

(Highlighting and remarks in red added)

HR Committee revisions to Employee Manual

Purpose:

To ensure fair compensation and benefits for employees, the continued solvency of the Company and value for customers.

Goal/Objective:

- No reduction of benefits to current employees
- Manage company exposure to future cost escalations for benefit expense.

Revisions

Employee Manual:

- Page 23 – 4 Retirement Allowance

Existing Wording

1. Retirement Allowance: A Permanent Employee, in Good-Standing, shall receive at the time of Retirement from the Company, a retirement allowance equal to 1% of the Employee's final month of base salary for each full year of service, not to exceed thirty years. Base salary means the Employee's monthly salary at his Hourly Rate.

(\$5,000*1%*40 yrs = \$2,000)

Proposed Wording

2. Retirement Allowance: A Permanent Employee, in Good-Standing, shall receive at the time of Retirement from the Company a **one-time payment** equal to 1% of the Employee's final month of base salary for each full year of service, not to exceed thirty years – **maximum of 30% of final month base salary**. Base salary means the Employee's monthly salary at **their then current** Hourly Rate.

(\$5,000*30% = \$1,500 maximum)

- Page 32 – Approved Education Allowance:

Existing Wording

Approved Educational Assistance:

1. The Company will give financial assistance to Permanent Employees enrolled in approved educational programs that are a direct benefit to the Permanent Employee in the performance and skills of his/her Position. To this end, 50% of tuition and book fees will be paid for approved education programs completed with a grade "B" or better.
2. To obtain the educational assistance, the Permanent Employee must obtain the General Manager's prior approval of the program and agree in writing to remain with the Company following completion of the course, for at least one (1) year, or agree to repay the Company for the tuition and book fees paid by the Company.

Proposed Wording

Approved Educational Assistance:

1. The Company will give financial assistance to Permanent Employees enrolled in approved educational programs that are a direct benefit to the Permanent Employee in the performance and skills of his/her Position. To this end, 100% of tuition and book fees will be paid for approved education programs completed with a grade "C" or better.
2. To obtain the educational assistance, the Permanent Employee must obtain the General Manager's prior approval of the program and agree in writing to remain with the Company following completion of the course, for at least one (1) year, or agree to repay the Company for the tuition and book fees paid by the Company.

- **Page 22 – 4 Retirement :**

Existing Wording

1. Retirement. If a Permanent Employee, in Good-Standing, retires with 25 years or more service to the Company, the Company shall provide medical, dental and vision insurance for the retiree, but not his/her spouse or dependent children. The insurance provided shall be the same insurance provided to current Permanent Employees, but only coverage for the retiree, and may be periodically changed as the insurance provided current Permanent Employees changes. The Company will pay the costs of the retiree’s medical insurance for five years from the Permanent Employee’s retirement date, or until the retiree reaches his/her sixty-fifth birthday, whichever occurs first. In the event a retiring Permanent Employee works for 30 years or more, the Company will pay the retiree’s medical insurance for the longer of five years or until the retiree reaches age sixty-five.

Proposed Wording

Retirement

For employees hired before July 1, 2011:

If a Permanent Employee, in Good-Standing, retires with 25 years or more service to the Company, the Company shall provide medical, dental and vision insurance for the retiree, but not his/her spouse or dependent children. The insurance provided shall be the same insurance provided to current Permanent Employees, but only coverage for the retiree, and may be periodically changed as the insurance provided current Permanent Employees changes. The Company will pay the costs of the retiree’s medical insurance for five years from the Permanent Employee’s retirement date, or until the retiree reaches his/her sixty-fifth birthday, whichever occurs first. In the event a retiring Permanent Employee works for 30 years or more, the Company will pay the retiree’s medical insurance for the longer of five years or until the retiree reaches age sixty-five.

For employees **hired after July 1, 2011:**

If a Permanent Employee, in Good-Standing, retires with 25 years or more service to the Company, the Company shall provide medical, dental and vision insurance for the retiree, but not his/her spouse or dependent children. The insurance provided shall be the same insurance provided to current Permanent Employees, but only coverage for the retiree, and may be periodically changed as the insurance provided current Permanent Employees changes. The Company will pay the costs of the retiree’s medical insurance for five years from the Permanent Employee’s retirement date, or until the retiree reaches his/her sixty-fifth birthday, whichever occurs first.

1. Page 21 Pay Advances:

Existing Wording

Pay Advances: Pay advances shall be made only in exceptional circumstances and only upon the approval of the General Manager. The Employee shall repay any pay advance through a deduction from their next paycheck.

Proposed Wording

Pay Advances: Pay advances shall be made only *for time which has been earned and wages have not been paid. Requests will be considered only in exceptional circumstances and only granted upon the approval of the General Manager.* The Employee shall repay any pay advance through a deduction from their next paycheck.

2. Page 27 – C Sick Leave Accrual & Conversion:

Existing Wording

c. Accrual & Conversion Sick Leave may accrue to a maximum of 190 days. Upon termination, the Company will compensate a Permanent Employee with five or more years of service at their current Hourly Rate for unused Sick Leave for seventy five percent of unused Sick Leave credit up to a maximum of 142.5 days. When a Permanent Employee terminates with less than 5 years of Company service, unused Sick Leave will be paid on a pro-rata basis for the Calendar Year in which the Employee terminates.

Proposed Wording

c. **Accrual & Conversion** Sick Leave may accrue to a maximum of 190 days. Upon termination, the Company will compensate a Permanent Employee with five or more years of service at their current Hourly Rate for unused Sick Leave for seventy five percent of unused Sick Leave credit up to a maximum of 142.5 days. When a Permanent Employee terminates employment with less than 5 years of Company service, unused Sick Leave will be paid on a pro-rata basis for the Calendar Year in which the Employee terminates.

*Employees hired on or **after July 1, 2011** Sick Leave will covert, upon their terminating employment, based on the following schedule:*

- Less than 5 years of service – no payout*
- 5 to 10 years of service - 25% of total accrued sick leave*
- 11 to 24 years of service – 50% of total accrued sick leave*
- 25 years or more of service – 75% of total accrued sick leave*

5. Page 28 – Holiday Leave

Existing Wording

1. Holiday Leave.

a. The following days have been designated by the Company to be paid Holidays:

New Year's Day.....	January 1 st
Human Rights Day.....	3rd Monday in January
Presidents Day.....	3rd Monday in February
Memorial Day.....	Last Monday of May
Independence Day.....	July 4 th
Pioneer Day.....	July 24 th
Wasatch County Fair ½ Day	Friday before 1 st weekend in August
Labor Day.....	1st Monday in September
Columbus Day.....	2nd Monday of October
Veteran's Day.....	November 11 th
Thanksgiving Day.....	4th Thursday of November
Day After Thanksgiving Day.....	4th Friday of November
Christmas Day.....	December 25 th

Proposed Wording (Added on day, changed Name)

Holiday Leave.

a. The following days have been designated by the Company to be paid Holidays:

New Year's Day.....	January 1 st
Martin Luther King Day	3rd Monday in January
Presidents Day.....	3rd Monday in February
Memorial Day.....	Last Monday of May
Independence Day.....	July 4 th
Pioneer Day.....	July 24 th
Wasatch County Fair ½ Day	Friday before 1 st weekend in August
Labor Day.....	1st Monday in September
Columbus Day.....	2nd Monday of October
Veteran's Day.....	November 11 th
Thanksgiving Day.....	4th Thursday of November
Day After Thanksgiving Day.....	4th Friday of November
Christmas Day.....	December 25 th
Day after Christmas Day	December 26th

(No existing language and no page number listed as a change – apparently a NEW Addition)

Exempt Employees Manual

Directors' Compensation In-lieu of Health Insurance Benefits:

The Company will pay to a Director the premium normally paid to the Health Insurance carrier for the Medical, Dental and Vision coverage. When premium rates are increased or decreased by the insurance carrier, compensation in-lieu of benefits shall be adjusted by an equal amount.