

Resolution No. R2025-01 Approving An Employee Policy Manual; And,
Providing An Effective Date.

Dated March 19, 2025

Created: March 19, 2025, replacing any previous policies.

WHEREAS, the Town Council of Fairfield Town finds that the town is a municipal corporation duly organized and existing under the laws of Utah; and

WHEREAS, the Town Council finds that in conformance with Utah Code (“UC”) §10-3-717 the governing body of the town may exercise all administrative powers by resolution including, but not limited to, adopting and amending a townwide employee policy manual; and,

WHEREAS, the Town Council finds that the public convenience and necessity requires the actions herein contemplated; and,

WHEREAS, the Town Council finds that the town should adopt an employee policy manual to more effectively meet employee hiring, retention, administration, and other vital Town needs.

Now, Therefore, Be It Resolved By The Town Council Of Fairfield Town, Utah, As Follows:

Section 1. Employee Policy Adopted.

The Town Employee Policy Manual, as attached hereto as Attachment “A” and as otherwise described in the forgoing section of this resolution, are adopted and ratified. The foregoing recitals are incorporated herein.

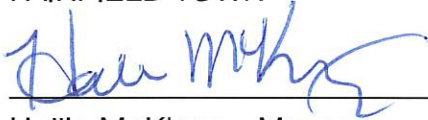
Section 2. Savings Clause.

If any provision of this Resolution shall be held or deemed or shall be invalid, inoperative or unenforceable such shall render no other provision or provisions invalid, inoperative, or unenforceable to any extent whatsoever, this Resolution being deemed the separate independent and severable act of the Town Council of Fairfield Town.

Section 3. Effective Date. This Resolution shall become effective immediately upon passage and adoption.

Passed and Adopted this **19th day of March 2025**.

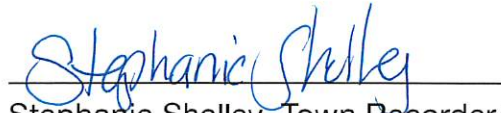
FAIRFIELD TOWN



Hollie McKinney, Mayor

RL Panek	yes <u>RL</u>	no _____
Tyler Thomas	yes <u>TT</u>	no _____
Michael Weber	yes <u>MB</u>	no _____
Richard Cameron	yes <u>RSC</u>	no _____

ATTEST:



Stephanie Shelley, Town Recorder/Clerk

FAIRFIELD TOWN

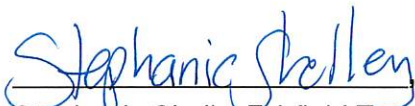
STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield Town, Utah, do hereby certify and declare that the above and foregoing is a true, full and correct copy of an ordinance passed by the Town Council of Fairfield Town, Utah, on the **19th day of March, 2025.**

Summary:

Resolution No. R2025-01 Approving An Employee Policy Manual; And, Providing An Effective Date.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield Town, Utah, this **20th day of March, 2025.**



Stephanie Shelley Fairfield Town Recorder/Clerk

(SEAL)



Fairfield Town

Employee Policy Manual

1 Introduction

This manual is designed to acquaint you with Fairfield Town ("Fairfield" and sometimes "Town") and provides you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the manual. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

1.1 Who is Fairfield Town?

West of Utah Lake and 50 miles southwest of Salt Lake City, Fairfield is located amidst breathtaking mountain ranges and an open valley. Fairfield was first settled in 1855 prior to the American Civil War. During this time, the United States Military camp was stationed in the area. The detachment was supporting surrounding settlements, and the main mission was to prevent any rebellion within central Utah. In particular, the detachment was sent to suppress the Mormon rebellion in Salt Lake City. Since the rebellion never happened, the fort was established and went on to be named Camp Floyd (Figure 2) after the Civil War Secretary of War John Floyd.

By November 1858, over 400 buildings were constructed within the Town. However, in the years to come only the commissary still stands. The land used is part of the Camp Floyd/Stagecoach Inn State Park owned by the State of Utah. After the Civil War broke out, the army left the Town. Nonetheless, Fairfield continued to grow as a stop along the Pony Express and Overland Stage routes. Utah development took away the need for those services and the Town converted into a small farming community, which it continues to be today. It was officially incorporated on December 23, 2004, and was Utah's 24th official municipality.

1.2 Customer Relations Statement

Our employees are among Fairfield's most valuable assets. Each of you represents the Town and plays a critical role in shaping the public's perception of our organization. The way we perform our duties directly reflects our entire organization and the public forms their impression of Fairfield through every interaction they have with us.

Providing exceptional service to the public is one of our top priorities. It is essential that we approach every interaction with courtesy, friendliness, and efficiency. Remember that how we communicate, whether in person, over the phone, or in writing, not only reflects on us as individuals but also on the professionalism of Fairfield as a whole.

Positive customer relations are crucial in maintaining and enhancing the Town's reputation in the eyes of the community. We all share the responsibility of upholding this standard, and we are committed to supporting you with the training and resources you need to succeed. Working together, we can ensure that Fairfield continues to be seen as a Town that values and respects its citizens.

2 Employment

2.1 Standards of Conduct for All Employees

2.1.1 General Standards

Employees shall conduct themselves in accordance with the federal and state constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

All employment activities shall be conducted without unlawful regard to race, color, religion, sex, gender orientation, national origin, age, disability, or veteran's status.

The Utah Public Officers' and Employees' Ethics Act found in Title 67, Part 16 of the Utah State Code (the "Act") are incorporated into this Policy. In the event that any of the provisions of this Policy are in conflict with the requirements of the Act, the Act shall govern.

Employees shall familiarize themselves with policies and procedures and are responsible for compliance with each. Employees should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

2.1.2 Laws, Rules, and Order

All employees shall not:

- Violate, or order or instruct a subordinate to violate, any policy, procedure, rule, order, directive, or requirement, or failure to follow instructions contained in town manuals.
- Disobey any lawful direction or order.
- Violate federal, state, local, or administrative laws, rules, or regulations.
- Insubordination of any employee to a supervisor. Insubordination includes, but is not limited to, refusing to follow reasonable orders; refusing to meet with a supervisor; yelling, using obscene, foul, or abusive language; or showing anger through physical gestures, such as slamming doors, throwing documents, supplies, or other items.

2.1.3 Efficiency

All employees shall not:

- Neglect duty.
- Have Unsatisfactory work performance, including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.

- Conceal, attempting to conceal, removing, or destroying defective or incompetent work.
- Participate in unauthorized sleeping during work hours or assignments.
- Fail to notify a supervisor of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.
- Fail to maintain required skills.
- Fail to obtain or maintain any required documentation to be legally employed as well as any occupational license, professional license, or certification required to perform essential job functions.

2.1.4 Performance

It is a violation for any employee to do any of the following:

- Failure to disclose or misrepresenting material facts or making any false or misleading statement on any application, examination form, or other official document, report, or form, or during the course of any work-related investigation.
- The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction, and/or mutilation of any town record, public record, book, paper, or document.
- Failure to participate in investigations, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any town-related business.
- Being untruthful or knowingly making false, misleading, or malicious statements that are reasonably calculated to harm the reputation, authority, or official standing of this town or its employees.
- Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this town or subverts the good order, efficiency, and discipline of this town or that would tend to discredit any of its employees.
- Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
 - While on town premises.
 - At any work site, during work hours, or while using any town equipment or system.
- Improper political activity, including:
 - Unauthorized attendance during work hours at official legislative or political sessions.
 - Solicitations, speeches, or distribution of campaign literature for or against any political candidate or position during work hours or on town property

- except as expressly authorized by town policy, an employment agreement or contract, or the Town Administrator or the authorized designee.
- Engaging in political activities during work hours except as expressly authorized by town policy, any employment agreement or contract, or the Town Administrator or the authorized designee.
- Any act that brings discredit to this town.

2.2 Employment at Will

Employment with Fairfield is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Mayor or required by law. This means that either the employee or the organization may terminate the employment relationship at any time, for any reason, with or without notice.

Employment at Will also means the Town may make decisions regarding other terms of employment including, but not limited to: (i) demotion/promotion; (ii) compensation; (iii) benefits and (iv) job duties; with or without cause or advance notice. Any changes to these terms of employment must abide by all applicable federal and state guidelines and employee protections.

It is important to note that the policies set forth in this manual are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Fairfield and any of its employees. The at-will employment relationship can only be modified by a written agreement signed by Fairfield's Mayor.

By continuing employment with the Town, employees acknowledge their understanding and acceptance of this at-will employment policy.

2.3 Equal Employment Opportunity

Fairfield is committed to providing equal employment opportunities to all employees. Employment decisions at Fairfield are based on an evaluation of merit, qualifications, and abilities. The Town does not discriminate in employment opportunities or practices based on race, color, religion, marital status, sexual orientation, national origin, age, gender, gender identity, genetic information, veteran status, physical or mental disability of an otherwise qualified individual, or any other characteristic protected by law.

This policy governs all aspects of employment, including employee selection, job assignments, compensation, employee advancement, leaves of absence, discipline, termination, and access to benefits and training. We are dedicated to fostering an inclusive and respectful workplace where every employee feels valued and supported.

Any employee with questions or concerns about possible discrimination in the workplace is encouraged to bring such questions or concerns to the attention of the Mayor, Fairfield's Human Resources representative, or a designated Equal Employment Officer (EEO) officer. All reports will be handled with confidentiality to the required extent. Employees can raise concerns and report possible violations of this policy without fear of retaliation or reprisal.

Fairfield's commitment to equal employment opportunity is in full compliance with federal, state, and local laws. Any employee found to be engaging in any type of unlawful

discrimination will be subject to disciplinary action, up to and including termination of employment.

2.4 Ethics and Conduct

The successful operation and strong reputation of Fairfield is built upon the principles of fair dealing and ethical conduct of our employees. Our commitment to integrity and excellence requires that we carefully observe both the spirit and letter of all applicable laws and regulations. We must also maintain the highest standards of personal conduct and integrity.

The continued success of Fairfield largely depends on the trust we earn from those who interact with the Town. We are dedicated to preserving that trust. Each employee has a duty to the Town, their colleagues, and the public to act in a way that upholds and strengthens this trust.

The Town is committed to complying with all relevant laws and regulations and expects its employees to conduct business in accordance with these standards. Employees must avoid any illegal, dishonest, or unethical conduct.

In general, good judgment based on high ethical principles should guide your conduct. If encountering a situation where the proper course of action is unclear, openly discuss the matter with the Mayor, the Human Resource representative, or a designated ethics officer for advice and consultation.

Compliance with this policy of ethics and conduct is the responsibility of every Town employee. Fairfield is committed to supporting employees in making ethical decisions. Disregarding or failing to comply with these standards of ethics and conduct could lead to disciplinary action, up to and including termination of employment.

2.5 Immigration Law Compliance

Fairfield is dedicated to employing individuals who are legally authorized to work in the United States and complying with all applicable laws and regulations. We do not unlawfully discriminate based on citizenship or national origin.

As a condition of employment, all new employees must complete the most current version of the Employment Eligibility Verification Form I-9 and provide documentation establishing their identity and eligibility to work in the United States. Employees who are re-hired must complete a new Form I-9 if their previous form is no longer retained or valid.

We are committed to following all legal requirements, including those related to the retention and storage of I-9 forms. Forms are retained for the legally required period and may be stored electronically in compliance with federal regulations.

Fairfield also strictly adheres to the anti-discrimination provisions of the Immigration and Nationality Act (INA), ensuring that all employees are treated fairly during the verification process. Any form of document abuse or discrimination based on citizenship status or national origin will not be tolerated.

2.6 Americans With Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA) are federal laws that protect qualified individuals with disabilities from discrimination in all employment practices. These laws also require employers to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions of their jobs, provided such accommodations do not impose an undue hardship on the organization.

Fairfield is committed to complying with all federal and state laws concerning the employment of individuals with disabilities. We adhere to the regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC) and any applicable state agencies.

2.6.1 Policy on Non-Discrimination and Reasonable Accommodation

It is Fairfield's policy not to discriminate against qualified individuals with disabilities in any aspect of employment, including but not limited to application procedures, hiring, advancement, termination, compensation, training or other terms, conditions, and privileges of employment.

The Town will provide reasonable accommodation for qualified individuals with disabilities to ensure they can perform the essential functions of a job, unless:

- The accommodation creates undue hardship for Fairfield, considering factors such as the nature and cost of the accommodation and the overall resources of the Town.
- The individual poses a direct threat to their own safety or the safety of others in the workplace, and the threat cannot be eliminated or reduced to an acceptable level through reasonable accommodation.

2.6.2 Interactive Process and Requests for Accommodation

Fairfield is committed to engaging in a timely, good-faith interactive process with employees and applicants who request accommodation. This process involves an open dialogue between the employee and the Town to identify the precise limitations resulting from the disability and potential reasonable accommodation that could overcome those limitations.

Employees or applicants who believe they need reasonable accommodation to perform the essential functions of their job should promptly notify their supervisor, the Town's Human Resources representative, or the Mayor. Requests for accommodation can be made verbally or in writing. Fairfield will evaluate each request on a case-by-case basis, considering the specific circumstances involved.

2.6.3 Confidentiality

All information regarding an employee's disability and accommodation request will be kept confidential, except as necessary to evaluate and implement the accommodation, and will only be shared with individuals involved in the accommodation process.

2.6.4 Commitment to Equal Opportunity

Fairfield is committed to providing equal employment opportunities to all employees and applicants, including those with disabilities. We are dedicated to fostering an inclusive workplace where every individual is given the opportunity to succeed.

2.7 Lactation and Breastfeeding Accommodation

Fairfield is committed to supporting the health and well-being of our employees and their families. In compliance with federal and state laws, including the Fair Labor Standards Act (FLSA) as amended by the Break Time for Nursing Mothers Act, Fairfield provides reasonable break times for employees who are breastfeeding to express breast milk for up to one year after the birth of a child, or longer if required by state law.

2.7.1 Break Times and Location

Employees will be provided with reasonable break times as needed to express breast milk. While the duration and frequency of these breaks may vary depending on individual needs, Fairfield will work with nursing employees to ensure that they have the necessary time and space for this purpose.

A private, designated room will be made available for nursing mothers to express breast milk. This room will be shielded from view and free from intrusion by coworkers or the public. Nursing mothers wishing to use this room should request or reserve it by contacting their manager.

For employees working off-site or in other locations, the Town will make every effort to accommodate them with a private area, other than a bathroom, to express milk.

2.7.2 Break Compensation

Breaks of up to 20 minutes in length will generally be considered paid breaks under Fairfield's standard break policy. If the lactation break exceeds 20 minutes, the additional time will be unpaid, and the employee must record the extra time as an unpaid break on her time record. The Town encourages managers to be flexible in allowing nursing mothers to make up any unpaid break time if feasible.

2.7.3 Privacy and Support

Fairfield is committed to providing a supportive environment for nursing mothers. The designated lactation room will be equipped with a chair, an electrical outlet, and a table or surface to hold a breast pump. Employees may store expressed milk in designated refrigerators provided by the Town or in personal coolers.

2.7.4 Retaliation Prohibited

Fairfield prohibits retaliation against any employee for exercising her rights under this policy. Any concerns about the accommodation should be reported to the Human Resources representative or the Mayor immediately.

2.7.5 Duration of Lactation Accommodation

Fairfield will provide lactation accommodation for up to one year after the birth of the child, or longer if required by applicable state law. Employees are encouraged to discuss their needs with the Human Resources representative or the Mayor to ensure that appropriate accommodation is provided.

2.8 Genetic Information Nondiscrimination Act of 2008 (GINA)

Fairfield is committed to complying with Title II of the Genetic Information Nondiscrimination Act (GINA), which makes it illegal to discriminate against employees or applicants because of genetic information. This policy applies to all aspects of employment, including hiring, promotion, termination, compensation, and other terms and conditions of employment.

2.8.1 Prohibited Actions Under GINA

Title II of GINA specifically prohibits:

- **Use of Genetic Information in Employment Decisions:** Fairfield will not use genetic information to make decisions regarding employment, such as hiring, firing, promotions, or other employment-related decisions.
- **Requesting, Requiring, or Purchasing Genetic Information:** Fairfield will not request, require, or purchase genetic information about an employee or applicant, except in very limited circumstances permitted by law (e.g., when obtaining family medical history for FMLA leave purposes).
- **Disclosure of Genetic Information:** Fairfield will strictly limit the disclosure of genetic information that is obtained must be stored separately from an employee's personnel file in a confidential medical file.

2.8.2 Definition of Genetic Information

For the purposes of this policy, "Genetic Information" includes:

- Information about an individual's genetic tests;
- Information about the genetic tests of an individual's family members;
- Information about the manifestation of a disease or disorder in an individual's family members (family medical history);

- Requests for or receipt of genetic services by an individual or their family members; and
- Genetic information of a fetus carried by an individual or their family member, or of an embryo legally held by the individual or family member using assisted reproductive technology.

2.8.3 Confidentiality and Handling of Genetic Information

Any genetic information that is inadvertently acquired by Fairfield will be handled in compliance with GINA's confidentiality requirements. Such information will be kept in a separate, confidential medical file and will not be disclosed except as required or permitted by law.

2.8.4 Exceptions to GINA

There are limited exceptions where the Town may request or require genetic information including:

- When obtaining family medical history as part of the certification process for FMLA leave or other leave policies;
- When an employee voluntarily provides genetic information as part of a wellness program, provided certain criteria are met;
- When requesting medical information to comply with the requirements of the ADA, so long as the inquiry is job-related and consistent with business necessity.

2.8.5 Employee Rights and Reporting

Employees have the right to report any concerns regarding potential violations of GINA to the Human Resources representative or Mayor without fear of retaliation. Fairfield is committed to investigating and addressing any complaints or issues related to genetic information discrimination.

2.8.6 Non-Retaliation

The Town strictly prohibits retaliation against employees or applicants for exercising their rights under GINA. Any retaliation will be subject to disciplinary action, up to and including termination of employment.

3 Employment Status and Records

3.1 Employment Categories

Fairfield Town aims to clarify employment classifications to ensure employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period or on-going placement in any category. Accordingly, both

the employee and the Town retain the right to terminate the employment relationship at will, at any time, regardless of employment category.

In compliance with wage and hour laws, all employees are classified as either exempt or non-exempt with respect to overtime pay. These classifications are governed by federal regulations, including but not limited to, the Fair Labor Standards Act (FLSA), the Family and Medical Leave Act (FMLA), and the Equal Pay Act (EPA) as well as applicable state laws. Non-exempt employees, who are paid on an hourly basis, are entitled to overtime pay according to specific provisions of these federal and state laws. Exempt employees, paid on a salaried basis, are excluded from overtime regulations under specific legal criteria. Both exempt and non-exempt designations can apply to any employment category, provided they meet the legally defined standards concerning job duties and salary thresholds.

3.1.1 Full-Time Status Employees

At the time of hire or upon a change in job classification, the employee is generally expected to work an average of 30 or more hours per week. Furlough periods may apply, depending on the terms of the employment offer.

Full-time employees may qualify for specific benefits with the Town such as health insurance and paid time off.

3.1.2 Part-Time Status Employees

At the time of hire or upon a change in job classification, the employee is generally expected to work an average of less than 30 hours per week.

Part-time employees are not eligible for standard full-time employee benefits, such as health insurance or paid time off, unless otherwise specified. However, some positions may offer limited benefits or compensation in line with the duration and nature of their employment.

3.1.3 Variable-Hour Status Employees

At the time of hire or upon a change in job classification, if the Town cannot reasonably determine whether the employee will or will not average 30 or more hours per week, the employer shall monitor the employee's hours over a defined measurement period (e.g., monthly, quarterly, or annually). During this period, the employee's eligibility for benefits, including health insurance, will be evaluated based on the actual hours worked.

If, after the measurement period, the employee averages 30 or more hours per week, the employee will be classified as full-time and eligible for associated benefits. Conversely, if the employee averages fewer than 30 hours, they will remain classified as part-time. Any changes to the employee's classification or benefits will be communicated with the employee accordingly.

3.1.4 Seasonal Status Employees

At the time of hire or upon a change in job classification, the employee is hired or re-hired into a position for which the customary annual employment is approximately six months or less, starting in roughly the same season of each calendar year. The employee is required to

take an annual break in service of approximately six continuous months before being eligible for rehire.

Seasonal employees are not eligible for standard full-time employee benefits, such as health insurance or paid time off, unless otherwise specified. However, some positions may offer limited benefits or compensation in line with the duration and nature of their employment.

Seasonal employees are hired on an at-will basis and may be terminated at any time. The rehire process for each season will be determined based on operational needs and employee performance. Employees may be asked to reapply for their positions prior to each new season.

Seasonal employees are classified as non-exempt under the Fair Labor Standards Act (FLSA), and their compensation will adhere to applicable federal, state, and local wage and hour laws.

3.1.5 Temporary Employees

These employees are those who are hired to work intermittently for a short period of time to meet short-term staffing needs (e.g. seasonal demand, project-based work, or to cover absences). Their employment typically has a defined end date, and they are not eligible for long-term benefits offered to regular full-time employees unless otherwise specified.

Temporary employees may be hired on a full-time or part-time basis and their employment may be extended or terminated at the discretion of the employer, in accordance with the terms of their employment.

3.2 Personnel Information Changes

It is the responsibility of each employee to promptly notify Fairfield Town of any changes to their personal information. Maintaining accurate records for your mailing address, email address, phone number, dependents, and emergency contact details ensures that we can reach you when necessary and administer payroll, benefits, and other matters correctly.

Failure to update this information could lead to administrative issues, such as incorrect tax documents or delays in benefits. Rest assured, all personal data will be handled confidentially and used solely for official and emergency purposes. If any of this information changes, please inform the Town's designated Human Resources representative or the Mayor as soon as possible to ensure records remain accurate.

3.3 Employment Applications

Fairfield Town relies on the accuracy of the information provided in employment applications, resumes, and other materials collected during the hiring process and throughout employment. It is the legal and ethical responsibility of each employee to ensure that all submitted information is truthful and up to date. Any misrepresentation, falsification, or material omission of information may result in disqualification from further consideration for employment, or if already hired, discipline up to termination of employment. In some cases, such actions may lead to additional consequences, including legal action or ineligibility for future employment with Fairfield Town.

3.4 Separation of Employment

Separation of employment within an organization can occur for several reasons:

- **Resignation** – While we aim to make your employment with Fairfield Town a mutually rewarding experience, we recognize that circumstances may lead to employees to voluntarily resign. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to ensure a smooth transition. Depending on business needs, management reserves the right to offer two weeks' pay in lieu of notice. Employees who provide less notice than requested may be deemed ineligible for rehire, depending on the circumstances. Upon resignation, employees are expected to return all Town property and settle any outstanding obligations.
- **Retirement** – Employees planning to retire are required to notify the Mayor and the Town's designated Human Resources representative in writing at least one (1) month before their intended retire date. Upon retirement, employees may be entitled to receive any accrued benefits, such as unused vacation, in accordance with Town policies. The employee will be informed of any rights to continue benefits, such as health insurance, under COBRA or other applicable programs.
- **Job Abandonment** – Employees who fail to report to work or provide proper notification to the Mayor or designated supervisor for three (3) consecutive workdays will be considered to have abandoned their job without notice, effective at the end of their shift on the third day. These employees shall be informed of their termination in writing by the Town's designated Human Resources representative. Situations when an employee may be unable to make contact shall be reviewed on a case-by-case basis by the Mayor and designated Human Resources representative. Employees separated due to job abandonment forfeit any accrued benefits and are ineligible for rehire.
- **Termination** – All employees of Fairfield Town are employed on an at-will basis, which means the Town reserves the right to terminate employment at any time, with or without cause. Upon termination, employees will be provided with details regarding their final paycheck, benefits, and the return of any Town property.

3.5 Exit Process

Upon any separation of employment, employees are expected to return all Town property, including keys, equipment, and documents. Final paychecks, including any accrued but unused benefits, will be provided in accordance with Town policies and applicable laws. The employee may be asked to participate in an exit interview to provide feedback and ensure a smooth departure.

4 Employee Benefits

The benefits offered by Fairfield align with those required by federal and state law.

4.1 Social Security and Medicare Contributions

Fairfield complies with federal regulations under the Federal Insurance Contributions Act (FICA) by contributing to Social Security and Medicare on behalf of all eligible employees. These programs provide vital benefits, including retirement income, disability protection, and access to healthcare for retired and disabled individuals.

4.1.1 Employer and Employee Contributions

The Town contributes the federally required percentage of each eligible employee's wages to Social Security and Medicare as mandated by law. Contributions are funded through Fairfield's payroll system and are calculated based on the current federal rates.

Employees are responsible for their portion of Social Security and Medicare contributions, which are automatically deducted from their paychecks. The total employee contribution is reflected on each paycheck stub for transparency.

4.1.2 Exemptions

Certain job classifications or employee statuses may be exempt from Social Security coverage under federal law. For instance, members of a state retirement system, such as the Utah Retirement System (URS), may not be required to contribute to Social Security if exempted by law and approval has been granted by URS. However, these employees are still required to contribute to Medicare unless otherwise specified by federal or state law.

4.1.3 Annual Contribution Limits

Contributions to Social Security are capped annually based on the federal wage base limit, which is subject to adjustment by the Social Security Administration (SSA). Medicare contributions are not capped and apply to all eligible wages.

4.1.4 Employee Rights

Employees are entitled to the benefits provided by Social Security and Medicare as determined by the Federal Government, including but not limited to:

- Retirement Benefits
- Survivor Benefits
- Disability Benefits
- Medicare Health Insurance

4.1.5 Reporting and Compliance

Fairfield ensures compliance with FICA regulations by:

- Accurately reporting all eligible wages to the IRS.
- Providing employees with annual wage and contribution statements (via W-2 forms).

4.1.6 Contact Information

Employees with questions about Social Security or Medicare contributions, exemptions, or benefits can contact the Mayor or Town's designated Human Resource representative or visit the [Social Security Administration's website](#).

4.2 Workers' Compensation Insurance

According to state law, Fairfield provides Workers' Compensation benefits to employees who become injured or contract occupational diseases on the job and cannot perform their normal duties. Eligible employees may receive Workers' Compensation benefits in areas which include medical care, surgical procedures, prescription medication, chiropractic treatments, dental care, and medical rehabilitation treatments that are reasonable, necessary, and due to work-related injuries or occupational diseases.

Employees who sustain work-related injuries or illnesses should inform the Mayor and the Town's designated Human Resources representative within one (1) business day. No matter how minor an on-the-job injury may appear, it is important that it be reported on the same day on which the incident occurs.

In the event of a life or limb threatening emergency, employees should be sent to the nearest hospital emergency facility with the capability to treat the injury or illness. If, during working hours, an employee has an appointment scheduled with a medical services provider related to Workers' Compensation illness or injury, that employee is expected to take leave without pay just as if it were for any other illness or injury.

Neither Fairfield nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Fairfield.

4.2.1 Right to Return to Work

Under the Americans with Disabilities Act of 1990, "reasonable accommodation" will be made in all return-to-work situations, if doing so will not produce hardship. In instances where an employee is disabled through the course of their employment, and are covered by Workers' Compensation, the employee's right to return to work is governed by the following conditions:

- Within a one-year period, employees or approved Workers' Compensation leave status shall be entitled to the previous position held or one with equivalent pay as determined by the Town.
- Fairfield may require medical evidence upon which to make a judgment of the ability to perform the essential functions of the employed position.

4.2.2 Records

An accurate record shall be kept of all accidents involving an injury to an employee while on duty, whether time is lost. These records shall at all reasonable times be available to the Labor Commission of Utah or its representatives upon request. Other records shall be kept as requested by the Labor Commission of Utah.

A report of any on-the-job injury resulting in disability or lost time shall be submitted by the Town's designated Human Resources representative or qualified designee to the Labor Commission of Utah and the affected employee within seven (7) calendar days of an injury, after the employer's first knowledge of the occurrence, or after the employee's notification of the same. This report shall be done on forms prescribed by the commission and shall be done for any work-related fatality, work-related injury, occupational disease resulting in medical treatment, loss of consciousness, loss of work, restriction of work, or transfer to another job because of an incident.

Should any sudden or unusual occurrence or change of conditions occur, such as the appearance of toxic or unusual fumes or gases, major equipment failure, explosions, fires, etc., that might affect the safety or health of Fairfield employees or tend to increase the hazards thereof, the Mayor or qualified Human Resources representative shall notify the Labor Commission of Utah at once. Such notification must be made whether any actual injuries result from the above occurrences or changes of conditions.

5 Timekeeping

Fairfield relies on employees to report to work on time and adhere to their assigned schedules. Punctuality and consistent attendance are critical to maintaining operations and providing effective service. For non-exempt employees, tardiness or unauthorized absences will result in unpaid time. It is the employee's responsibility to notify the Mayor as soon as possible if they are late or unable to report to work.

5.1 Work Hours

The Mayor shall determine work hours and schedules. Employees are responsible for accurately reporting all hours worked using their timecards, which must be submitted to the Town's designated payroll representative on time. Employees should be in their work area and ready to begin when their shift starts. If an employee needs to leave during their shift, they must record the time they are away on their timecard.

5.2 Timekeeping Rules

Fairfield employees must obey the following timekeeping rules:

- Employees must complete their own timecards accurately and truthfully.
- Employees are prohibited from filling out another employee's timecard or allowing anyone else to fill out theirs.
- Employees are strictly prohibited from performing any work off the clock.

Employees who are late, regardless of the reason, including inclement weather or other unavoidable circumstances, are required to make up for the lost time by:

- Taking leave without pay; or,
- Adjusting their work schedule for that day, with prior approval from the Mayor.

5.3 Working Outside Scheduled Hours

Employees may not work outside their scheduled hours or remotely without specific authorization from the Mayor. While unauthorized work must be compensated in accordance with wage laws, such behavior may lead to disciplinary action, up to and including termination. Employees are encouraged to seek prior approval to ensure compliance with Town policies.

5.4 Violations and Disciplinary Action

Violations of these rules, including knowingly falsifying time records, performing unauthorized work, or engaging in dishonest timekeeping practices, are grounds for disciplinary action, up to and including immediate termination.

5.5 Reporting Concerns

Fairfield is committed to ensuring fair labor practices and encourages employees to report any concerns regarding pay or timekeeping without fear of retaliation. Employees who believe their time has been inaccurately recorded or that they have not been paid correctly should promptly report the issue to the Mayor or designated Human Resources representative for resolution.

6 Pay Dates

Fairfield pays employees on a bi-weekly schedule, with paydays occurring every other week. This schedule includes twenty-six (26) pay periods each year. Each paycheck reflects earnings for all work completed up to the end of the pay period, which ends on the Saturday preceding the payday. If a regular pay date falls when an employee is taking time off or vacation, the paycheck will be provided to the employee when they return to work, unless direct deposit has been arranged prior.

6.1 Paycheck Distribution

Paychecks are distributed by the Town's designated Payroll Clerk. To ensure security, paychecks will only be distributed exclusively via direct deposit to the financial institution of the employee's choice. All employees are required to provide the necessary banking information to facilitate direct deposit.

6.2 Final Paychecks

Final paychecks will be issued in accordance with Utah law:

- Involuntary Terminations: Final paychecks will be provided within 24 hours of termination.
- Voluntary Resignations: Final paychecks will be provided on the next scheduled payday or earlier, depending on the situation.

6.3 Paycheck Details

Each paycheck will include a detailed breakdown of:

- Hours worked.
- Wages earned, including regular and overtime pay (if applicable).
- Deductions such as taxes, benefits, and other authorized withholdings.
- Year-to-date totals.

6.4 Overtime Compensation (Non-Exempt Employees)

Non-exempt employees are eligible for overtime pay in accordance with the Fair Labor Standards Act (FLSA). Overtime pay will be calculated at 1.5 times the regular rate for any hours worked, over 40 in a work week. Supervisors must authorize overtime in advance. Unauthorized overtime will still be compensated but may result in disciplinary action.

6.5 Direct Deposit

Fairfield offers direct deposit as a convenient and secure method for receiving pay. Direct deposit is mandatory, and all employees are required to participate. Direct deposit saves time and enhances security by automatically depositing employee paychecks into their designated checking or savings account. Wage details can be reviewed through a pay stub provided by the Town.

To initiate direct deposit, employees must submit a signed authorization form and a voided check. Direct deposit begins one pay period after the submission of the completed authorization form, as required by law.

Wage information and pay stubs will always be available for review and kept as records. If payday falls on a holiday, employees will be paid on the first business day following the regularly scheduled payday.

7 Administrative Pay Corrections

Fairfield is committed to ensuring all employees receive accurate and timely pay on each scheduled payday, in full compliance with wage and hourly laws. The Town takes every reasonable step to prevent errors in paychecks and to address any discrepancies promptly and fairly.

7.1 Reporting Pay Discrepancies

Employees who believe there has been an error in their paycheck, whether it is an underpayment, overpayment, or incorrect deduction, should promptly report the issue to the Payroll Clerk and Mayor. Fairfield will take immediate action to investigate and correct any errors.

7.2 Overpayments

In the unlikely event of overpayment, the Town will notify the affected employee in writing, outlining the amount and nature of the error. The Town will work with the employee to establish a reasonable repayment plan, if necessary, or adjust future paychecks to recover the overpaid amount.

- Important: Retaining an overpayment without notifying the Town could result in disciplinary action, up to and including immediate termination.

7.3 Deductions and Adjustments

If an employee feels a deduction or adjustment has been made incorrectly, they have the right to dispute it. The Town will promptly investigate the claim and resolve any issues in compliance with wage laws. Examples of improper deductions may include:

- Deductions for damages to Town property without prior authorization.
- Unauthorized withholdings for tools, equipment, or uniforms.
- Any deductions that would reduce pay below the legal minimum wage.

Employees are encouraged to communicate any concerns about paycheck discrepancies or deductions without fear of retaliation.

7.4 Prevention Measures

Fairfield employs safeguards to minimize payroll errors, including:

- Regular Payroll Audits: Conducting routine checks to ensure accurate timekeeping and deductions.
- Employee Training: Educating employees and supervisors on proper timekeeping procedures to reduce errors.
- Transparent Pay Statements: Providing detailed pay stubs with clear breakdowns of hours worked, deductions, and total earnings.

Fairfield values transparency and fairness in its payroll practices and is committed to addressing concerns quickly and efficiently.

8 Pay Advances

Fairfield does not provide pay advances on unearned wages to employees. This policy ensures fairness and consistency across the workforce while maintaining the financial integrity and fiscal responsibility of the organization.

8.1 Financial Support and Resources

Fairfield understands that employees may occasionally face financial challenges. While pay advances are not available, employees are encouraged to speak with the Mayor or the Town's designated Human Resources representative to discuss potential alternative resources or assistance programs that may be available to them.

These may include:

- Referrals to local financial assistance programs or community support services.
- Recommendations for reputable financial counseling services.

8.2 Alternative Options

In some cases, employees may be eligible to adjust their benefits or withhold elections (e.g. tax deductions) to improve their financial situation. Employees are encouraged to consult the Payroll Clerk or a financial advisor for guidance on these matters.

Fairfield is committed to supporting employees in managing their financial well-being and encourages open communication to address concerns.

9 Work Schedules/Work Weeks

Work schedules for employees may vary throughout Fairfield depending on operational needs. The Mayor will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours scheduled each day or week.

9.1 Full-Time Employees

Non-Exempt Employees: A standard workday for full-time, non-exempt employees, typically consists of eight hours, with a 40-hour work week. Non-exempt employees are entitled to overtime pay for any hours worked over 40 in a work week.

Exempt Employees: Exempt employees generally work similar hours but may be required to work additional hours based on work demands. Exempt employees are not eligible for overtime pay. While exempt employees are expected to work 40-hour work weeks, there is no guarantee that they will work a set number of hours in any given day or week.

9.2 Part-Time and Variable-Hour Employees

Part-Time Employees: Hours for part-time employees will be scheduled based on the specific needs of the department and may fluctuate weekly.

Variable-Hour Employees: Variable-hour employees, including seasonal staff, will have schedules that depend on operational and seasonal demands and may vary significantly from week to week.

9.3 Workday and Work Week Designation

The designated workday begins at 12:01 AM and ends at 12:00 midnight. The work week runs from 12:01 AM on Monday and ends at 12:00 midnight on Sunday. Overtime calculations will be based on this work week designation in compliance with the Fair Labor Standards Act (FLSA).

9.4 Schedule Adjustments and Notifications

While staffing needs may necessitate changes in work schedules, Fairfield strives to provide as much advance notice as possible for schedule changes. All work schedules will be assigned in compliance with applicable non-discrimination laws.

10 Overtime

Fairfield recognizes that there may be extraordinary circumstances when operating requirements or other needs cannot be met during regular working hours. In such cases, non-exempt employees may be asked to work overtime to meet the Town's operational demands.

10.1 Overtime Authorization

All overtime must be pre-approved by the Mayor or an authorized supervisor. Working overtime without prior approval is a violation of Town policy and may result in disciplinary action, up to and including termination of employment.

10.2 Eligibility for Overtime Pay

Only non-exempt employees are eligible for overtime compensation. Exempt employees are not eligible for overtime pay, as their compensation is designed to account for extended work hours when necessary.

10.3 Overtime Pay Rate

Overtime compensation will be paid at 1.5 times the non-exempt employee's regular hourly rate for all hours worked over 40 hours in a designated work week. The regular hourly rate includes all non-discretionary bonuses, shift differentials, and other earnings that must be included under the Fair Labor Standards Act (FLSA).

10.4 Hours Counted Toward Overtime

Overtime calculations are based on actual hours worked. Hours not worked, including those attributed to vacation, holidays, personal days, or any other type of paid or unpaid leave, will not be included in the calculation of overtime.

10.5 Scheduling and Notification

Fairfield will make every effort to provide advance notice of overtime requirements, when possible, but employees should be prepared to accommodate overtime needs during emergencies or extraordinary circumstances.

10.6 Consequences for Unauthorized Overtime

Employees are expected to adhere strictly to overtime authorization procedures. If an employee works overtime without receiving prior approval, they will still be compensated for all

hours worked in accordance with wage laws. However, unauthorized overtime is a policy violation and may result in disciplinary action, up to and including termination of employment.

10.7 Employee Responsibility

Employees are responsible for accurately recording all hours worked, including any overtime, on their timesheets. Misrepresentation of time worked, whether for regular or overtime hours, is considered a violation of Town policy and may result in termination.

10.8 Legal Compliance

This policy complies with all applicable provisions of the Fair Labor Standards Act (FLSA) and other relevant federal, state, and local laws.

11 Lunches and Breaks

Fairfield recognizes the importance of providing employees with time to rest and recharge during the workday. To that end, lunch and break schedules will be determined based on the needs and convenience of each department.

11.1 Lunch Breaks

- **Unpaid Lunch Breaks:** Employees are entitled to take a designated lunch break. Lunch breaks are unpaid and taken on the employee's own time.
- **Relief from Duties:** Employees should be completely relieved of all work-related duties during their lunch break. If an employee is required to perform any work during their lunch break, the time will be considered paid time.
- **Scheduling:** Lunch breaks will be scheduled by each department to ensure operational needs are met while providing employees with adequate rest.

11.2 Rest Breaks

- **Authorized Breaks:** Employees are entitled to a maximum of two paid rest breaks per eight (8) hour workday. These breaks may be provided at the discretion and convenience of each department, depending on workload and staffing needs.
- **Paid Breaks:** Any authorized rest break is considered paid time and will not be deducted from the employee's total work hours.
- **Duration:** While not required by Utah law, rest breaks are typically 10-15 minutes in length and may be scheduled as needed. Breaks cannot be combined or used to leave work early.

11.3 Compliance and Expectations

Employees are expected to adhere to their designated lunch and break schedules. Unauthorized extensions of breaks may result in disciplinary actions. The Mayor, Supervisors, or other qualified designee will make every effort to ensure employees receive their scheduled

breaks while maintaining uninterrupted Town operations. Employees are not allowed to skip rest breaks to extend their lunch period or to leave work early.

11.4 Legal Compliance

Fairfield complies with all applicable federal and state labor laws regarding meal and rest breaks, including the Fair Labor Standards Act (FLSA). While Utah does not require specific breaks for adult employees, Fairfield provides reasonable rest periods to support employee well-being.

12 Use of Equipment

Fairfield provides various equipment essential to the performance of employees' duties. These assets are valuable, and proper care is crucial to maintaining their longevity and ensuring workplace safety.

12.1 Employee Responsibilities for Equipment and Vehicles

Proper care and Maintenance: Employees are expected to exercise extreme care when using Town property, including motor vehicles and equipment. This includes:

- Keeping vehicles and equipment clean and well-maintained.
- Performing routine maintenance tasks as required (e.g., checking fluid levels, tire pressure, other routine updates).
- Following all operating instructions, user manuals, safety standards, and manufacturer guidelines for each piece of equipment.

Authorized Use: Only qualified employees are authorized to operate motor vehicles and equipment. Employees must:

- Operate only those vehicles or equipment necessary for their specific job duties.
- Limit vehicle and equipment use to work-related purposes unless otherwise authorized.

Motor Vehicle Use:

- For this policy, "motor vehicle" includes trucks, tractors, trailers, automobiles, all-terrain vehicles, snowmobiles, or other similar self-propelled vehicles.
- Only employees who meet the required knowledge, training, and experience standards are authorized to operate motor vehicles.
 - o Employees must be qualified to operate a specific vehicle or equipment safely. This includes possessing the necessary licenses (e.g., valid driver's license for motor vehicles) and completing any required training.
- Employees operating motor vehicles must comply with traffic laws and safety regulations including, but not limited to:
 - o Drinking and driving laws, speed limits, and seat belt use.
- Drivers Should avoid distractions and practice safe driving tactics, such as:
 - o Forwarding calls to voicemail while driving.

- o Avoid texting or emailing while driving, as this is a safety hazard.

Vehicle Policy Acknowledgement: All employees authorized to operate Town vehicles and equipment must sign the Fairfield Policy Manual Acknowledgement (Appendix A) which will be kept in their personnel file.

12.2 Reporting Damages or Defects

Employees must immediately notify the Mayor if any equipment, machinery, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting helps prevent further deterioration of equipment and reduces the risk of injury to employees or others. The Mayor is available to answer any questions about employees' responsibilities for the car, maintenance, and use of equipment and vehicles.

12.3 Vehicle Accident Reporting and Insurance

In the event of an accident involving a Town vehicle, employees must immediately report the incident to the Mayor, following the procedures outlined in the Fairfield Vehicle Policy. Employees are required to cooperate fully with investigations and insurance claims related to the accident.

12.4 Consequences of Misuse or Violations

Failure to adhere to this policy, including but not limited to unauthorized use, unsafe operation, or failure to report damage, may result in disciplinary action, up to and including termination of employment. Employees who fail to maintain or operate Town vehicles and equipment in accordance with this policy could be held liable for damages or repairs resulting from negligence.

13 Computer, Internet, and E-Mail Usage

Fairfield provides computer equipment, software, and email systems to employees for business purposes only. These resources are the property of the Town and must always be treated with care and respect.

13.1 General Guidelines

Business Use Only: Computers, e-mail systems, software, and internet access are provided to employees to perform their job duties. Personal use of these resources should be minimal, limited to breaks, and not interfere with work responsibilities and productivity. Employees must not use their Town-provided computer or email for personal gain, non-work-related activities, or access files or communications without proper authorization.

No Expectation of Privacy: Employees should have no expectation of personal privacy rights with respect to any matter or communication sent, received, viewed, or stored on Fairfield's computer and email systems, regardless of whether it is related to work or personal matters. Fairfield reserves the right to access, monitor, and review all communications, including

emails, internet activity, files, and other data created or stored on Town systems to ensure compliance with this or any other Town policy.

Monitoring: Fairfield may, at its discretion, monitor all use of computer systems, email, and internet services to ensure proper usage, maintain productivity, and comply with applicable laws and regulations.

13.2 Prohibited Activities

The following activities are strictly prohibited on Town-provided computer systems, email accounts, and internet services:

Harassment and Offensive Content:

- Displaying, transmitting, or distributing content that is sexually explicit, offensive, hostile, intimidating, or discriminatory based on race, color, religion, sex, sexual orientation, disability, national origin, or any other protected class.
- Engaging in cyberbullying, threats, or harassment through email, messaging platforms, or other digital means.

Illegal or Unauthorized Software Use:

- Installing unauthorized or unlicensed software on Town computers.
- Copying, reproducing, or distributing software or its documentation in violation of copyright laws or licensing agreements.

Personal Use of Resources:

- Excessive personal use of computers, email, or internet for activities such as social media, browsing, online shopping, video streaming, gaming, or any other non-work-related research.
- Using Town-provided resources to access inappropriate or non-work-related content, including but not limited to gambling sites, illegal streaming services, or explicit material.

13.3 Internet Usage

Business Use Only:

- Internet services are provided to facilitate Town operations. Personal browsing or use of social media should be minimal, limited to designated break periods, and in compliance with workplace policies.
- Employees must not use internet services to engage in unauthorized commercial activities, political campaigning, or other non-work-related endeavors.

Monitoring of Internet Activity:

- Internet usage is subject to monitoring. Fairfield has the option to track and review online activities, including websites visited and content accessed. Employees are advised to use internet resources responsibly and only for work-related purposes.

Workstation Security:

- Employees are responsible for securing their workstations and accounts to prevent unauthorized access. This includes:
 - Logging out, locking, or shutting down computers when leaving them unattended.
 - Using strong, unique passwords and keeping them confidential.
 - Reporting suspected security breaches or unauthorized access immediately.

13.4 Reporting Violations

Employees are encouraged to promptly report any violations of this policy to the Mayor. This includes misuse of Town computer equipment, software, email systems, or internet services. Reports will be taken seriously, investigated thoroughly, and appropriate action will be taken to address the issue.

13.5 Disciplinary Action

Violations of this policy may result in disciplinary action, up to and including termination of employment. Depending on the severity of the violation, disciplinary actions may include:

- Verbal or written warnings.
- Suspension or temporary revocation of access to computer and internet resources.
- Permanent loss of access privileges or termination of employment.

13.6 E-mail and Texting Etiquette Guidelines

Effective communication is key in maintaining a professional and respectful workplace. E-mail and texting are valuable tools but should be used thoughtfully and with care. The following guidelines are designed to help employees communicate clearly, respectfully, and professionally in all written electronic correspondence:

- **Be Mindful of Tone:** When writing emails or texts, always be mindful of the tone of your message. Written words can sometimes come across as more direct or abrupt than intended. Aim to use polite and professional language. Whenever possible, write in complete sentences to enhance clarity and avoid misunderstandings. Before sending, read your message out loud to ensure it conveys the appropriate tone and doesn't sound too harsh.
- **Avoid Overuse of Formatting:** To ensure your message is clear and professional, avoid relying on all caps, excessive bolding, large font sizes, colors, or excessive punctuation. These can make the message harder to read and appear unprofessional. Stick to simple, clear language and formatting that is easy to follow.
- **Use Polite Language:** Always use courteous language such as "please" and "thank you." Even in brief messages, kindness and respect go a long way to maintaining good communication.
- **Handle Scheduling Changes Appropriately:** Avoid changing meeting times or locations via text, especially in a professional context. If a change must occur, it's best to send a formal email or speak directly to the individuals involved to confirm the details.
- **Double-Check Voice-to-Text Messages;** When using the voice-to-text feature, carefully review the text before sending. Sometimes technology may misinterpret

words, leading to embarrassing or unclear messages. Always verify that the message matches what you intended to say before hitting the send button.

- **Do Not E-mail or Text While Driving:** For your safety and the safety of others, do not text or send e-mails while driving. Use hands-free technology or pull over to a safe location if necessary to send or read messages.
- **Adhere to Company Policies:** All e-mail and text communication must comply with Fairfield's anti-harassment and workplace violence policies. Do not send, forward, or share inappropriate, offensive, or discriminatory content through e-mail or text messages. Harassing or bullying behavior via digital communication is strictly prohibited and subject to disciplinary action.
- **Respect Privacy:** Be conscious of the privacy of the people you're communicating with. Avoid sending sensitive or personal information over text or email unless it is necessary, and always use secure platforms for confidential matters.
- **Use Professional Signoffs:** For work-related emails, always include a professional sign-off, such as "Best regards," or "Sincerely," followed by your name and title. This maintains a formal and respectful tone in all communications.
- **Avoid Excessive Messaging:** Limit your texting and e-mail communications to necessary work-related matters. If a conversation requires back-and-forth exchanges, consider scheduling a meeting or call rather than continuing text or email.

14 Social Media Policy

Fairfield recognizes the value of a designated and qualified representative utilizing social media on behalf of the Town for reinforced brand recognition, promoting transparency, engaging constituents and employees in conversation, and delivering a wide variety of information to the public. The Town intends to leverage the reach of social media to communicate and deliver messages directly to its residents and to encourage involvement, interaction, and feedback.

The following policy has been created to provide standards and guidelines for staff involved in the use of social media for municipal purposes, as well as an employee's personal use of such platforms. The term "social media" may refer to numerous websites, apps, and online tools including, but not limited to: Facebook, YouTube, Nextdoor, Twitter, Snapchat, and LinkedIn.

14.1 Purpose

This policy will establish guidelines for the use of Town sanctioned social media by Town (full-time, part-time, temporary, or seasonal) employees as well as elected officials and appointed officials, who use social media and social networking to interact with residents on behalf of Fairfield.

To deliver clear, concise, and consistent messages on behalf of the Town, this policy provides guidance on its management, administration, and oversight.

14.2 Strategy

The Town's social media forums provide an interactive means of sharing information that relates to the Town and engage in ongoing conversation that is relevant. Social media can be especially effective in communicating information in crisis situations when the timeliness of information is crucial.

While social media provides an effective forum for building relationships and conveying time-sensitive information in a concise and efficient manner, it does not serve as the Town's primary means of communication with residents, businesses, and others. Fairfield utilizes other well-established means (e.g. official website, public meetings, email notifications) to effectively share information with a variety of audiences.

14.3 Definitions

- **Social Media Sites:** Third party websites, apps, or online tools which allow for the creation of content and dialogue around a posted item. Examples include, but are not limited to – Facebook, YouTube, Nextdoor, Twitter, Snapchat, and LinkedIn.
- **Town Social Media Sites:** Those pages or posting locations that are established or maintained by an employee or representative of Fairfield who is authorized to do so as part of the employee's or representative's assigned duties and using an authorized account established with a Town email address.
- **Post:** Content an individual or organization shares on a social media site or the act of publishing content on a site.
- **Public Information:** Information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by an individual officer or employee of a governmental body in their official capacity and the information pertains to official business of the Town.
- **Moderator:** A person who is responsible for posting or uploading on a social media platform. This person also monitors posts to decide whether comments require a response, engages with the community, investigates issues, provides customer support, and/or responds to inquiries.
- **Social Media Content:** Informational text, weblink, video, graphics, or photographs posted to a social media site.
- **Utah's Government Records Access and Management Act (GRAMA):** State law provides requirements and parameters for access to governmental information in the interest of transparency.
- **Temporary Custodian:** An employee or official who has possession of public information that has not been provided to the designated or qualified representative as the officer of public information. This information is usually contained on a personal device (e.g. cell phone, laptop) or in a personal account (e.g. email or social media).

14.4 Public Records

Emails, text messages, private messages, posts, and comments located on Fairfield social media sites are considered public information subject to GRAMA. Information contained on a temporary custodian's non-Town social media sites may be considered public information subject to the act.

GRAMA and rules governing litigation may apply to social media content and therefore content must be able to be managed, stored, and retrieved to comply with these laws. Users who generate or post content for Town authorized accounts must ensure that necessary records are retained and archived by working with the Town Recorder's office.

Fairfield social media sites should indicate in the profile section that *"Any articles and other content posted or submitted for posting are subject to public disclosure."*

14.5 Responsibilities

It is the responsibility of the Mayor (or a designated and qualified representative) to act as the Town's official spokesperson. The Mayor may designate a qualified representative to be responsible for the maintenance of the Town's official web presence via social media/networking and the internet.

Fairfield's leadership is responsible for:

- Ensuring employees are aware of, understand, and comply with this policy.
- Relaying information for posting to Town social media to the designated and qualified social media representative.
- Ensuring all departmental contributors to the Town's social media adhere to this policy.

14.6 Authorization

Fairfield will utilize a central account with the desired social media networks. Individual employees will utilize the central account at the direction of the Mayor (or a designated and qualified representative) to convey desired information. Benefits of one central account include:

- A unified, branded message for the organization.
- Combined and greater number of followers.
- Ease of use for the audience.
- Increased information being communicated.
- Increased efficiency of internal communications.

Authorization for a department to establish a separate social media site shall rest with the Mayor (or designated and qualified representative).

- The request must state the necessity of separate accounts.

After the approval of a social media site by the Mayor (or designated and qualified representative), the following information must be shared with the Mayor.

- All login or password information (unless an administrator role can be set up).
- Updated login credentials (in the event they are changed).
- The names of all employees who are authorized to maintain or post on the social media site.

The Mayor (or designated and qualified representative) may disable a Town social media site and prohibit posting of any site at any time for the following reasons including, but not limited to:

- Violation of this policy.
- Unprofessional use of this resource.
- Lack of use or disinterest by the public.
- Failure to maintain the site.
- In the interest of efficiency or operational necessity.

14.7 Brand Management

The official Fairfield Town logo and a general office contact email should be displayed somewhere in the main profile to establish authenticity and brand awareness. Where possible, sites should link back to the official Town website for forms, documents, and other information. Fairfield prohibits the use of its logo by unauthorized accounts, including private accounts operated by employees, elected or appointed officials, or other third parties.

14.8 Following Other Social Media Sites

At the discretion of the Mayor, Town sites may follow (become a fan, friend, etc.) other social media sites that are in some way associated with Fairfield Town (e.g. local businesses, sponsors, or neighborhood groups), or have relevance and/or benefit to the community.

Additionally, official Town social media sites shall have the following disclaimer:

- *Following, likes, retweets, shares, etc. are not official “endorsements” by Fairfield Town.*

14.9 Posting on Town Social Media on Behalf of Fairfield Town

Use of social media sites must provide worthwhile information that assists the community at large in information dissemination that informs, solves problems, promotes activities or events, improves services, processes and policies, or builds a sense of community. Frivolous information shall not be posted. If there is uncertainty about something to be published, do not publish unless approved by the Mayor (or designated and qualified representative).

When possible, moderators shall use word-processing software with spell check capability before posting. Messages should be clear, complete, and concise and follow the subsequent guidelines:

- Use correct grammar and spelling
- Avoid jargon.
- Information should be factual and accurate.

Social media content must not:

- Conduct political activities.
- Consist of financial, confidential, sensitive, or proprietary information about the Town, employees, or applicants.
- Include obscenities, slurs, or personal attacks that can damage the reputation of the Town, employees, or applicants.
- Violate another person's privacy, intellectual property laws, or attorney-client privilege or disclose other confidential information.

Private and non-profit business posts may only be placed or shared on the Town's social media for the following reasons:

- A private and non-profit business has sponsored a Town event or program.
- A business has just opened in the Town.
- For informational purposes when the Town is causing hardship to the business due to construction or maintenance.

Moderators are reminded that postings are widely accessible and retained for a long period of time. All content should be carefully considered. Engaging in conduct prohibited by other Town policies will not be tolerated and will result in disciplinary action and/or termination.

14.10 Personal Use of Social Media

Excessive personal use of Town computers for social media is prohibited. Confidential, proprietary, and unreleased Town information should not be included in an employee's private social media activity. Employees who post private and personal information gathered through the employees' professional activities, distribute private information by email, or through text messaging may be subject to discipline under the Town's policies and procedures.

An employee's public image in social media, if associated with the Town, should meet the standards in the Fairfield's Policy Manual.

For employees with personal social media profiles and blogs:

- If an employee can easily be identified with or identifies themselves as a Town employee on their blog or other social media profile, they should make it clear that the views expressed do not necessarily reflect the Town's views. To help reduce the potential for confusion, the following notice — or something similar — may be included on employee's sites and/or pages: "The views expressed here are mine alone and do not necessarily reflect the views of my employer."
- Additionally, employees should not associate their private accounts with their Town email address. Nor should they use the Town logo.

- Employees are encouraged to be respectful to the organization, fellow employees, residents, and other agencies.
- Employees are encouraged to only post truthful and accurate statements when referencing the Town, co-workers, residents, and/or vendors.
- Employees not acting in their official capacity shall not represent or give the impression they are acting in their official capacity and should not imply they are a spokesperson for the Town.
- Monitoring personal social media, including microblogging, text messaging, or instant messaging accounts should not interfere with an employee's work for the Town and could lead to disciplinary action.

Employees should be aware that information posted to their personal social media sites pertaining to official Town business may be considered public information subject to GRAMA. In doing so, the employee may become a temporary custodian of the Town's public information. GRAMA makes the temporary custodian responsible for either turning over the public information to the Town Recorder, forwarding the public information to an official Town account (i.e. email), and/or preserving the public information for the duration of the retention period. Please contact the Town Recorder for more information on the applicable retention schedule. Employees should respond to a request for public information from the Town Recorder (or designated and qualified representative) within three business days.

14.11 Elected and Appointed Official – Personal Social Media Sites

Elected and appointed officials may maintain personal social media sites but should be aware that information posted to their personal social media sites that pertains to official Town business may be considered public information subject to GRAMA. In doing so, the elected or appointed official may become a temporary custodian of the Town's public information. GRAMA makes the temporary custodian responsible for either turning over the public information to the Town Recorder, forwarding the public information to an official Town account (i.e. email), and/or preserving the public information for the duration of the retention period. Please contact the Town Recorder for more information on the applicable retention schedule. Elected and appointed officials should respond to a request for public information from the Town Recorder (or designated and qualified representative) within three business days.

Questions regarding the application of GRAMA to content posted, created, or shared via an elected or appointed officials' personal social media site should be directed to the Town Recorder (or designated and qualified representative).

15 Use of Company Telephones

To ensure accessibility and maintain professionalism in communications with the Town, employees are expected to follow these guidelines regarding the use of company telephones.

Limit Personal Use: Employees should restrict personal calls to essential communications and avoid making personal calls during peak business hours unless absolutely necessary.

Discretion and Professionalism: Employees are encouraged to conduct any necessary personal calls discreetly and remember that phone calls may be monitored or overheard. Professional language and behavior should always be maintained.

Emergency Situations: In the event of an emergency, employees may use company telephones to communicate urgent matters, but they should inform their supervisor as soon as possible.

Long-Distance Calls: Employees must obtain prior approval from management before making long-distance or international calls. Unapproved charges may be deducted from the employee's paycheck.

Voicemail and Messages: Employees should regularly check their voicemail and promptly return calls to ensure effective communication.

Reporting Issues: If employees experience technical issues with their phone or believe someone is misusing phone privileges, they should report this to the Mayor, designated representative, or their supervisor immediately.

This policy is intended to promote a productive work environment and maintain the integrity of the Town's communication systems. Violations of these guidelines may result in disciplinary action.

16 Cell Phone Usage

The safety of employees and the integrity of Town operations are of utmost importance. Therefore, the resulting guidelines regarding the use of cellular phones and other electronic devices shall be adhered to. Following these guidelines will help foster a safe and efficient work environment for everyone. Violations of this policy may lead to disciplinary action.

Safety First: Cellular phones and other electronic devices must not be used in situations where such use could distract the employee or create a dangerous situation. This includes, but is not limited to, operating machinery, driving, or engaging in activities that require full attention.

Job Performance: Employees are expected to ensure that their use of cellular phones or other electronic devices does not interfere with the safe performance of their job tasks. This includes maintaining a focus on work responsibilities without unnecessary distractions.

Driving Policy: Employees should avoid the use of cellular phones while operating a vehicle, including during work-related travel or while driving company vehicles. This applies to texting, calling, or browsing on a mobile device. Hands-free devices may be used in accordance with applicable laws, but it is still recommended that employees minimize distractions while driving.

Personal Calls and Messaging: Employees should limit personal calls and messaging during work hours to essential communications. If a personal call is necessary, employees should find a safe and private space to conduct the conversation. Employees should make their best efforts to conduct personal calls and messages during rest breaks.

Emergency Situations: In the event of an emergency, employees may use their devices to address urgent matters but should prioritize safety and seek to minimize distraction from their work tasks.

Reporting Unsafe Situations: If an employee observes unsafe practices related to cell phone use by colleagues, they are encouraged to report these observations to the Mayor, designated representative, or their supervisor.

17 Expense Reimbursement

Fairfield has established the following general guidelines for the reimbursement of business expenses to promote consistency, accountability, and compliance with Internal Revenue Service (IRS) regulations. These guidelines serve as a framework and do not replace individual judgment and analysis in unique situations.

17.1 General Guidelines

Use of Personal Funds: Unless a Town credit card has been issued, employees are required to use their personal credit cards for business-related expenses and then submit an expense reimbursement form.

Timely Reports: Expense reports must be submitted within two weeks of the incurred expense to ensure timely processing.

Approval Process: All expense reports must have all necessary approvals before submission. Reports lacking required approvals will not be processed.

Review and Compliance: Expense reports will be reviewed by the Mayor or designated personnel for adherence to these guidelines and IRS requirements. The Town reserves the right to deny reimbursement for expenses deemed inappropriate, personal, lavish, extravagant, or not submitted in a timely fashion, as well as those lacking in sufficient documentation.

17.2 Documentation Requirements

Original Receipts: All reimbursable expenses must be supported by original receipts. The employee submitting the expense does so by signing the expense reimbursement form.

Organized Submission: Documentation should be organized and affixed to standard 8.5 x 11-inch sheets of paper. Each receipt should include a clear explanation of the expense, maintaining an orderly presentation.

Clear Trail: In all cases, there must be a clear connection between the receipts and the amounts claimed on the expense reimbursement form, ensuring transparency.

17.3 Valid Business Purpose

All reimbursable expenses must clearly demonstrate that they are:

- Ordinary and Necessary: Expenses must be common and accepted in the industry or office.
- Reasonable in Amount: Costs should reflect a prudent decision in accordance with the Town's values.

- Incurred for a Valid Business Purpose: A detailed explanation of the business purpose must be included for each expense submitted for reimbursement.

17.4 Reimbursable Expenses

17.4.1 Meals

Fairfield provides reimbursement for meals under specific circumstances as part of its commitment to supporting employees during necessary business activities. Employees are expected to exercise discretion and maintain reasonable costs when incurring expenses for meals.

Travel for Overnight Business Purposes: Meals purchased during overnight travel for business purposes may be reimbursed. Employees should exercise good judgment and select moderately priced meals, avoiding excessively expensive restaurants wherever possible.

Business Meetings with External Parties: Meals consumed during business meetings with external parties, such as clients, vendors, or business partners, may be reimbursed when there is a valid business purpose.

Town-Sponsored Events: Meals provided during or in connection with Town-sponsored events, meetings, or training sessions may also be reimbursed if pre-approved.

Receipts and Documentation: A valid, itemized receipt for the meal must be submitted. Receipts should include the date, time, location, and total cost of the meal. The business purpose of the meal must be clearly documented. If the meal involves more than one person, the names, titles, and organizations of all attendees must be listed for verification.

Per Diem or Maximum Reimbursement Limits: Employees may be subject to per diem rate or maximum reimbursement limits for meals, as established by Fairfield. Expenses exceeding these limits may not be reimbursed unless prior approval is obtained.

Exclusions: Alcoholic beverages are not eligible for reimbursement under this policy. Gratuities exceeding 20% of the total bill will not be reimbursed unless justified by extenuating circumstances.

Approval: All meal reimbursements must be pre-approved by the Mayor or designee before the expense is incurred, whenever possible. Reimbursement claims must be submitted within 30 days of the expense, accompanied by the required documentation.

Non-Reimbursable Expenses: To maintain compliance with Town policies and avoid misuse, meals purchased for personal reasons unrelated to Town business, meals purchased without the required receipt or documentation, and meals purchased for non-employees (unless directly related to a business purpose), are not eligible for reimbursement.

17.4.2 Mileage Reimbursement

Fairfield reimburses employees for the use of personal vehicles when such use is required to conduct official Town business. This policy ensures fair compensation for travel-related expenses incurred on behalf of the Town while maintaining clear guidelines.

Reimbursable Travel: Mileage incurred for Town-mandated business travel, excluding normal commuting between an employee's home and their regular work location, is eligible for

reimbursement. Examples include attending offsite meetings, training sessions, or performing duties at other locations.

Non-Reimbursable Travel: Mileage for personal errands or detours unrelated to Town business is not reimbursable. Commutes from home to the office and back are not reimbursable, unless the travel qualifies as a non-commute business trip (e.g., traveling directly from home to an offsite meeting).

Reimbursement Rate: Mileage will be reimbursed at the current standard rate established by the IRS, which reflects the costs of gas, maintenance, insurance, and general wear and tear on the employee's vehicle. The Town will update the reimbursement rate annually or as the IRS guidelines change.

Documentation Requirements: To qualify for reimbursement, employees must submit a mileage reimbursement request that includes the purpose of the trip (including relevant details about the business conducted), the date, the starting and ending locations (along with any stops made for business purposes), and the mileage incurred. Employees should use mapping software and include a map in their reimbursement request. Reimbursement requests must be submitted within 30 days of the travel date. Late submissions may not be honored unless extenuating circumstances are documented and approved by the Mayor.

Employee Responsibilities: Employees are responsible for ensuring their vehicle is in safe operating condition and adequately insured while used for Town business. Employees must drive in compliance with all traffic laws and Town policies, including prohibitions on texting or using a phone while driving. Employees are expected to minimize travel expenses by combining trips, using Town-provided vehicles when available, or carpooling where practical.

17.4.3 Parking

Fairfield provides reimbursement for reasonable parking fees while conducting official Town business. This policy ensures employees are not personally burdened by necessary expenses related to business travel while maintaining clear guidelines.

Reimbursable Parking Expenses: Employees are eligible for reimbursement for parking at offsite meeting locations, conferences, training events, or other venues directly related to Town business. Parking fees incurred when an employee uses their personal vehicle for Town-authorized air travel, provided the duration and location are reasonable and pre-approved, are allowed.

Non-Reimbursable Parking Expenses: Employees are not eligible for reimbursement for any penalties, tickets, or fines incurred, whether for parking violations, traffic infractions, or similar offenses. Parking expenses incurred during personal errands, detours, or other non-business-related activities are not eligible for reimbursement.

Documentation: To receive reimbursement for parking fees, employees must submit an itemized receipt for the parking expense with a brief explanation of the business purpose for the trip, as well as the date, location, and total amount paid. Reimbursement requests must be submitted within 30 days of incurring the expense unless a late submission is pre-approved by the Mayor or designee.

17.4.4 Professional Societies, Licenses and Dues

Fairfield supports the professional growth and development of its employees by reimbursing fees for professional memberships, licenses, certifications, and dues when such costs are integral to an employee's role and benefit the Town.

Eligibility: All requests for reimbursement of professional society memberships, licenses, certifications, or dues must receive prior written approval from the Mayor or designee. The professional organization, license, or certification must be directly related to the employee's current job responsibilities or align with Town business needs.

Reimbursable Expenses: Examples of reimbursable expenses include (1) memberships in professional associations or societies that provide networking, resources, or continuing education beneficial to the employee's role, (2) licensing or certification fees required by law or deemed necessary for the performance of the employee's job, and (3) renewal fees for licenses or certifications essential to the employee's role.

Non-Reimbursable Expenses: Examples of non-reimbursable expenses include (1) memberships or dues for organizations that are not directly related to the employee's role or do not benefit the Town, (2) costs for personal development unrelated to the employee's current position or Town needs, and (3) penalties or late fees for overdue license or membership renewals.

Documentation: Employees must submit a receipt or invoice indicating the amount paid, the organization, and the purpose of the payment. Reimbursement requests must be submitted within 30 days of payment. Late submissions may require additional approval and may not be reimbursed without valid justification.

Approval: Reimbursement requests will be reviewed by the Mayor to ensure compliance with this policy. A brief explanation of how the membership, license, or certification supports the employee's role and benefits the Town is required for approval.

Employee Responsibilities: Employees are responsible for maintaining the active status of their licenses or certifications as required by their position. Employees must ensure that all membership, license, and certification renewals are completed on time to avoid penalties or interruptions in their ability to perform job duties.

17.5 Responsibility and Compliance

Employees are expected to comply with this policy and exercise reasonable judgement when incurring expenses to the Town. Improper and fraudulent claims may result in disciplinary action, up to and including termination of employment. Fairfield reserves the right to audit reimbursement claims for incomplete, inaccurate, or ineligible submissions.

18 Workplace Violence Prevention

Fairfield is committed to providing a safe, secure, and respectful work environment for all employees, customers, and visitors. Workplace violence is a serious issue that can disrupt

operations, jeopardize safety, and undermine morale. To address these concerns, the Town has adopted the following guidelines to prevent and respond to workplace violence.

18.1 Prohibited Conduct

The following behaviors are strictly prohibited and will not be tolerated:

- **Violence or Threats of Violence.** Physical acts of aggression, such as hitting, pushing, or physically harming another person. Verbal threats, whether direct or indirect, that suggest harm to others or Town property.
- **Intimidation or Harassment.** Actions or comments that create a hostile or intimidating environment. Stalking, bullying, or any form of coercion.

18.2 Reporting and Response Procedures

Reporting Incidents or Suspicious Activity. All employees are responsible for reporting any threats, acts of violence, suspicious individuals, or activities immediately to the Mayor or a designated Human Resources representative. In cases of immediate danger, employees should contact local law enforcement or emergency services before notifying Town personnel. Employees should not attempt to intervene or confront individuals exhibiting violent or threatening behavior.

Anonymous Reporting. Employees may report concerns anonymously if they are uncomfortable disclosing their identity. The Town will make every effort to protect the identity of the individual reporting the incident to the extent possible.

Investigation of Incidents. All reports of workplace violence, threats, or suspicious behavior will be promptly and thoroughly investigated. Fairfield may place employees on administrative leave, with or without pay, during the investigation to ensure the safety of others and the integrity of the investigation.

Disciplinary Action. Employees found to have engaged in acts of violence, threats, intimidation, or any behavior prohibited under this policy will be subject to immediate disciplinary action, up to and including termination of employment.

18.3 Preventative Measures

Training and Awareness. Fairfield will provide periodic training on workplace violence prevention, including identifying warning signs and de-escalating potentially volatile situations. Employees will receive information on how to report concerns and access available support resources.

Open Communication. Employees are encouraged to bring concerns, disputes, or conflicts to the attention of the Mayor or their supervisor before they escalate. The Town is committed to fostering a culture of open communication and will not retaliate against employees for raising concerns in good faith.

18.4 Employee Support

Employee Assistance Program (EAP). Employees experiencing stress, personal conflicts, or other challenges that could contribute to workplace tension are encouraged to utilize eligible assistance from the Town or other available resources.

Conflict Resolution. The Town offers options for mediation and other resources to assist employees in resolving disputes or misunderstandings amicably.

18.5 Zero-Tolerance Policy

Fairfield maintains a zero-tolerance policy for workplace violence. The safety and well-being of Town employees, customers, and visitors are of the utmost importance. By fostering a respectful and secure environment, Fairfield aims to prevent incidents of violence and promote a positive workplace culture. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

19 Company Keys and Security Codes

To support the safe and secure operation of Fairfield facilities, employees may be issued keys, access cards, or security codes depending on their job responsibilities. All employees are expected to adhere to the following guidelines regarding the use and management of these security tools.

19.1 Issuance of Keys and Security Codes

Authorization and Distribution. Keys, access cards, or security codes will be issued based on the employee's job duties and level of responsibility. Authorization for issuing keys or access codes must come from the Mayor or a designated representative.

Unauthorized Duplication or Sharing. The duplication of Town keys or sharing of access cards or security codes with unauthorized individuals is strictly prohibited. Employees must not lend their keys or access tools to others without express permission from the Mayor.

19.2 Responsibility for Keys and Security Codes

Safeguarding Access Tools. Employees are responsible for safeguarding all keys, access cards, and security codes issued to them. Lost or stolen keys, access cards, or compromised security codes must be reported to the Mayor immediately to prevent unauthorized access.

Access Restrictions. Employees are authorized to access only those areas necessary for performing their job duties. Using keys or access tools to enter unauthorized areas or for personal purposes is prohibited.

Replacement of Lost or Damaged Items. Employees may be responsible for the cost of replacing lost, stolen, or damaged keys or access cards, depending on the circumstances.

19.3 Return of Keys and Security Codes

Upon Termination or Role Change. All issued keys, access cards, and security codes must be returned to Fairfield on or before the employee's last working day. Employees transferring to a different role within the Town must return keys or codes no longer required for their new position.

Accountability. Failure to return keys or access tools upon termination may result in deductions from the employee's final paycheck, as allowed by law, or other appropriate actions.

19.4 Security Protocols

Periodic Audits. Fairfield reserves the right to conduct periodic audits of issued keys, access cards, and security codes to ensure proper usage and accountability.

Revocation of Access. The Town may revoke or deactivate keys, access cards, or security codes at any time if deemed necessary for security or operational reasons.

19.5 Confidentiality of Security Codes

Employees must keep all security codes confidential and avoid writing them down in accessible locations or sharing them with others. Any suspicion of a compromised code should be reported immediately to the Mayor for prompt resolution.

20 Smoking and Tobacco-Free Workplace

Fairfield is committed to providing a safe, healthy, and comfortable work environment for all employees, residents, and visitors. In alignment with this commitment and applicable Utah laws, the following smoking and tobacco-free workplace guidelines have been established.

20.1 Prohibited Activities

Smoking and Tobacco Use. Smoking, vaping, and the use of tobacco products, including but not limited to lighted tobacco, vaping devices, cigars, and pipes, are strictly prohibited:

- Inside all Town-owned or leased buildings.
- Within 25 feet of any building entrance, window, or ventilation intake.
- Inside any vehicle owned, leased, or operated by the Town.

Prohibition of Other Tobacco Products. The use of smokeless tobacco products (e.g. chewing tobacco, snuff) is also prohibited within Town buildings, vehicles, or any Town-managed premises.

20.2 Applicability

This policy applies equally to all employees, vendors, and visitors.

20.3 Employee Responsibilities

Compliance and Communication. Employees are responsible for adhering to this policy and ensuring that visitors are informed of and comply with the no-smoking policy. Employees should report any violations to their supervisor or the Mayor.

Designated Smoking Areas. Smoking and tobacco use are permitted only in designated areas, if such areas are identified and approved by Fairfield. These areas will be located at least 25 feet away from building entrances, windows, and air intakes, as required by Utah law.

20.4 Support for Smoking Cessation

Fairfield encourages employees to live a healthy, tobacco-free lifestyle and supports efforts to quit smoking or using tobacco products. Information about smoking cessation programs or resources is available through:

- The Utah Tobacco Quit Line (1-800-QUIT-NOW).
- Health insurance providers, which may offer smoking cessation support.
- Local health departments or other public health resources.

20.5 Enforcement and Disciplinary Action

Enforcement. Supervisors are responsible for ensuring compliance with this policy in their respective areas. Any violations of this policy should be addressed promptly and reported to the Mayor if necessary.

Disciplinary Action. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment, consistent with Fairfield's disciplinary procedures. Visitors who fail to comply may be asked to leave the premises.

21 Drug and Alcohol-Free Workplace Policy

21.1 Purpose

Fairfield is committed to maintaining a safe, healthy, and productive workplace. Substance abuse poses a significant risk to workplace safety, employee health, and overall performance. This policy reflects the Town's commitment to fostering a drug-free environment, ensuring employee well-being, and meeting the expectations of residents and stakeholders.

The Town's goal is to balance respect for individual rights, with the need to ensure a safe, secure, and substance-free environment. This Policy aims to detect and address substance abuse in the workplace, encouraging employees to seek assistance for substance abuse problems when needed while promoting a productive and supportive environment.

The purpose of this policy is to clearly communicate the Town's stance on alcohol and drug use in the workplace. It outlines expectations, procedures, and resources while reinforcing that these guidelines do not alter any existing contracts, whether written or verbal, between the

Town, and employees, contractors, or job applicants. Furthermore, this policy does not change the "at will" employment status of employees.

21.2 Definitions

- **Actual Knowledge:** Direct knowledge that an employee has used alcohol or controlled substances, based on the Town's direct observation or the employee's admission of use. This excludes cases where an employee has voluntarily reported their violation of drug or alcohol prohibitions and sought assistance from a counselor. Direct observation refers specifically to witnessing alcohol or controlled substance use and does not include observing behavior or physical characteristics that warrant reasonable suspicion testing.
- **Adulterated:** A specimen containing a substance not expected to be present in human urine, or containing a substance at a concentration so high it is inconsistent with human urine.
- **Alcohol:** The intoxicating agent found in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.
- **Alcohol Use:** The consumption of any beverage, liquid, mixture, or preparation containing alcohol, including medications.
- **Alcohol Testing:** Testing conducted by a certified breath-alcohol technician using a Department of Transportation (DOT)-approved breath testing device or initial screening device. If breath alcohol testing is unavailable, the Town may request the use of blood and urine testing.
- **Controlled Substance or Drug:** Any prescribed drug or controlled substance listed under 21 U.S.C. 802, including all substances on Schedules I through V., as revised from time to time (21 CFR 1308).
- **Drug Testing or Drug Test:** The scientific analysis of human specimens to detect the presence of drugs or their metabolites.
- **Employee:** Any individual or officer employed by the Town and compensated for their service.
- **On Duty:** All working hours, including meal or break periods, whether on or off Town premises, and any time an employee represents the Town, including when operating Town equipment or vehicles.
- **Positive Alcohol Test:** A violation of this Policy occurs if any level of alcohol is detected in an employee's system.
- **Positive Drug Test:** A test result where drug levels on tests meet or exceed levels recognized as positive by the U.S. Department of Health and Human Services' Mandatory Guidelines for Federal Workplace Drug Testing Programs, or the laboratory's standard cutoff levels, and the MRO verifies the test result as positive.
- **Prospective Employee:** Any individual who has submitted a written or oral application for employment with the Town.

- Reasonable Suspicion Testing: Drug or alcohol testing based on specific, documented facts and observations, along with reasonable inferences drawn from those facts, indicating an employee may be in violation of this policy.
- Sample or Specimen: Typically refers to a sample of urine or breath. The Town reserves the right to use blood, oral fluid, or hair for drug or alcohol testing.
- Substituted: A specimen with creatinine and specific gravity values so diminished or divergent that is inconsistent with human urine.
- Use: Includes the illegal consumption, sale, purchase, manufacture, distribution, possession, or reporting to work under the influence of drugs or alcohol. The term also includes the presence of drugs or alcohol in the body, whether as a metabolite or active substance, the use of prescription drugs without a valid prescription, or failure to use prescription drugs as directed by the authorizing health care provider.

21.3 Scope

This Policy applies to all employees. The term "employee" includes contracted staff. As a condition of employment, all employees are required to comply with the provisions of this policy.

The Mayor serves as the Designated Employer Representative (DER) responsible for overseeing the implementation and maintenance of this policy. The DER is also the point of contact for any questions regarding its provisions. Additionally, the DER is authorized to receive drug test results, take immediate action to remove employees from duties when necessary, and make critical decisions throughout the testing and evaluation process.

21.4 Prohibited Activities

To ensure a safe and productive workplace, the Town strictly prohibits the following activities during working hours by all employees and enforces a zero-tolerance policy for the illegal use of controlled substances at any time:

- Working Under the Influence. Employees are prohibited from working with the presence of alcohol or controlled substances in their system, including drug metabolites, as determined by testing, unless the substance is legally prescribed and used as directed.
- Illegal Substances. Employees may not sell, use, purchase, manufacture, or possess illegal controlled substances or drug paraphernalia while conducting Town business, or on Town property.
- Prescription Medications. For an employee to sell, use, purchase, manufacture, possess controlled substances, including prescription medications, on Town time, business, or property unless the prescription is legally prescribed to them and used as directed.
- Operating Vehicles or Machinery. Employees may not operate vehicles or machinery while under the influence of drugs, including prescription or over the counter medications, that impair their ability to do so safely and effectively.

- **Alcohol Use.** Employees are prohibited from consuming alcohol while on Town time or business or reporting to work under the influence of alcohol. A positive alcohol level is considered a policy violation.
- **Pre-Work Alcohol Consumption.** Employees may not consume alcohol within four hours of a scheduled work period, including on-call assignments.
- **Refusing Drug or Alcohol Testing.** Refusing to submit a specimen for drug or alcohol testing is a violation of this policy.
- **Positive Drug Test.** A verified positive drug test is a policy violation.
- **Tampering with Samples.** Employees are prohibited from tampering with, substituting, or adulterating specimens collected testing. Samples reported as substituted or adulterated will be considered a "refusal to test" or a refusal to submit a valid sample.
- **Obstructing Testing Procedures.** Employees must fully cooperate with all specimen collection and testing procedures.

21.5 Actions Required of Employees

Seeking Help for Substance Abuse. Employees who suspect they have a substance abuse problem are strongly encouraged and expected to seek assistance from a qualified counselor for evaluation and treatment. Employees who voluntarily seek assistance or enter a rehabilitation program prior to being subject to testing will not face disciplinary action for violating this policy, provided they participate satisfactorily in the program. Before returning to work, the employee must obtain a work release from their counselor or treatment provider. The cost of any treatment or counseling is the employee's responsibility unless otherwise stated by the Town.

Legal Investigations and Convictions. Any employee subject to investigation or convicted of controlled substance or alcohol-related activity may face dismissal from employment. Employees must report any conviction related to illegal drug use or alcohol misuse to the Town within 5 days. Failure to do so may result in disciplinary action, including immediate termination of employment.

Reporting Medication Use. Employees must notify the Mayor if they are taking prescription or over-the-counter medications that may impair their ability to safely and effectively perform their duties. Employees should carefully read medication warning labels and report the use of any medication with impairment risks. Depending on the circumstances, the use of certain medications may require reassignment or a temporary unpaid leave of absence. Employees must adhere to the prescribed dosage and follow any usage instructions or warnings on the medication label.

21.6 Disciplinary Action

Employees who sell, use, distribute, or dispense drugs or alcohol while on Town time will face disciplinary actions, up to and including termination. Any employee who tests positive for drugs or alcohol, or who adulterates, tampers with, or substitutes a specimen, will face disciplinary actions, up to and including termination.

Employees required to undergo a drug or alcohol test, whether due to reasonable suspicion or as outlined in this policy, may be placed on leave while awaiting test results. If the test result is negative, any leave taken will be compensated, and the employee will receive back pay as applicable.

Employees injured on the job who have a positive post-accident drug or alcohol test, or whose test is adulterated, substituted, or refused, may lose some or all workers' compensation benefits, as permitted under Utah State law.

21.7 Drug Testing Circumstances

Post-Accident Testing. The Town may require drug and/or alcohol testing of any employee involved in an on-the-job accident or injury. Testing may also be required for individuals whose actions or inaction could reasonably have contributed to the cause of the accident. Employees involved in motor vehicle accidents in Town vehicles, even during off-duty hours, may also be subject to testing.

Reasonable Suspicion Testing. Drug and/or alcohol testing will be conducted when the Mayor has a reasonable belief that an employee may be using a controlled substance, using alcohol while at work or reporting to work under the influence of alcohol or a controlled substance, illegally using prescription drugs, or violating any other Town policy related to drug or alcohol use. Testing will be required when there is evidence of any of the following:

- Observable phenomena, such as actual use, possession, or odors of alcohol or drugs.
- Abnormal behavior or physical characteristics indicative of impairment.
- Involvement in a drug-related investigation, arrest, conviction, or investigation of theft.

21.8 Contesting a Drug Test Result

If an employee or applicant believes a test result is incorrect, they have 72 hours from when first notified of the test result to request a re-analysis of the original specimen. The cost of re-analysis will be the responsibility of the employee or applicant.

If the re-analysis yields a "negative" result:

- The employee or prospective employee will be allowed to return to work immediately.
- They will be compensated for any lost time.
- They will be reimbursed for the cost of the re-analysis.

Re-testing will be conducted on the original specimen only and must be performed by a certified laboratory.

An employee with a non-negative test result has the right to request, in writing, a copy of the laboratory report from the Town.

21.9 Specimen Collection Procedures

All specimens will be collected in conformity with Town policy and in compliance with the requirements of Title 34, Chapter 38 of the Utah Code Annotated.

Urine and breath alcohol samples will be collected by individuals trained in DOT collection and testing procedures, as well as any additional specific laboratory collection procedures not covered by DOT standards.

All drug and alcohol tests, as well as sample collection procedures, shall be performed under reasonable and sanitary conditions, ensuring respect for the privacy of the individual being tested. Additionally, these procedures will be designed to prevent tampering or misidentification of samples.

If the Town or the collector has reasonable cause to believe that a sample has been tampered with, a new sample will be immediately recollected. In cases deemed necessary, direct observation collection of urine specimens may be required.

21.10 Testing Methods

All specimen testing will be conducted in accordance with Town policy and in compliance with the requirements outlined in Title 34, Chapter 38 of the Utah Code Annotated.

21.11 Diluted Specimen Procedures

If a specimen is reported by the laboratory as "dilute," the employee/applicant may be required to provide a second specimen. The result of the second specimen will be considered the final result.

21.12 Confidentiality

All drug and alcohol test results will remain confidential, in accordance with applicable laws. The Designated Employer Representative (DER) will determine which individuals within the Town have a legitimate need to know the test results.

Tests and other records will be stored securely to prevent unauthorized access to confidential and/or medical information.

22 Military Leave

Fairfield is committed to supporting employees who serve in the United States uniformed services. Military leave will be granted to employees in compliance with the Uniformed Services Employment and Reemployment Right Act (USERRA) and any other applicable federal and Utah state laws.

22.1 Eligibility for Military Leave

A military leave of absence will be granted to employees who are absent from work due to service in the uniformed services including:

- Active duty.
- Active duty for training.
- Initial active duty training.
- Inactive duty training.
- Full-time National Guard duty.
- Absences for fitness examinations required for such service.
- Any other categories of service protected under USERRA.

Employees must provide advance notice of their military service obligations to their supervisor or the Mayor's office unless giving such notice is impossible, unreasonable, or prevented by military necessity.

22.2 Compensation During Military Leave

Military leave is unpaid.

22.3 Reemployment Rights

Upon completion of military service, employees have the right to be reemployed in their previous position or a comparable position, provided they meet the following conditions:

- The employee must notify the Town of their intent to return to work within the timeframes specified by USERRA.
 - o 1 to 30 days of service. Report back to work by the start of the next regularly scheduled workday after an 8-hour rest period.
 - o 31 to 180 days of service. Provide notice of intent to return within 14 days of completion of service.
 - o 181+ days of service. Provide notice of intent to return within 90 days of completion of service.
- The cumulative length of absence for military service must not exceed five years, except for certain exempted categories under USERRA.
- The employee must have been discharged or released under honorable conditions.

22.4 Anti-Discrimination and Retaliation Protections

Fairfield strictly prohibits discrimination or retaliation against employees or applicants based on their military service obligations. This includes hiring, promotion, re-employment, and benefits decisions.

22.5 Additional Information

For questions or additional information about military leave, employees should contact the Town Offices to speak with the Mayor or a designated Human Resources representative.

23 Human Dignity and Harassment Policy

Fairfield is committed to maintaining a work environment where all employees are treated with dignity and respect. Discrimination, harassment, and any behavior that creates a hostile work environment are strictly prohibited. This includes conduct based on race, color, national origin, religion, sex (including pregnancy, sexual orientation, or gender identity), age, disability, genetic information, or any other characteristic protected under federal or Utah state law.

23.1 Prohibited Conduct

Harassment is defined as unwelcome conduct that is based on a protected characteristic and either:

- Creates an intimidating, hostile, or offensive work environment.
- Unreasonably interferes with an individual's work performance.

Harassment can take many forms, including verbal, physical, or visual conduct. Examples include, but are not limited to:

- Derogatory comments, slurs, or jokes based on a protected characteristic.
- Displaying or circulating offensive materials such as pictures, memes, or videos.
- Physical intimidation, assault, or unwelcome touching.
- Making employment decisions based on protected characteristics.

23.2 Sexual Harassment

Sexual harassment includes any unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the conduct is used as the basis for employment decisions.
- The conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include:

- Any unwanted sexual advances or propositions.
- Offering employment benefits in exchange for sexual favors.
- Retaliation for rejecting sexual advances.

- Displaying sexually explicit materials or making sexual gestures.
- Verbal harassment, including derogatory comments, jokes, sexually degrading language, or suggestive or obscene letters, notes, or invitations.
- Physical harassment that includes unwelcome touching, assaulting, or blocking someone's path or movements.

23.3 Reporting Harassment

Fairfield encourages employees to report any instances of harassment immediately to ensure a prompt response. Reports can be made to:

- The Mayor.
- If the Mayor is unavailable or the employee believes it would be inappropriate to contact them, a Town Councilor.

Employees can raise concerns without fear of reprisal or retaliation. Retaliation against anyone who reports harassment, participates in an investigation, or opposes discriminatory practices is strictly prohibited.

23.4 Optional Self-Help Approach

Self-help is often overlooked as a solution. While not required, employees may consider addressing minor incidents through self-help by:

- Informing the offender that their behavior is unwelcome and asking them to stop.
- If the behavior does not stop, or if the employee is uncomfortable addressing the offender, they should immediately report the matter.

23.5 Investigation Process

Fairfield will promptly, thoroughly, and discreetly investigate all reports of harassment or discrimination. Investigations will protect confidentiality to the extent possible. Examinations will include interviews with the complainant, witnesses, and the alleged harasser, as needed. Upon completion, investigation will conclude with a determination and appropriate corrective action, if necessary.

23.6 Corrective Action

Employees found to have engaged in sexual or unlawful harassment, discrimination, or retaliation will face disciplinary action, up to and including termination of employment. This includes incidents occurring on or off Town premises that impact the workplace.

23.7 Training and Prevention

Fairfield is committed to preventing harassment by providing regular training on discrimination, harassment, and retaliation to all employees and supervisors. The Town also promotes awareness of this policy and the resources available to employees. For questions about

this policy or to report concerns, employees are encouraged to contact the Mayor or the Town's designated Human Resources representative.

24 Attendance and Punctuality

Fairfield values the contributions of its employees and is committed to maintaining a safe, productive, and efficient work environment. Regular attendance and punctuality are essential to the smooth functioning of Town operations. Excessive absenteeism and tardiness place an undue burden on co-workers and disrupts Town services.

24.1 Reporting Absences and Tardiness

Notifying the Mayor of Office. If an employee is unable to report to work or anticipates being late, the employee must contact the Mayor as soon as possible, preferably before the start of their shift. If the employee is unable to reach the Mayor, they must promptly notify the Town offices.

Extended Absences. If an employee is absent more than one day, they must notify the Mayor each day unless other arrangements are made. For absences due to illness or injury lasting three or more consecutive workdays, an employee must submit a doctor's certification detailing the nature of the illness or injury and the employee's ability to return to work.

Leaving During the Workday. If an employee becomes ill or needs to leave the workplace due to an emergency after reporting to work, they must notify the Mayor or the Town offices before leaving the premises.

24.2 No-Call, No Show

If an employee is absent from work for three consecutive scheduled workdays without notifying the Mayor or Town offices, Fairfield will consider this as a voluntarily resignation.

24.3 Reasonable Accommodation for Medical, Disability, and Family Needs

Fairfield complies with the federal Family and Medical Leave Act (FMLA) and any applicable Utah state laws, which provide leave for eligible employees under qualifying circumstances. The Town also complies with the Americans with Disabilities Act (ADA) and Utah state laws requiring reasonable accommodations for employees with disabilities, including adjustments to attendance policies where appropriate. Employees needing accommodation or leave for medical reasons, family responsibilities, or disabilities should contact the Mayor or Town offices to discuss options.

24.4 Patterns of Absenteeism or Tardiness

Consistent attendance is critical to maintaining productivity and fairness among team members. Poor attendance, patterns of frequent tardiness, or repeated unexcused absences are disruptive and may lead to disciplinary action, up to and including termination of employment.

24.5 Disciplinary Actions

Attendance issues will be addressed based on their severity and frequency. Disciplinary actions may include verbal or written warnings, suspension or probation, and termination of employment for repeated or severe violations. Employees are encouraged to maintain open communication regarding attendance challenges to allow for timely support and solutions. Fairfield aims to work collaboratively to address legitimate issues while ensuring operational continuity.

25 Dress Standards and Personal Appearance

Fairfield is committed to fostering a professional work environment. Employees' personal appearance contributes significantly to the Town's image and professionalism. All employees are expected to maintain neat, clean, and professional grooming and attire standards that reflect positively on the Town.

25.1 Unprofessional Attire

Employees must avoid wearing clothing or accessories that detract from the professional image that Fairfield seeks to uphold. Examples of unprofessional attire include, but are not limited to:

- Clothing that is dirty, wrinkled, torn, or otherwise unkempt.
- Cutoffs, sweatpants, jogging pants/windsuits, tank tops, halter tops, flip-flops, slippers, or bare feet.
- Clothing with offensive, discriminatory, or inappropriate graphics or messages, including but not limited to advertisements for alcohol, tobacco products, illegal substances, or items with profanity, racial references, sexual implications, or derogatory religious themes.
- Suggestive or revealing attire, such as see-through clothing or attire that exposes undergarments.
- Radical departures from conventional professional dress.

25.2 Personal Appearance and Grooming Standards

To maintain a professional and inclusive work environment, employees should adhere to the following grooming and personal appearance guidelines:

- Fragrances. Use perfume, cologne, and aftershave lotion sparingly, as some individuals may be sensitive to strong fragrances.
- Piercings. Facial and visible body piercings (other than earrings) should be minimal and non-distracting. Tongue piercings are discouraged in professional settings.

- **Body Modifications.** Visible body modifications, such as surgically implanted ball bearings or spikes are not considered professional attire.
- **Hair.** Hair should be clean, neat, and styled appropriately. Unnaturally colored hair (e.g., blue, pink, green, etc.) and extreme hairstyles (e.g., mohawks, spiked hair, or symbols, letters, or graphics shaved into the scalp) do not present an appropriate professional demeanor and are discouraged unless approved as part of reasonable accommodation.
- **Hygiene.** Employees must practice good hygiene, including regular bathing and the use of deodorant.
- **Facial Hair.** Beards and mustaches should be neatly trimmed and well-maintained.

Certain departments may impose additional standards or restrictions based on safety, health, or Occupational Safety and Health Administration (OSHA) regulations.

25.3 Religion, Ethnicity, and Disability Accommodation

Fairfield respects and accommodates employees' religious beliefs, cultural expressions, and disability-related needs. The Town will make reasonable accommodation to its dress code and grooming standards when required by:

- Religious practices (e.g., head coverings, modest attire).
- Cultural or ethnic expressions (e.g., hairstyles reflective of cultural identity).
- Disabilities that need modifications to dress or grooming standards.

Employees seeking accommodation should contact the Mayor or Town offices to discuss their needs and provide any necessary documentation.

25.4 Enforcement and Disciplinary Actions

All employees are responsible for ensuring compliance with the dress and grooming standards. Repeated or serious violations to this policy may result in disciplinary action, up to and including termination of employment.

The Town reserves the right to modify or clarify these standards as needed to maintain a professional, inclusive, and safe work environment. Questions about the appropriateness of attire or appearance should be directed to the Mayor or designated Human Resources representative.

26 Workplace Etiquette

Fairfield is dedicated to fostering a positive, respectful, and professional work environment. Employees are expected to demonstrate courtesy, consideration, and professionalism in their interactions with colleagues, supervisors, and members of the public. The Town is committed to continuous improvement in fostering a respectful workplace. Employees are encouraged to provide feedback or suggestions to improve workplace culture and etiquette.

26.1 Promoting Respect and Courtesy

Employees should treat each other with respect, dignity, and fairness. Disruptive, discourteous, or inappropriate behavior that impacts the work environment or another employee's ability to perform their duties will not be tolerated.

26.2 Addressing Behavioral Concerns

Sometimes, workplace behavior may inadvertently disrupt or annoy others. Many of these concerns can be resolved in direct and respectful communication between employees. If a concern arises:

- Step 1. Talk Directly to the Co-Worker: Politely address the issue with your colleague to bring the behavior to their attention. Use constructive language to explain how behavior affects you or others.
- Step 2. Seek Supervisor Assistance: If the issue persists or if you are uncomfortable addressing the concern directly, escalate it to your supervisor or the Mayor for guidance and resolution.
- Step 3. Use Formal Reporting Channels: If necessary, employees may utilize the Town's formal complaint process, ensuring a fair and impartial resolution.

26.3 Examples of Workplace Etiquette

To maintain a positive work environment, employees should strive to:

- Keep noise levels (e.g., conversations, music, phone calls) at a reasonable volume.
- Maintain cleanliness and orderliness in shared spaces, such as break rooms and meeting areas.
- Use professional and respectful language, avoiding gossip, offensive comments, or inappropriate jokes.
- Respect personal boundaries and space.
- Avoid behaviors that may distract or disrupt others, such as excessive interruptions, loud personal phone calls, or distracting habits.

26.4 Open Communication and Feedback

In most cases, common sense will dictate an appropriate resolution. Fairfield encourages open dialogue and constructive feedback to resolve workplace concerns. Employees are expected to approach feedback with an open mind and a willingness to change behavior when reasonable and appropriate. Employees are also expected to address concerns promptly to prevent misunderstandings or escalation.

27 Conflicts of Interest

Fairfield is committed to maintaining high ethical standards in all aspects of its operations. Employees must avoid situations where their personal interests, relationships, or activities may conflict, or appear in conflict, with the interests of the Town. The purpose of the guidelines outlined below is to provide directions for employees to identify, report, and address conflicts of interest.

27.1 Definition of Conflict of Interest

A conflict of interest occurs when an employee's personal, financial, or other interests interfere or appear to interfere with their professional responsibilities to Fairfield. Examples include, but are not limited to:

- Situations where an employee can influence decisions that may result in personal gain or financial benefit for themselves, a relative, or a close associate.
- Engaging in outside business activities that conflict with the employee's job duties or the Town's interests.
- Accepting gifts, payments, or other benefits from vendors, contractors, or entities that do or seek to do business with the Town, except as allowed under Town policy.
- Having a direct or indirect financial interest in an organization or project that could influence Town decisions.
- Holding personal investments in any business entity that could create a conflict of interest, as prohibited under Utah Code Section 67-16-9

27.2 Prohibited Activities

Employees must not:

- Use their position with the Town to secure special privileges, exemptions, or benefits for themselves or others.
- Participate in decisions where they, their relatives, or associates may benefit financially or otherwise.
- Engage in outside business dealings, activities, or relationships that conflict with their duties or create an appearance of impropriety without prior written approval from the Mayor.
- Accept gifts, gratuities, or compensation from any individual or entity conducting business with the Town unless expressly permitted by Town policy and applicable law.

27.3 Disclosure and Reporting Obligations

To promote transparency and compliance with ethical standards:

- Annual Disclosure. Employees must submit a written Conflict of Interest Disclosure Form each year between January 1 and January 31, identifying any personal, financial, or other interests that could interfere with their official duties.
- Ongoing Disclosure. Employees must immediately disclose any new conflicts of interest that arise during their employment. Disclosures should be submitted in writing to the Town.

27.4 Approval of Outside Activities

Employees who wish to engage in outside business or volunteer activities that could potentially conflict with their Town responsibilities must obtain prior written approval from the Mayor. Approval will only be granted if the activity does not interfere with the employee's job duties, compromise the Town's interests, or create an appearance of impropriety.

27.5 Consequences for Non-Compliance

Failure to abide by this policy, including failing to disclose a conflict of interest or engaging in prohibited activities, may result in disciplinary actions, up to and including termination of employment.

27.6 Ethical Standards and Training

Fairfield may provide periodic ethics training to ensure employees understand their responsibilities under this policy and applicable laws. Employees are encouraged to seek guidance whenever they are uncertain about a potential conflict of interest.

28 Security Inspections

Fairfield wishes to maintain a safe, secure, and productive work environment. To support this, the Town enforces a policy prohibiting the possession, transfer, sale, or use of illegal drugs, alcohol, firearms, explosives, or other prohibited materials on Town property or while conducting Town business.

28.1 Prohibited Items

The possession, distribution, sale, or use of the following items is strictly prohibited on Fairfield premises, including parking lots, Town-owned vehicles, and while conducting Town business:

- Illegal drugs or controlled substances.
- Alcohol (except as expressly authorized for Town-approved events).

Any other item or substance deemed inappropriate, unsafe, or harmful to the work environment.

28.2 Inspections and Searches

To ensure compliance with this policy and protect the safety and security of its employees, Fairfield reserves the right to inspect and search all Town property and facilities. This includes but is not limited to:

- Desks, lockers, file cabinets, and other storage devices provided for employee use.
- Town-owned vehicles.
- Packages, bags, and personal items brought onto Town property or into the workplace.

Such inspections may be conducted at any time, with or without prior notice, and do not require the employee's presence.

28.3 Personal Belongings

While Fairfield respects employees' privacy, employees should understand that items stored in Town-provided spaces or brought onto Town premises are subject to inspection if there is a reasonable suspicion of a violation of Town policy or applicable law.

28.4 Employee Cooperation

Employees are expected to cooperate fully with any inspection or search conducted under this policy. Refusal to allow an inspection may result in disciplinary action, up to and including termination of employment.

28.5 Legal Compliance

Any inspection or search will be conducted in a manner that is respectful of employee right and consistent with applicable federal and Utah state laws, including protections against unlawful search and seizure.

28.6 Confidentiality and Reporting

Any prohibited items discovered during an inspection will be handled in accordance with Town policy and applicable laws. If necessary, local law enforcement will be contacted. Employees are encouraged to report any violations of this policy or suspicious activity to the Mayor or their supervisor immediately.

29 Return of Town Property

Employees are responsible for the proper care, use, and return of all Fairfield property, materials, and written or electronic information issued to them or in their possession during employment.

29.1 Items Subject to Return

The following are examples of items that must be returned upon request or termination of employment:

- Keys, security badges, and access cards.
- Town-issued uniforms, tools, or equipment.
- Laptops, phones, or other electronic devices.
- Documents, manuals, files, or other work-related materials, whether in physical or digital form.
- Any other property belonging to Fairfield.

29.2 Return of Property

Employees must return all of Fairfield property:

- Upon termination of employment (whether voluntary or involuntary).
- Upon request by management.
- When the item is no longer needed for Town business.

All Town-issued property must be returned in good working condition, reasonable wear and tear excepted.

29.3 Payroll Deductions for Unreturned Property

In accordance with federal and state laws, Fairfield may withhold the cost of unreturned items or damaged property from an employee's final paycheck. This process will comply with applicable laws, including any necessary written authorization from the employee.

29.4 Legal Action

If the employee fails to return Town property or compensate for lost or damaged property, Fairfield may pursue all appropriate legal remedies to recover or protect its property.

29.5 Acknowledgement of Responsibility

Employees may be required to sign an acknowledgement form when issued Town property, confirming their responsibility for its care and return.

30 Photographic Release

30.1 Use of Employee Images or Recordings

Any photographic images, videos, or audio recordings of employees captured during the performance of their job duties or while participating in Town-related activities, whether made

by or on behalf of Fairfield, are the property of Fairfield. These materials may be used at the Town's discretion for official purposes, including but not limited to promotional materials, training, social media, websites, publications, or public relations campaigns, without additional approval of the employees.

Fairfield will make reasonable efforts to notify employees of their intended use when such materials are published or broadly distributed but are not required to obtain consent.

30.2 Consent for Use of Likeness

By accepting employment with Fairfield, employees acknowledge and agree that their likeness, image, voice, or other personally identifiable representation captured while performing their duties or attending Town events may be used by the Town for lawful purposes. Employees waive any claims for compensation, royalties, or other financial considerations related to the use of such materials.

30.3 Opt-Out of Public Use

Employees who do not wish for their likeness to be used for promotional or non-essential purposes may submit a written request to the Mayor. Reasonable accommodation will be made for such requests when possible and do not conflict with Town operations or legal obligations.

30.4 Commercial Use of Town Properties

All commercial photographers, filmmakers, or videographers taking photos, videos or recordings on or about Fairfield property must receive prior written approval from the Mayor. Requests must specify the intended purpose and use of the materials and may be subject to additional permission or fees as determined by the Town.

30.5 Confidentiality and Privacy

Fairfield will not use employee images, videos, or audio recordings in ways that would violate privacy laws or disclose sensitive information without prior employee consent, except as required by law or court order.

31 Use of Intellectual Property and Branding

31.1 Prohibited Use of Town-Owned Materials

The names, likenesses, trademarks, service marks, images, photographs, copyrights, advertising, promotional materials, logos, or other intellectual property associated with or utilized by Fairfield (collectively referred to as "Town Branding") are the exclusive property of the Town. These materials may not be used, reproduced, or distributed for any purpose not directly related to official Fairfield business unless explicitly authorized in writing by the Mayor or their designee.

31.2 Authorized Use of Town Branding

Use of Town Branding is restricted to the following purposes:

- Official Town communications, advertising, or promotional campaigns.
- Employee actions directly related to their job duties and responsibilities.
- Approved community outreach, partnerships, or sponsorship authorized by the Town.

31.3 Prohibited Activities

The following activities involving Town Branding are strictly prohibited without prior written authorization from the Mayor:

- Using Town Branding for personal gain, private business ventures, or non-Town-related activities.
- Altering, modifying, or creating derivative works of Town Branding in a manner that could misrepresent or damage Fairfield's reputation.
- Displaying Town Branding in a manner that could imply endorsement, sponsorship, or affiliation with non-Town entities, businesses, or causes.
- Using Town Branding for political campaigns, advocacy, or lobbying not expressly approved by Fairfield.

31.4 Request for Permission

Requests to use Fairfield Branding or any purpose outside of official Town business must be submitted in writing to the Mayor. The request must include the intended purpose, scope, and duration of use. Fairfield reserves the right to deny any request that may conflict with its policies, values, or legal obligations.

31.5 Enforcement

Unauthorized use of Fairfield Branding will be subject to disciplinary action, up to and including termination of employment, and may also result in legal action to protect the Town's intellectual property rights.

31.6 Intellectual Property Rights

All employees acknowledge and agree that any materials, designs, or works created by employees as part of their job duties, or using Town resources, shall be considered "work made for hire" and remain the property of Town.

32 Confidentiality

As a condition of employment, Fairfield requires all employees to sign a Confidentiality Agreement, located in Appendix B. This agreement outlines the obligations and responsibilities of employees regarding the protection of confidential and proprietary information. All employees

are required to (1) both during and after employment with the Town to maintain confidentiality and all information obtained through their role at Fairfield, (2) use confidential information solely for the performance of their job duties, (3) refrain from disclosing confidential information to any unauthorized individuals, including other employees without a legitimate need to know, and (4) secure confidential information by following Town data protection protocols, including safeguarding electronic files, documents, and physical record. Sharing, copying, or distributing confidential information without proper authorization is prohibited. Using confidential information for personal gain or to benefit another entity is also forbidden. Employees should refrain from accessing confidential information without a legitimate work-related reason.

32.1 Third Party Requests

Employees must not disclose any confidential information to third parties, including government agencies or legal representatives, unless authorized by the Mayor or required by law. In the event of a subpoena or legal request, employees must immediately notify the Mayor for guidance.

32.2 Consultation

Should an occasion arise in which an employee is unsure of their obligations under this policy, it is the employee's responsibility to consult with the Mayor or a designated representative for clarification.

32.3 Consequences of Violations

Failure to comply with this policy or the Confidentiality Agreement could result in disciplinary action, up to and including termination of employment. Violations may also subject the employee to legal liability under applicable federal or Utah laws.

Appendix A – Acknowledgement

Acknowledgement of Receipt of Fairfield Town Employee Policy Manual

The employee policy manual describes important information about Fairfield Town. I understand that I should consult with the Mayor regarding any questions not answered in the manual.

I have entered my employment relationship with Fairfield voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Fairfield can terminate the relationship at will, or without cause, at any time.

Since the information, policies, and benefits described in the manual are subject to change, I acknowledge that revisions to the handbook may occur, except to Fairfield Town's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Mayor or Town Council can adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is not a contract of employment. I have received the handbook, and I understand that it is my responsibility to read, understand, and comply with the policies contained in this handbook and any revisions made to it.

Employee Name (Printed):

Employee Signature:

Date:

To be returned to Fairfield Town offices – employment file

Appendix B – Confidentiality Agreement

Acknowledgement of Receipt of Fairfield Town Employee Confidentiality Agreement

THIS EMPLOYEE CONFIDENTIALITY AGREEMENT (the "Agreement") is made and entered into as of the ____ day of _____, 20__ (the "Effective Date") by and between Fairfield Town and the undersigned individual ("Employee"), who since the Effective Date has been an employee of the Town.

1. Definition of Confidential Information – In this Agreement, the term "Confidential Information," shall mean any and all information that derives independent economic value, actual or potential, from not being generally known to the public, or the dissemination of which could cause economic harm to Fairfield, and information of a third party that has been disclosed to Fairfield pursuant to nondisclosure covenants by Fairfield, including but not limited to:

- (a) Intellectual property, computer programs (whether owned by Fairfield or any third party or used under license), data, research, methods, systems, compositions, processes and records.
- (b) Information regarding purchasing methods and sources including the names and identities and other information regarding vendors and suppliers, and prices at which products or services are or have been obtained or sold.
- (c) Information regarding products and services and potential products and services, and contacts and potential contacts; details of all contracts and agreements to which Fairfield is a party; information regarding employees and independent contractors, including terms and conditions of engagement and performance evaluations; financial statements, forecasts, reports and all information not disseminated to the public.

Confidential Information may be in any form, including but not limited to documents, proprietary forms, software, and other electronic data, etc.

2. Duty of Confidentiality – Except as necessary in the performance of Employee's work, duties and responsibilities for and to the Town or as specifically authorized in writing by the Town, Employee shall not directly or indirectly: (a) copy,

disclose, publish, or transfer any confidential information to any other person, business or entity, including other employees of Fairfield Town; (b) aid, encourage or allow any other person; business or entity to gain possession of or access to any confidential information; or (c) use, sell or exploit any confidential information or aid, encourage or allow any other person, business or entity to use, sell or exploit any confidential information.

3. Confidential Information of Third Parties – Employee understands that, from time to time, confidential information may be submitted to Fairfield by other persons, businesses or entities and that said confidential information is protected under Paragraph 2. Employee further understands that as a condition for receiving said confidential information, Fairfield may enter into agreements with said other persons, businesses or entities restricting or prohibiting copying, use, transfer, publication, or disclosure of said confidential information. Employee agrees to respect any such agreements and to avoid any action or inaction which is inconsistent with the obligations lawfully imposed on Fairfield thereunder. Employee further agrees to treat said confidential information with the same (or greater) degree of care that is afforded to confidential information proprietary to Fairfield.

4. Fairfield Town's Property – All computer disks, papers, files, documents, samples, works and other materials containing any (i) confidential information of Fairfield, (ii) confidential information of a third party which is in Fairfield's possession, or (iii) information which Employee prepares, uses, possess or controls that affects or relates to the business of Fairfield, is and shall be and remain the sole property of Fairfield; and, with the exception of ordinary work routinely taken home or on business trips, shall not be removed from Fairfield's facilities without prior specific authorization of the Mayor.

5. Return of Materials Upon Notice of Termination – Employee agrees that effective when Employee gives Fairfield, or receives from Fairfield, notice terminating Employee's engagement, Employee shall immediately return to Fairfield all property of Fairfield in Employee's possession, use or control, including any and all originals and copies of any files, documents, works and other materials containing any confidential information of Fairfield or of any third party. Employee shall not take with him or her, or cause or permit any unauthorized use, destruction, disclosure or copying of, or the removal from Fairfield's facilities of, any originals or copies of any computer disks, papers, files, documents, works and other materials containing any confidential information of Fairfield or of any third party.

6. Prior Relationships of Confidentiality – Employee represents and warrants that Employee's engagement under this Agreement does not violate any other agreement binding Employee, nor violate any obligation of confidentiality between Employee and any third party. Further, Employee agrees that Employee will not use for Fairfield's

benefit, or disclose to Fairfield, any confidential information of any third party if Employee is prohibited by agreement (such as an agreement with a prior employer or contractor) or otherwise from so using or disclosing such confidential information. Employee represents and warrants that Employee has disclosed to Fairfield any such obligations of confidentiality and prohibitions, if any. Employee agrees to indemnify and hold Fairfield harmless from all damages, expenses, costs (including reasonable attorneys' fees) and liability incurred in connection with, or resulting from, any breach of this Section 6.

7. Acknowledgment – The parties understand, acknowledge and agree that, as between them, all items of confidential information are important, and affect the successful conduct of the business of Fairfield and its good will. Any breach of this Agreement is a material breach of Employee's engagement agreement with Fairfield and grounds for termination of Employee's engagement with Fairfield. Employee acknowledges that Employee's covenants and agreements in this Agreement are reasonable and necessary to protect the legitimate interests and confidential information of Fairfield. The parties acknowledge and agree that the compensation and benefits provided to Employee during Employee's engagement are in substantial part consideration for this Agreement. Employee's obligations under this Agreement shall survive the termination of Employee's engagement by any means or reason, or by either party.

8. Entire Agreement and/or Amendment – The parties understand and expressly agree that **(i)** this Agreement constitutes the entire agreement between the parties relative to the subject matter hereof, and **(ii)** there are no representations, warranties or agreements, either express or implied or oral or written, except as set forth herein. This Agreement may be modified only in a writing executed by the parties that specifically indicates it is amending this Agreement.

9. Governing Law – This Agreement shall be governed by the laws of the State of Utah. Any litigation arising out of this Agreement shall be conducted in applicable courts in Utah County, Utah, and the parties expressly agree upon and consent to such jurisdiction and venue.

10. Enforcement – Employee agrees that any breach of this Agreement will result in irreparable damage to Fairfield for which Employee will have no adequate remedy at law, and, therefore, Employee agrees that Fairfield shall be entitled to injunctive or other equitable or legal relief which may include, but shall not be limited to **(i)** restraining Employee from rendering any service or performing any activity in breach of this Agreement, **(ii)** an order for specific relief, **(iii)** other equitable relief, and **(iv)** damages, including costs and reasonable attorneys' fees. However, no remedy available under this Agreement (including this Section 10) is intended to be exclusive of any other

remedy, and each and every remedy shall be cumulative and shall be in addition to every other available remedy or now or hereafter existing at law or in equity, by statute or otherwise. The election of any one or more remedies by Fairfield shall not constitute any waiver of the right to pursue other available remedies.

11. Attorneys' Fees – If either party breaches this Agreement, then the non-breaching party shall be entitled to collect from the breaching party any and all reasonable costs, including attorneys' fees, incurred by the non-breaching party in enforcing this Agreement. Such relief shall be in addition to any other relief to which the non-breaching party is entitled.

12. Waiver – No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

IN WITNESS WHEREOF, Fairfield has caused this Agreement to be executed by its Mayor, and Employee and Fairfield have executed this Agreement as of the date first above written.

Employee Signature

Mayor Signature