

GRAND COUNTY, UTAH
RESOLUTION NO. _____(2022)

A RESOLUTION OF THE GRAND COUNTY COMMISSION UPDATING THE GRAND COUNTY EMPLOYEE HANDBOOK SECTION X. WORK POLICIES- ALL EMPLOYEES, J, WORK HOURS AND X. REMOTE WORK

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 updated “Section X. Work Policies - All Employees, J. Work Hours”

WHEREAS, Exhibit B, incorporated herein, more fully describes the addition of “Section X. Work Policies - All Employees, X. Remote Work”

WHEREAS, the policies established herein is to be effective October 5th 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 4th day of October by the following vote:

Those voting aye:

Those voting nay:

Those absent:

ATTEST:

APPROVE:

Gabriel Woytek

Grand County Clerk/Auditor

Jacques Hadler

Grand County Commission Chair

Exhibit A

J. Work Hours

All Grand County employees are expected to work their assigned schedule.

1. Work Hours

In Grand County offices, work hours are from 8:00 am to 5:00 pm unless otherwise approved by the Personnel Services Director and Commission Administrator.

- a. Business hours to enhance services may, occasionally, include extended hours, nights, early mornings, weekends and holidays as needed.
- b. Department Heads and Elected Officials may establish an alternative work schedule for their employees. This alternative work schedule shall be written and approved by the Commission Administrator prior to implementation. Personnel Services will keep the approved work schedule on file.
- c. Alternative work schedules can be adjusted or discontinued by the Commission Administrator or Personnel Services Director at any time for any reason. A response will be provided in writing prior to the schedule change.
- e. Department Heads and Elected Officials are responsible for setting the schedule of their department to ensure proper coverage of the office for the public.

2. Rest Breaks

All full-time non-exempt employees are permitted two (2) paid breaks of not more than fifteen (15) minute durations, usually, one (1) to be taken at least an hour prior to lunch and one (1) to be taken at least an hour after lunch. The purpose of granting breaks is to relieve mental strain and fatigue; therefore the following practices are not permitted:

- a. Combining two daily breaks into one thirty (30) minute rest period
- b. "Banking" breaks from day to day
- c. Saving breaks to extend lunch hours or shorten workdays
- d. Requesting compensatory time off or pay for work performed during breaks.
- e. Failure to return on time from breaks will subject the employee to disciplinary action and docking of pay for missed time.

Part-time regular employees who work at least four (4) hours in one day are permitted one (1) break of not more than a fifteen (15) minute duration.

3. Smoking Breaks

Employees shall take smoke breaks only during their rest and lunch breaks. This is allowed only in the designated smoking areas outside and 25 feet away from any building's exits. If additional breaks are taken for this reason, the employee will be subject to disciplinary action and docking of pay for missed time.

4. Lunch Breaks

Each full-time employee is allowed up to a one (1) hour unpaid lunch break. The employee's actual lunch break may be determined by the Elected Official, Commission Administrator or Department Head.

Employees are normally expected to be present during all other work hours unless special arrangements are made with the Elected Official, Commission Administrator or Department Head. Requesting compensatory time off or pay for work performed during unpaid meal periods will not be authorized.

5. Break time for Nursing Mothers

An employee who is nursing will be allowed reasonable break time as needed to express breast milk for her nursing child for one (1) year following the child's birth. The frequency and length of such breaks will depend on the needs of the mother, and will likely vary. To the extent that break time is needed in excess of the lunch and other breaks described above, such break time will be unpaid.

Break rooms which are free from intrusion from co-workers and the public, have been assigned for this purpose in the main Grand County building. If such breaks are needed in other locations, employees should consult with their Elected Official, Commission Administrator or Department Head and the Personnel Services Director to determine an appropriate location.

Exhibit B

X. Remote Work

1. Purpose:

The purpose of this policy is to outline the requirements for remote work for Grand County Employees.

Due to the nature of the business needs of Grand County, the County does not allow remote work with the exception of extraordinary, situational circumstances. The circumstantial requests shall be considered on a case-by-case basis.

Remote work is neither a universal employee right nor a universal employee benefit. Remote work requests can be denied by the Department Head, Personnel Services Director or Commission Administrator at any time, for any reason.

2. Policy:

- a. Department Heads may consider remote work arrangements for an employee. Formal approval by Personnel Services Director and Commission Administrator is required.
- b. Remote work is not appropriate for all employees and jobs. The ability to meet the duties in the employee's job description must be considered.
- c. In consideration of a remote work arrangement, Department Heads must assess Department needs, public service and the potential impact on other employees.
- d. Remote work requests by or for Department Heads shall be submitted in writing within a reasonable amount of time, based on the circumstance(s).
- e. Remote work requests shall include the following:
 - i. Reason for the request, including the justification for the extraordinary circumstance(s).
 - ii. A list or description of what the requestee will be working on.
 - iii. Specific times that the requestee will be working must be during regular business hours unless expressly approved by the Department Head, Personnel Services Director, and Commission Administrator.
- f. If a remote request is approved, it will be the duty of the employee to notify other staff.
- g. The employee may be asked to keep a log of the work completed while working remotely.
- h. The employee must be available during all working hours that were approved.
- i. The employee must sign a remote work agreement. The agreement shall include acknowledgment of and compliance with employment-related rules, policies and procedures, compensable hours, acceptable use of IT resources, and compliance with all cyber security measures outlined by IT.

3. Eligibility:

- a. Remote work requests shall only be considered for employees in good standing and not under any disciplinary action, coaching plan, or corrective action plan.
- b. Employees with documented violations (s) of the Employee Code of Conduct in the past two years are not eligible.

4. Remote Work Equipment, Worksites and Security:

Grand County will determine what equipment, if any, to provide the employee to facilitate the remote arrangement. Any equipment that Grand County provides to the employee remains the property of the County and shall be maintained as such. Equipment is to be used for business purposes only.

A remote worker should designate a workspace in the off-site work area. This workspace should be maintained in a safe condition, free from hazards to people and equipment. The employee will immediately report any injury sustained while remotely immediately to their supervisor and Personnel Services Director.

Employees working remotely are responsible for the security of information, documents, and records in their possession or used during remote work. Restricted-access material should not be accessed or removed from the work site without the consent of the employee's supervisor.

5. Termination and Abuse:

A remote work agreement can be terminated by the employee's supervisor, Commission Administrator/ Assoc. Commission Administrator or Personnel Services Director at any time, for any reason.

Employees who intentionally violate the remote work agreement may be subject to disciplinary action up to and including termination.

This policy in no way alters the employment at-will relationship in any way, nor does the remote work agreement establish any employment contract between the employee and Grand County.