of a spouse, grandparent, or grandchild or grandparent/child of a spouse), the employee may have paid time off up to five (5) calendar days at any time between the death and the first week after the funeral.
2. For other close relatives, including step (aunt, uncle, niece, or nephew of either the employee or spouse) the employee may have paid time off for the day of the funeral. If the close relative is out of state, the employee may have paid time off up to three (3) calendar days at any time between the death and the funeral, with approval from their supervisor.

To request bereavement leave, an employee must complete a Time off Request Form and obtain approval from their Elected Official, Council Administrator or Department Head as soon as possible prior to the start of their time off. This form will be retained by the approving Elected Official, Council Administrator or Department Head until the corresponding timesheet is completed. Then a copy of the approved request form will be attached and submitted to payroll.

The amount of bereavement leave pay will be based on the employee's normal rate of pay and the number of hours in the normal workday. Employees may request additional days off and use accrued compensatory time, vacation leave, or leave without pay which may be approved or denied at Grand County's discretion.

In the event of the death of a member of the immediate family while an employee is on vacation, the vacation will be extended by the amount of time normally authorized as outlined above.