



UTAH INLAND  
PORT AUTHORITY

# Personnel

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**Table of Contents**

Revision Table..... 3

I. Purpose Statement..... 4

II. Regulatory / Legislative Requirements ..... 4

III. Scope ..... 4

IV. References ..... 4

V. Definitions..... 4

VI. Roles & Responsibilities..... 4

VII. Policy..... 4

VIII. Hiring..... 5

    Application Process..... 5

    Application Evaluation and Interviews..... 6

    Qualifications for Employment..... 6

IX. Disciplinary Action..... 6

X. Termination and Separation ..... 7

XI. Leave and Benefits ..... 7

    Annual ..... 7

    Sick Leave ..... 7

    Bereavement ..... 7

    Paid Holidays..... 7

XII. Salary and Benefits Adjustment ..... 8

**Revision Table**

<b>Version</b>	<b>Effective Date</b>	<b>Revision Author</b>	<b>Summary of Revisions</b>
1.1	May 5, 2022	Amy Brown Coffin	Updated to new policy template
2.0	February 27, 2023	Amy Brown Coffin	Updated owner to Benn Buys and Document Number to BP-11; Added Juneteenth to holidays list

**I. Purpose Statement**

This policy and the procedures adopted by the organization and in other personnel statements or materials issued by UIPA reflect current policies and procedures.

**II. Regulatory / Legislative Requirements**

None

**III. Scope**

This policy provides employees of the Utah Inland Port Authority (UIPA) an understanding of the responsibilities and obligations of employment with the UIPA.

**IV. References**

None

**V. Definitions**

<b>Term</b>	<b>Definition</b>
Employee	Anyone who receives salary/wage from the organization, including full or part-time staff, and interns.

**VI. Roles & Responsibilities**

<b>Role</b>	<b>Responsibilities</b>
Chief Financial Officer (CFO)	Act as human resource officer
Executive Director	Administer policy and adopt procedures

**VII. Policy**

The executive director has the authority to administer policy and adopt procedures and/or guidelines that implement policy that further define the rules governing UIPAs employees. These procedures include establishing leave policies; including sick leave and vacation; setting up performance reviews; establishing employee benefits and giving merit increases. Any procedures established by the executive director that create a cost to UIPA must be within the budget approved by the board.

The chief financial officer shall act as the human resource officer. The primary responsibility is to ensure that UIPA policies and procedures and treatment of all employees is fair, equitable and consistent with applicable state and federal guidelines. The CFO will work to promptly and equitably to resolve employee complaints relating to work, compensation policies, performance, and benefits. The Department of Human Resource Management (DHRM) may be consulted if needed.

## VIII. Hiring

UIPA is an “Equal Opportunity Employer” and shall comply with the Equal Employment Opportunity Act.

UIPA complies with state laws prohibiting nepotism or the employment of relatives. Except as allowed by state law, UIPA prohibits UIPA employees from employing, appointing, voting for the appointment of, directly supervising, or being directly supervised by the employee’s relative. Relative is defined as any of the following relationships:

- Father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

New positions must be approved by the executive director with budget authorization from the CFO.

Job descriptions are prepared according to duties and qualifications required for successful job performance. The job description, as approved by the CFO, shall identify essential job functions, required education, experience, skills and abilities, competence, and character.

### Application Process

Whenever possible UIPA will promote or transfer employees from within, provided the internal candidate is qualified for the position.

UIPA may choose to seek external candidates to fill new or vacant positions at any time.

- For professional or executive positions which require extensive experience and/or higher education and are deemed critical to the organization, the CFO may recruit applicants without advertising for the position. UIPA retains the discretion to solicit candidates for positions by any means possible ensuring that applicants recruited meet the minimum qualifications for the positions and complete all pre-hire testing and background checks.
- UIPA may choose to post job openings. If posted, qualifications and length of opening will be publicly available.
- UIPA may choose to post openings and independently recruit concurrently.
- UIPA conducts a background check of applicants being considered for employment, which may include, but is not limited to, an evaluation of the applicant’s personal and professional background, educational experience, and criminal history check. If an employee or applicant has falsified any item of information on the personnel application or has engaged in conduct inconsistent with standards of conduct outlined in these policies, UIPA may terminate the employee or remove the applicant from consideration for employment.

### Application Evaluation and Interviews

The evaluation of an applicant for employment will generally include one or more of the following processes; however, other evaluation methods may be used with the approval of the executive director or CFO.

- Review of applicants resume or application
- Performance test
- One-on-one or panel interview
- Assessment of other job-related qualifications identified by a job analysis

### Qualifications for Employment

Employees of the UIPA must be of good character. In verifying character, UIPA may fingerprint candidates and, before hire, conduct a thorough criminal history check. Potential employees may also be subject to a drug test prior to or subsequent to an offer of employment.

Employees of the UIPA must be citizens of the United States or legal aliens permitted to work in the US. Applicants are required to submit all documents relating to citizenship or status necessary for compliance with state or federal laws at the time of offer.

Must meet the minimum qualifications including education, experience and skills and be able to perform the essential job duties outlined in the job description with or without accommodations.

## IX. Disciplinary Action

Supervisors may take formal disciplinary action after consultation with the executive director and CFO. The disciplinary action must be in writing, signed and addressed to the employee being disciplined. The employee must be advised of the type, reason, and effective date of the disciplinary action to be taken.

Types of misconduct include:

- Violations of the laws of the United States or the State of Utah
- Conduct on or off the job that discredits UIPA or affects the employee's ability to perform effectively (commission of an act or acts offending to public morals or decency)
- Commission of any act, alone or with others, for the purpose of causing any employee to be either unfairly or dishonestly affected
- Violations of the policies of the UIPA
- Abuse of alcohol or controlled substances while working in a manner that adversely affects performance
- Poor driving records where driving is a required job duty
- Reprehensible or indecent language bringing discredit upon the UIPA
- Using official authority to influence or coerce any political action
- Dishonest in word or conduct
- Unauthorized use or abuse of the UIPA vehicles, equipment, or property
- Involvement of the UIPA with the employee's creditors due to the employee's failure to properly arrange personal financial matters

Employees whose conduct constitutes grounds for disciplinary action are subject to one or more of the following:



## BP-11 Personnel

- Informal Warning
- Formal Warning
- Suspension
- Demotion
- Termination

### X. Termination and Separation

UIPA requests that employees who voluntarily leave employment provide two-weeks advance written notice. Whenever possible, an “Exit Interview” will be conducted through the Human Resource office.

Upon termination, employees will receive compensation for accrued eligible compensatory, excess, and annual time. Employees terminated for cause may not be eligible for compensation.

### XI. Leave and Benefits

Full-time, benefitted employees receive following leave benefits:

#### Annual

Total annual accrued leave shall not exceed a balance of 320 hours.

Hours per Pay Period	Years of Service
4	<4
5	5-9
6	10-19
7	>20

#### Sick Leave

Employees will accrue four hours per pay period.

#### Bereavement

Employees may use up to three working days of bereavement leave, at the discretion of the executive director or designee.

#### Paid Holidays

- Dr. Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Juneteenth
- Pioneer Day
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Day
- New Year’s Day

## **XII. Salary and Benefits Adjustment**

Staff of the UIPA are State of Utah employees. Therefore, they are entitled to the same retirement plans, health, and dental coverage, etc. Employees may choose from the menu of options provided by the state.

UIPA will provide, at minimum, the same salary increase as the state provides as approved by the legislature on an annual basis.

Every three years a market comparability study will be completed with assistance of the Human Resource Management office to ensure salaries are in line and UIPA has the ability to keep the best employees within the market.