NOTICE

Notice is hereby given that the Mayor and City Council will hold a Work Session on Wednesday, January 07, 2015 in the Council Chambers, 45 West 100 South, beginning at 5:00 pm.

DISCUSSION ITEMS

- 1. Employment Practices Training presented by Utah Local Government's Trust
- 2. General Discussion

If you are planning to attend this Public Meeting and, due to a disability, need assistance in understanding or participating in the meeting, please notify the City Office ten or more hours in advance and we will, within reason, provide what assistance may be required.

CERTIFICATE OF MAILING

The undersigned duly appointed City Recorder for the municipality of Santaquin City hereby certifies that a copy of the foregoing Notice and Agenda was e-mailed to the Payson Chronicle, Payson, UT, 84651.

By: Susan B. Farnsworth, City Recorder

Posted: City Offices Post Office Zions Bank

MINUTES OF A COUNCIL WORK SESSION HELD IN THE COUNCIL CHAMBERS JANUARY 7, 2015

The meeting was called to order at 5:00 pm by Mayor Kirk Hunsaker. Council Members attending: Keith Broadhead, Matthew Carr, David Hathaway, Mandy Jeffs, and Nick Miller.

Others attending: City Manager Ben Reeves, Assistant City Manager Dennis Marker, Directors Wade Eva and Shannon Hoffman, Battalion Chief's Brad Kearl and Ryan Lind, and Utah Local Government Trust Representative Jason Watterson.

DISCUSSION ITEMS

Employment Practices Training presented by Utah Local Government's Trust Mr. Watterson reviewed Hiring and Firing best practices with the Mayor and Council Members. (see attachment "A" for the presentation)

The meeting adjourned at 6:55 pm.

Approved on January 21, 2015.

Kirk Hunsaker, Mayor

Susan B. Farnsworth, City Recorder

HIRING & FIRING NOT GETTING BURNED





January 2015

WHAT WE'LL COVER



Employment Laws
Hiring Practices
Documentation
Disciplinary Action
Making it Stick



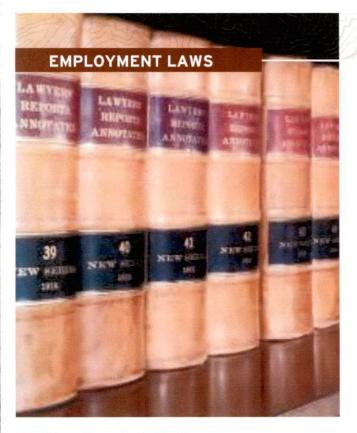
EMPLOYMENT LAWS

EQUAL EMPLOYMENT OPPORTUNITY



Why do all HR policy manuals start with an EEO statement?





EEO LAWS

- Title VII Civil Right Act of 1964
- ADEA 1967
- Pregnancy PDA Title VII 1978
- FMLA 1993
- USERRA 1994
- ADA 1990 & 2008
- GINA 2008



RECRUITING STAFFING HIRING

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POLICY & PROCEDURE

- Advertising
- Job Descriptions
- Applications & Selection
- Interviewing
- Tests & Offers
- Placement
- Orientation & Training

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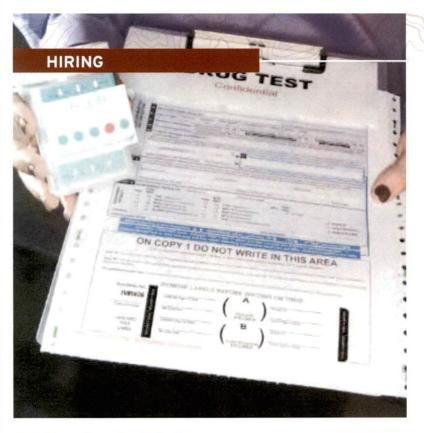
HIRING



VOLUNTEERS

- Identify Programs & Needs
- Selection & Approval
- Memo of Volunteer Service
- Orientation
- Training
- Don't Forget about WC

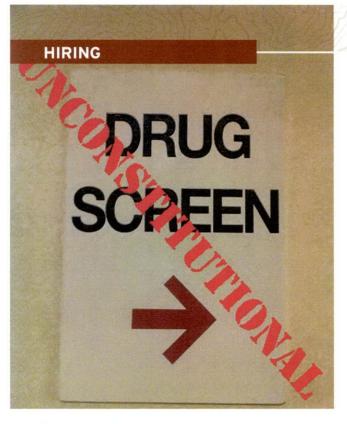
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DRUG FREE WORKPLACE

- Omnibus Trans. Act 1991
- Federal Grants
- Liability
- Safety
- Worker's Compensation

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SUBTITLE

- Pre-employment
- Post Accident
- Reasonable Suspicion
- Random (Safety Sensitive)

自己以后面

• DOT Requirement



RECORDS POLICIES FILES



Applications

Interview Notes

Offer Letter

Confidentiality Agreement

Receipt of Policy Manual Ack.

Drug Testing Policy Ack.

Drug Testing Consent

Performance Evaluations

Disciplinary Documentation

Training Records



CONFIDENTIAL RECORDS

- Drug Test Results
- FMLA Documentation
- Work Comp Claims
- RTW Medical Restrictions
- Benefits Enrollment
- Legal Correspondence
- Personal Identifiers



EVALUATIONS

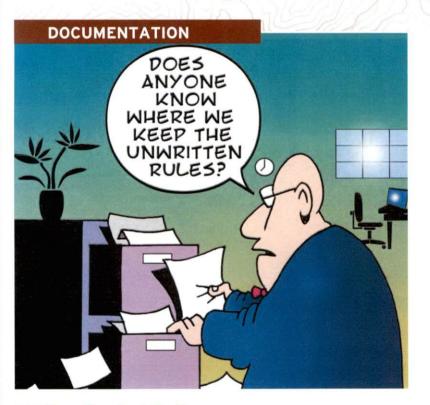
- Rating system
- Standards (position specific)
- Standards align w/ org. goals
- Goals
- Organizational performance
- Individual performance



EVALUATIONS

- Rating system
- Standards (position specific)
- Standards align w/ org. goals
- Goals
- Organizational performance
- Individual performance
- Honest evaluations!!!

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EMPLOYEE HANDBOOK

- Code of Conduct
- Disciplinary procedures
- Termination
- Grievance process
- Compensation & Benefits
- Leaves of absence
- Violence in the workplace

EMPLOYEE HANDBOOK

Professionalism

Confidentiality

Gifts & Gratuities

Attendance

Dress & Appearance

Time card/clock

Expenditures

Political activities

Conflict of interest

Use of equipment/supplies

11:11 日本 画面

You've Been Fired are aware of the possuse of this fact

DISCIPLINARY ACTION PROGRESSIVE DISCIPLINE TERMINATIONS

DISCIPLINE



WHY DOCUMENT?

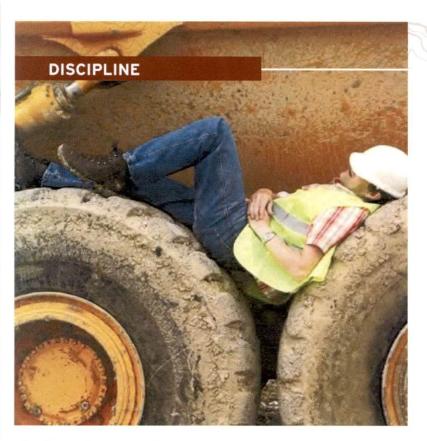
- For success, not targeting
- Evaluate policies & training
- Written history of issues
- Identify patterns/behaviors
- Timely/meaningful feedback

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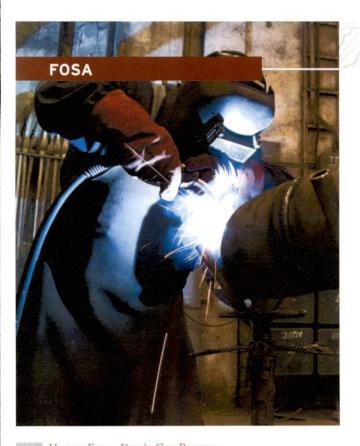
EXPECTATIONS

- Receipt of Handbook
- Orientation
- Training Record
- Required certifications
- Memorandums
- Performance evaluations



BASIS FOR ACTION

Performance
Violation of policy/code
Business need (RIF)



Facts:

Who-What-Where-When-5 senses

Objectives:

Improvement - Success

Solutions:

What needs to happen

Actions:

Specific step needed



EQUAL TREATMENT

Avoid favoritism

Same rules/equal application

Don't target problem

employees

DISCIPLINE



Types of Action Due	Process?
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Verbal No

Written No

Suspension Possibly

Demotion Possibly

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Transfer No

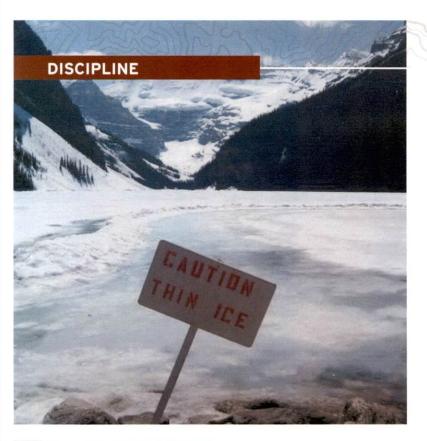
Termination Yes

DISCIPLINE



VERBAL WARNING

- Spoken
- Documented (e-mail summary)
- Remember FOSA
- ID Objectives and Solutions



WRITTEN REPRIMAND

- Written 1st
- Spoken
- Add new FOSA
- Define Consequences
- Copy employee (signature?)



MAKE IT STICK!!! DUE PROCESS SEE WHY YEAH



DUE PROCESS

Consult legal counsel 1st

Follow your appeals procedure

Have your documentation

Don't change your story

Don't add new reasons



PROTECT YOURSELF

Legal review of policy manual

Follow your policies

Avoid disparate treatment

Communication (no surprises)

Documentation

Be Honest - Stick to the Facts

Questions?