



Salt Lake City - A Thriving City of Opportunity for Everyone

Our mission is to deliver excellent service and to develop progressive solutions that allow for sustainable growth.

Role of City Employees

City employees, from the Mayor to the newest hire, are to serve the public interest and the public good. You are a public servant, and remember ***you are the face of the city.***

Standard of Conduct

Courtesy and respectful behavior towards the public and other city employees is expected **at all time.**

During work hours, you are to --

- devote your whole time, attention, and efforts to city business.
- maintain safe and orderly equipment, including city vehicles.
- not use city equipment or information technology for personal gain or inappropriately.

The following are considered inappropriate and subject to disciplinary action:

- Refusing work assignments from the supervisor
- Falsifying or altering documents
- Disregarding safety regulations or guidelines
- Stealing, destroying, damaging, defacing or threatening to damage or destroy city property, work-related documents, work areas, or personal property of others while at work or in connection with work

Alcohol, Drugs & Illegal Substances

- Reasonable Suspicion Testing
- Post-Accident Drug & Alcohol Testing (for CDL Drivers)
- Random Drug and Alcohol Testing (for CDL Drivers)

Attendance

- Be at work **on time.**
- You are required to clock-in and clock-out; clock rounds to the nearest 15 minutes.
- You must contact supervisor **at least 15 minutes prior** to the starting of shift if unable to work or will be late.
- In some situations, the city may require employees who request unscheduled leave to furnish medical certification.

Details of all HR policies can be found at <https://www.slc.gov/hr/policies-and-administration/policies/>

Worker's Compensation

- It pays medical expenses and helps offset lost wages for employees with work-related injuries or illnesses.
- To be qualified, it has to meet these 2 criteria:
 - During the course and scope of working
 - The injury is caused by your work activity

If injured on the Job

1. In life threatening emergencies, call 911 or get to a hospital immediately.
2. For non-life threatening injuries, call **1-800-825-6974** to speak with a registered nurse to evaluate the nature of your incident and determine appropriate care.
3. Report your injury immediately to your supervisor.

FMLA (Family & Medical Leave Act)

Eligibility - Worked at least one year with the city cumulatively, and worked **1250 hours** in the past 12 months.

Employees can use FMLA for the following:

- Birth, adoption or placement of a child
- Employee's serious health condition
- Care for an immediate family member with serious health condition
- Exigency Leave
- Care for family member injured in military service
- 12 weeks per year (Military caregiver is 26 weeks)
- Can be continuous or intermittent

Note: FMLA does not provide employment protection beyond when your seasonal employment normally ends.

ADA (Americans with Disabilities Act)

The city recognizes that some individuals with disabilities may require reasonable accommodations. If an employee is disabled or becomes disabled (meaning he/she has a mental or physical impairment substantially limiting one or more of the major life activities) and requires a reasonable accommodation, the employee should contact the EEO program manager to begin the interactive process.

Contacts:

FMLA: Alfredo Martin at 801-535-7121

ADA : Darlene Harper at 801-535-6607

Applying for a full time City job

- Seasonal employees can apply for all job postings.
- All applications are accepted online only.

City's paycheck is one cycle behind.

Please check the date your 1st paycheck will arrive from the list below.

Salt Lake City Corporation 2019 Biweekly Payroll Schedule

Pay Period	Pay Date
1/13 - 1/26	2/8/2019
1/27 - 2/9	2/22/2019
2/10 - 2/23	3/8/2019
2/24 - 3/9	3/22/2019
3/10 - 3/23	4/5/2019
3/24 - 4/6	4/19/2019
4/7 - 4/20	5/3/2019
4/21 - 5/4	5/17/2019
5/5 - 5/18	5/31/2019
5/19 - 6/1	6/14/2019
6/2 - 6/15	6/28/2019
6/16 - 6/29	7/12/2019
6/30 - 7/13	7/26/2019
7/14 - 7/27	8/9/2019
7/28 - 8/10	8/23/2019
8/11 - 8/24	9/6/2019
8/25 - 9/7	9/20/2019
9/8 - 9/21	10/4/2019
9/22 - 10/5	10/18/2019
10/6 - 10/19	11/1/2019
10/20 - 11/2	11/15/2019
11/3 - 11/16	11/29/2019
11/17 - 11/30	12/13/2019
12/1 - 12/14	12/27/2019
12/15 - 12/28	1/10/2020
12/29 - 1/11	1/24/2020